NATIONAL LIBRARY OF SOUTH AFRICA

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Cape Town
8001

TERMS OF REFERENCE FOR THE PROCUREMENT OF MULTIMEDIA AND VIDEO CONFERENCING SMART DEVICES

CLOSING DATE: 22 March 2024 **TIME: 11:00**

NB. Note that Saturday will be treated as the normal working day. Should you want to submit quotation, please submit to the email: Quotations@nlsa.ac.za

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. NLSA seeks to appoint a service provider to for the procurement of multimedia and video conferencing smart devices.

2.2. Configuration and setup of the multimedia and video conferencing devices

2.3. Mount the devices on the wall where necessary.

2.4. Ensure the device's operating system (Windows 10/11) is activated.

2.5. The devices must come with at least 3-year Original Equipment Manufacturer (OEM) warranty.

2.6. The devices must have the technical specifications below.

Specification	Quantity
1. 65-inch infrared screen, HD Camera, built in microphone and speaker a. 65-inch rolling stand b. Media transfer unit c. OPS I5(i5-8500,8G DDR4, 128G SSD, 4K60, Windows11 SAC) d. Digital Conference system components e. Support for Video conferencing/ visual meetings applications such as Zoom, MS Teams, f. Intelligent handwriting recognition g. Support 3rd party cloud meeting service. h. Sound pickup distance. i. Sound pickup angle. j. 12 microphones k. Echo cancellation, noise suppression, auto gain control, and external microphones l. WI-FI standards: IEEE 802.11 a/b/g/n/ac/w/, IEEE 802.1x, WPA2, Wi-Fi AP **m.** Speaker tracking, acoustic baffle, and auto framing	1
2. 86-inch infrared screen, HD Camera, built-in microphone & speaker a. 86-inch rolling stand b. Media transfer unit c. OPS I5(i5-8500,8G DDR4, 128G SSD, 4K60, Windows10/11 SAC) d. Digital Conference system components e. Support for Video conferencing/ visual meetings applications such as Zoom, MS Teams, f. Intelligent handwriting recognition g. Support 3rd party cloud meeting service. h. Sound pickup distance. i. Sound pickup angle. j. 12 microphones k. Echo cancellation, noise suppression, auto gain control, and external microphones l. WI-FI standards: IEEE 802.11 a/b/g/n/ac/w/, IEEE 802.1x, WPA2, Wi-Fi AP	2

m. Speaker tracking, acoustic baffle, and auto framing	

NB: Delivery of one 86-inch multimedia device must be done at the NLSA Cape Town campus and the other 86 inch and 65-inch device to be delivered at the Pretoria campuses.

3. NLSA'S RIGHTS

3.1. The NLSA is entitled to amend any RFQ conditions, RFQ validity period, RFQ terms of reference, or extend the RFQ's closing date, all before the RFQ closing date.

4. DURATION OF THE PROJECT

4.1. The appointed service provider shall make an undertaking that the delivery shall be concluded withing 30 days after issuing the Purchase Order.

5. CONDITIONS OF RFQ

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

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

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

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

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

5.6. No upfront Payment will be done by NLSA.

5.7. **Delivery of one 86-inch multimedia device must be done at the NLSA Cape Town campus and the other 86 inch and 65-inch device to be delivered at the Pretoria campuses.**

5.8. The quotation is valid for a period of 30 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1. **Pre evaluation (standard bid documents)**

6.1.1. Fully completed SBD 4 and SBD 6.1, forms.

6.1.2. Prospective supplier must be registered on Central Supplier Database

NB: Failure to comply with the above requirements will result in a disqualification.

6.2. **Evaluation stage one (1): Technical Evaluation**

Requirement	Technical Specification	Yes/No
Software	Windows 10/11 64bit	
Peripheral	Media transfer unit	
Video conferencing	Support video conferencing applications such as MS Teams, Zoom	
Camera	High Definition	
Sound	Pickup distance and angle	
Audio	Echo cancellation, noise suspension, auto gain control and external microphones	
Microphones	12 microphones	
Network	WI-FI IEEE 802.11 a/d/g/n/ac/w, IEEE 802.1x, WPA2, WI-Fi AP	

NB: Bidders who fail to meet all the technical requirements would not be considered for the pricing evaluation stage.

6.3. **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.

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

- **Specific Goals (maximum of 20 points): -**

  ✓ 100% for companies that are black owned - 20 points,

  ✓ For companies that are less than 100% black owned - 10 points

6.4. **Evaluation Criteria Stage 2: Pricing**

6.4.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.

6.4.2. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

6.4.3. **All cost items must be inclusive of VAT.**

7. ENQUIRIES

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

For any RFQ related enquiries please sent to the following email address quoting the RFQ Reference Number, Bid. Description as a Reference; lebogang.maleka@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017