



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street

Private Bag X397

Pretoria

0001

5 Queen Victoria Street

Cape Town

8001

### APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER LAPTOPS AT THE NATIONAL LIBRARY PRETORIA CAMPUS

**CLOSING DATE: 04 March 2025**

**TIME: 11H00**

***NB: All proposal/quotation must be submitted to [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za) , kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.***

#### **1. BACKGROUND**

1.1. National Library of South Africa (NLSA), hereafter referred to as NLSA, is a world class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving, and making available the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation, and access to published documents, nationally and internationally and in doing so contributes to the development and prosperity of South Africa. The NLSA has Campuses in Pretoria and Cape Town.

#### **2. SCOPE OF WORK**

**2.1. Supply, delivery and configure 09 laptops for the National Library of South Africa. All laptops are to be delivered at the National Library of South Africa's Pretoria campus (228 Johannes Ramokhoase Street)**

**2.1.1. Laptops features Quantity = 10**

| Item | Description                                                                                                                                                                                                                   |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | <b>RAM</b> - 16GB DDR5 5600 SoDIMM                                                                                                                                                                                            |
| 2.   | <b>Storage</b> – 256TB SSD M.2                                                                                                                                                                                                |
| 3.   | <b>Processor</b> - Intel® Core™ Ultra 5 125U 12C / 14T, Max Turbo up to 4.3GHz, 12MB                                                                                                                                          |
| 4.   | <b>Graphics</b><br>Integrated Intel® Graphics                                                                                                                                                                                 |
| 5.   | <b>Display</b><br>14" WUXGA (1920x1200) IPS 400nits Anti-glare, 45% NTSC, DBEF5                                                                                                                                               |
| 6.   | <b>Keyboard</b><br>Backlit, English (EU)                                                                                                                                                                                      |
| 7.   | <b>WLAN + Bluetooth</b><br>Intel® Wi-Fi® 6E AX211, 802.11ax 2x2 + BT5.3                                                                                                                                                       |
| 8.   | <b>Software</b><br><b>Operating System</b><br>Windows® 11 Pro, English                                                                                                                                                        |
| 9.   | <b>Dimensions(WxDxH)</b><br>313.7 x 226 x 18.92 mm (12.35 x 8.90 x 0.74 inches)                                                                                                                                               |
| 10.  | <b>AudioChip</b><br>High Definition (HD) Audio, Senary SN6147 codec<br><b>Speakers</b><br>Stereo speakers, 2W x2, Dolby Audio™<br><b>Camera</b><br>5.0MP + IR Discrete with Privacy Shutter<br><b>Microphone</b><br>2x, Array |
| 11.  | <b>Ports</b><br>3x USB-A<br>2x USB-C® Thunderbolt™ 4<br>1x HDMI® 2.1,<br>1x Headphone / microphone combo jack (3.5mm)<br>1x Ethernet (RJ-45)<br>1x Nano-SIM Card Slot                                                         |
| 12.  | <b>Camera</b><br>5.0MP + IR Discrete with Privacy Shutter                                                                                                                                                                     |
| 13.  | <b>Battery</b>                                                                                                                                                                                                                |

|     |                                                                         |
|-----|-------------------------------------------------------------------------|
|     | 46.5Wh                                                                  |
| 14. | <b>Power</b><br>65W USB-C®                                              |
| 15. | <b>Weight</b><br>Less Than 1.5 KG                                       |
| 16. | <b>Warranty</b><br>3 Years Premier Support                              |
| 17. | <b>Security</b><br>Kensington® Nano Security Slot<br>Fingerprint Reader |

## 1. NLSA'S RIGHTS

1.1. The NLSA is entitled to amend any tender conditions, tender validity period, tender terms of reference, or extend the tender's closing date, all before the tender closing date. All Bidders, to whom the Bid documents have been issued and where the NLSA have record of such Bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NLSA's website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

## 2. DURATION OF THE PROJECT

2.1. The appointed service provider shall make an undertaking that the turnaround time to supply and deliver is within 30 days.

## 3. CONDITIONS OF RFQ

3.1. The NLSA reserves the right not to accept the lowest proposal.

3.2. The NLSA reserves the right to appoint one or more Bidders.

3.3. The NLSA reserves the right not to award the contract.

3.4. The NLSA reserves the right to have any documentation submitted by the successful Bidder checked or inspected by any other person or organisation.

3.5. The General Conditions of Contract will be applicable to this Bid.

3.6. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

3.7. The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.

3.8. No upfront Payment will be done by NLSA.

3.9. The quotation is valid for a period of 90 days and may be extended at the discretion of the NLSA.

#### **4. EVALUATION CRITERIA**

##### **4.1. Pre evaluation (standard bid documents)**

4.1.1. Fully Completed SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms.

4.1.2. The bidder must be registered on the Central Supplier Database (CSD).

**NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.**

##### **4.2. Mandatory**

4.2.1. **Bidder to provide a valid OEM/Distributor letter from where the equipment will be sourced.**

4.2.2. **Bidder to provide a datasheet for the proposed equipment.**

##### **4.3. SUBMISSION FORMAT**

Bid proposals should be submitted in the format as indicated below:

Bidders will be evaluated in two stages. First stage will be the technical evaluation and the second stage will be the price evaluation.

##### **4.4. Evaluation stage one (1): Technical Evaluation**

4.4.1. **The datasheets will be used to verify if the specification below meets the requirements.**

| Requirement          | Technical Specification                                                                                                                           | Yes/No |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Laptops as per 2.1.1 | 1. RAM - 16GB DDR5 5600 SoDIMM<br>2. Storage – 1TB SSD M.2<br>3. Processor - Intel® Core™ Ultra 5 125U 12C / 14T,<br>Max Turbo up to 4.3GHz, 12MB |        |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                 | <p>Graphics</p> <p>4. Integrated Intel® Graphics</p> <p>5. Display<br/>14" WUXGA (1920x1200) IPS 400nits Anti-glare, 45% NTSC, DBEF5</p> <p>6. Keyboard<br/>Backlit, English (EU)</p> <p>7. WLAN + Bluetooth<br/>Intel® Wi-Fi® 6E AX211, 802.11ax 2x2 + BT5.3</p> <p>8. Software<br/>Operating System<br/>Windows® 11 Pro, English<br/>Dimensions(WxDxH)<br/>313.7 x 226 x 18.92 mm (12.35 x 8.90 x 0.74 inches)</p> <p>9. AudioChip<br/>High Definition (HD) Audio, Senary SN6147 codec<br/>Speakers<br/>Stereo speakers, 2W x2, Dolby Audio™</p> <p>10. Camera<br/>5.0MP + IR Discrete with Privacy Shutter</p> <p>11. Microphone<br/>2x, Array</p> <p>12. Ports<br/>3x USB-A<br/>2x USB-C® Thunderbolt™ 4<br/>1x HDMI® 2.1,<br/>1x Headphone / microphone combo jack (3.5mm)<br/>1x Ethernet (RJ-45)<br/>1x Nano-SIM Card Slot</p> <p>13. Camera<br/>5.0MP + IR Discrete with Privacy Shutter</p> <p>14. Battery<br/>46.5Wh<br/>Power<br/>65W USB-C®</p> <p>15. Weight - Less Than 1.5 KG</p> <p>16. Warranty - 3 Years Premier Support</p> <p>17. Security - Kensington® Nano Security Slot Fingerprint Reader</p> |  |
| <b>Warranty</b> | 3-year onsite manufacture warranty                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Delivery</b> | Delivery of 10 laptops at the Pretoria Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**NB: Only those services providers/contractors who responded exactly as per the scope of work and the satisfaction of the NLSA shall be considered for the pricing evaluation.**

#### **4.5. Evaluation Criteria Stage 2: Pricing**

##### **Preference Point System**

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on: -

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- Specific Goals (maximum of 20 points): -

#### **Company Ownership:**

- Companies with 100% black ownership will receive 20 points.
- Companies with less than 100% black ownership will receive 10 points.

**NB. Central Supplier Database Report will be used to verify the above.**

#### **5. ENQUIRIES**

**All enquiries regarding this tender must be directed to the SCM Office:**

For any Bid related enquiries please send to the following email address quoting the Bid Number.  
Description as a Reference; [Judy.Moshige@nlsa.ac.za](mailto:Judy.Moshige@nlsa.ac.za) and [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za) OR (012) 401 9766