



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR BARCODE READERS

CLOSING DATE: 01 MARCH 2024

TIME: 11h00

1. BACKGROUND

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards and informed citizenry.

2. SCOPE OF WORK

The National Library of South Africa (NLSA) requires 60 barcode scanners meeting the following requirements:

- Barcode Reader 2 IN 1 with dual functionality namely usable in both wireless function by USB adapter included and is always provided USB cable in the package in case of dead batteries, which ensures fast and accurate reading,
- Can be used in a wide range of applications for reading barcode products via the push of the button. Great for reading documents and control of stock.
- The width of the line reading increases as the scanner departs from the barcodes.
- In addition, the pulse laser beam facilitates the alignment of the barcode and when the scanner detects a bar code the laser beam automatically switches to read mode.

3. NLSA'S RIGHTS

The NLSA is entitled to amend any RFQ conditions, validity period, terms of reference, or extend the closing date, before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA has 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 quotation response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

The Barcode Reader 2 IN 1 must be delivered within 14 after an official purchase order has been issued to be supplier.

5. CONDITIONS OF RFQ

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront Payment will be done by NLSA.
- All delivery of the requested equipment must be made at the specified campus.
- The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 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. Pre-evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4 and SBD 6.1 forms.
- 6.1.2. Prospective bidder must be registered on Central Supplier Database.

6.2. Evaluation Stage Two (1): Technical Evaluation

Requirement	Technical Specification	Weight
60 x Barcode Readers 60 x USB cable connection and charging 60 x Bluetooth adapter	Specifications Sensor: Laser Interface: USB - wireless/Bluetooth Supports most standard barcode: eg. Code 1D Linear (UPC/EAN, Code11, Code39, Code93, Code128, Codabar, Industrial 2 of 5, Interleave 2 of 5, MSI/PLESSEY, etc) Scan rate: 100 scans per second 200 lines per second. Wavelength: 650nm Power supply: 5 V DC Material: Plastic Internal rechargeable battery via USB cable (included)	60
	<ul style="list-style-type: none"> • Barcode Reader 2 IN 1 with dual functionality namely usable in both wireless function by USB adapter included and is always provided USB cable in the package in case of dead batteries, which ensures fast and accurate reading, • Can be used in a wide range of applications for reading barcode products via the push of the button. Great for reading documents and control of stock. • The width of the line reading increases as the scanner departs from the barcodes. • In addition, the pulse laser beam facilitates the alignment of the barcode and when the scanner detects a bar code the laser beam automatically switches to read mode. 	40

NB: Only those service providers/contractors who responded exactly as per the scope of work and score **100 points** on technical evaluation shall be considered for further evaluation on price and specific goals.

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

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

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.

8. Specific Goals

7.2 Specific Goals – Ownership	Points
100% Black ownership	20 Points for companies that are 100% black owned
	10 for companies that are less than 100% black owned

NB: CSD report will be used to verify company ownership.

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 Bid Number, Bid Description as a Reference; patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR
(012) 401 9770/9700/81