



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street

Private Bag X397

Pretoria

0001

5 Queen Victoria Street

Cape Town

8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE TRANSCRIPTION OF A MEETING RECORDING

CLOSING DATE: 13 November 2024

TIME: 11h00

1. BACKGROUND

- 1.1 The National Library of South Africa, 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.
- 1.2 The NLSA seeks to appoint a service provider to transcribe audio recording of a meeting. The language of the meeting is English.

2. SCOPE OF WORK

Transcription of the recording of a meeting.

The transcription is to be presented in MS Word format, Arial font, size 12.

The length of the recording is 82 minutes and will be provided as an MP4 file.

3. NLSA'S RIGHTS

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.

4. DURATION OF THE PROJECT

- 4.1 The appointed service provider shall make an undertaking that the turnaround time to supply and deliver is within 5 days.

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 General Conditions of Contract will be applicable to this Bid.
- 5.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7 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.
- 5.8 No upfront Payment will be done by NLSA.
- 5.9 The quotation is valid for a period of 90 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, SBD 6.1, forms.
- 6.1.2 The bidder must be registered on the Central Supplier Database (CSD).
- 6.1.3 The bidder must submit their Company Profile which clearly indicates the bidder's ability and experience to deliver this service.

6.2 Evaluation stage one (1): Technical Evaluation

None.

Only those service providers/contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

7. Pricing Evaluation (80/20 Preferential Procurement point)

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:

- 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.

7.1 Pricing (80/20 preferential procurement Points)

7.2 Specific Goals

Specific Goal = Companies black ownership

Companies with 100% black ownership – 20 points

Companies with less than 100% black ownership – 10 points

CSD registration will be used to confirm.

8. ENQUIRIES

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

For any Bid related enquiries please sent to the following email address quoting the Description as a Reference; judy.moshige@nlsa.ac.za OR quotations@nlsa.ac.za (012) 402 9770/402 3017/9766