



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF SOFTWARE LICENCE TO CONDUCT VERIFICATION OF HERITAGE ASSETS AT NATIONAL LIBRARY OF SOUTH AFRICA, PRETORIA AND CAPE TOWN CAMPUS.

Bid No: NLSA 07/2025-2026

Should you wish to deliver Bid documents, please note that the NLSA's working hours are from **08h00 to 17h00** on weekdays. Upon the submission of the Bid Documents Service Providers are requested to sign the register at reception.

COMPULSORY BRIEFING SESSION. N/A

NLSA website (www.nlsa.ac.za/tenders-and-procurement)

COMPULSORY BRIEFING SESSION N/A

CLOSING DATE: 29 January 2026

TIME: 11H00

BID DOCUMENTS ARE AVAILABLE ON

NB. Completed Bid Documents must be deposited at the following address.

ADDRESS	CLOSING DATE	TIME
NLSA Pretoria Campus, 228 Johannes Ramokhoase Street, Pretoria CBD.	29 January 2025	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 National Library of South Africa, as part of compliance with legislation and GRAP 103 Accounting Standards, the NLSA requires 30 software licenses for the verification of documentary heritage.

2. SCOPE OF WORK

- 2.1. The NLSA requires a heritage asset verification software that can assist with the stock take/ annual verification of all documentary heritage assets located at various campuses (Pretoria & Cape Town). The software must be compatible with Android devices.

3. NLSA's RIGHTS

- 3.1. The NLSA is entitled to amend any Bid conditions, Bid validity period, Bid terms of reference, or extend the Bid's closing date, all before the Bid closing date.
- 3.2. All Bidders, to whom the quotation documents have been issued and where the NLSA have a 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.
- 3.3. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their quotation response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

4.1. The duration of the contract is 12 Months

5. BID CONDITIONS

- 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 Bidder.
- 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. All delivery of the requested software must be made at the specified NLSA campus.
- 5.8. The NLSA reserves the right to purchase and request delivery of the software in phases.
- 5.9. All data captured and processed to be handed over to the NLSA at the end of the contract period
- 5.10. The quotations shall remain valid for a period of 60 days, and may be extended at the discretion of the NLSA

6. EVALUATION CRITERIA

6.1. Mandatory - Pre evaluation (standard bid documents)

- 6.1.1. Fully Completed SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms.
- 6.1.2. All Bidders must be registered on the National Treasury 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.

6.2. Submission format

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

NB! One (1) signed original Bid document and One (1) signed electronic copy on a USB or CD (PDF protected with a code).

6.2.2. Bidders will be evaluated in two stages. First stage will be the technical evaluation and the second stage will be a presentation, and the third stage will be the price evaluation.

6.3. Evaluation stage one (1)

6.3.1. Please indicate whether the software solution meets the requirements outlined below by marking **YES** or **NO**

No	Item and description	Available (Yes/No)
1.	Mandatory fields on verification software - title, author, ISBN, publisher, publication date, edition statement, barcode, type of material, location, shelf, price of item, date of receipt.	
2.	The system must allow for a database per location or collection to be imported.	
3.	The software must allow for scanning of a barcode or ISBN. The imported database must search for the record, populate it on the device at the specific location/collection for asset verification.	
4.	If a record requires updating or correcting specific fields, the software should allow for the required updates/corrections.	
5.	Where an asset is not found on the database and requires addition, the verification tool should have OCR capabilities to minimise/eliminate manual capturing.	
6.	The software must have both online and offline capabilities to avoid any downtime	
7.	Synchronization of data must be instant, regardless of your location	
8.	When online, the software should automatically synchronize verified information	
9.	Dashboard reports on the overall verification status must be available	
10.	The system should have the ability to extract reports in various formats for updating our database, such as Excel or CSV or similar	
11.	The system should produce reports that indicate the following per location and verifier with a date/time stamp: records verified, records not verified, updated existing records reflecting fields updated, new records captured, ensuring that all mandatory fields are completed. The system should also include an audit trail.	
12.	Provide training and support for both Pretoria and Cape Town campuses for 30 staff members.	

6.3.2. Only Bidders who responded exactly as per the requirements under 6.3.1. shall be considered for stage 2 of the evaluation.

6.4. Evaluation stage two (2)

6.5. Stage 3: Pricing evaluation

6.5.1. Provide a detailed quotation covering the service to be provided as per the scope of work.

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

6.5.3. **All cost items must be inclusive of VAT:**

Item	Item cost inclusive of VAT
Delivery	
Installation and training	
Other	
Total Inclusive of VAT	

6.5.4. Only Bidders who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

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

6.6.1. 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:

6.6.2. **The bidding price (maximum 80 points)**

6.6.3. The following formula will be used to calculate the points out of 80 for the price with respect to 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.

6.7. Specific Goals (maximum of 20 points):

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

NB: Submit sworn affidavit or certified BEE certificate to verify the black ownership.

7. 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; kenny.netshiongolwe@nlsa.ac.za OR (012) 401 9770/9700/81