



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DIGITISE SELECTED PAPER-BASED ARCHIVAL RECORDS AND PHOTOGRAPHS AT THE NATIONAL ARCHIVES AND RECORDS SERVICE OF SOUTH AFRICA (NARSSA).

CLOSING DATE: 27 October 2021

TIME: 11H00

Bid No: NLSA 35/2020/2021

NB. Note that Saturday will be treated as a normal working day. Should you want to deliver Bid documents, please note that the NLSA opens at **08H00** and closes at **17H00**. Upon the submission of the Bid documents, Bidders are requested to sign the register at the Reception.

BID DOCUMENTS ARE AVAILABLE ON:

- NLSA website (www.nlsa.ac.za)

NB. Completed Bid Documents must be deposited in the Tender Box at the NLSA, 75 Thabo Sehume Street, Pretoria CBD before the closing date and time of 27 October 2021 at **11H00**.

There will be Compulsory Briefing Session via Microsoft Teams on 14 October 2021, Time 10H00 – 11H30

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWM2ZTYxZTctYmYzOS00ZmVhLWEyY2ltYzNiZDFmZDBjNTY0%40thread.v2/0?context=%7b%22Tid%22%3a%227f004102-e4d1-4210-846a-8ce2f5702e2c%22%2c%22Oid%22%3a%225ababa02-6cd9-4c44-aa38-9152362b173b%22%7d

1. BACKGROUND

- 1.1 As part of the Presidential Stimulus Package, the Department of Sport, Arts and Culture (DSAC) seeks to procure services for the digitisation of selected archival collections at the National Archives and Records Service of South Africa (NARSSA). The Department has appointed the National Library of South Africa (NLSA) as an **implementing agency** to assist with the procurement of the said services.
- 1.2 It is in light of the above that the National Library of South Africa (NLSA) seeks to appoint a service provider to Digitise Selected Paper-Based Archival Records and Photographs at the National Archives and Records Service of South Africa (NARSSA) in Pretoria.

2. DELIVERABLES

- 2.1 The NLSA seeks to appoint a service provider to Digitise Selected Paper-Based Archival Records and Photographs at NARSSA in Pretoria as follows:

| Description | Quantity | Address where service must be provided |
|--|--|--|
| Digitisation of Selected Paper-Based Archival Records at NARSSA. | <ul style="list-style-type: none">1 000 000 pages of paper records | Old Library Building – 239 Madiba Street, Pretoria Central |
| Digitisation of photographs. | <ul style="list-style-type: none">500 photographs | |

Please refer to **Annexure A** for a detailed description of the scope of work to be conducted.

NB: The National Archives and Records Service of South Africa uses the Access to Memory (AtoM) standard for archival descriptions. This is an open source software which is used by archives across the world. The service provider will be required to develop and apply the minimum technical metadata which must be compatible with AtoM. The NARSSA will provide the service provider with the structure, naming convention and capture parameters for the scanning of the records.

- 2.1 During the course of the project, the successful bidder shall provide a dedicated project manager to liaise both with the NLSA (for supply chain matters) and NARSSA (for technical matters).

3. SUBMISSION FORMAT

- 3.1 The proposal should be submitted in the following format:

3.1.1 The proposal must provide an executive summary not exceeding three pages detailing proposal's offering, the approach and the value proposition.

3.1.2 Bid should be submitted in the following format

| Table of content | Yes/No |
|--|--------|
| <p><u>Part A</u></p> <p>Executive summary not exceeding three pages detailing proposal's offering, the approach and the value proposition</p> | |
| <p><u>Part B</u></p> <p>Signed SBD form in chronological order</p> <p>SBD1- Invitation to Bid</p> <p>SBD3.3-Pricing Schedule</p> <p>SBD4- Declaration of interest</p> <p>SBD6.1- Preference points claim form</p> <p>SBD 8- Declaration of bidders past SCM particles</p> <p>SBD9- Certificate of independent Bid determination</p> <p>General conditions of contract</p> | |
| <p>Part C</p> <p>Break down of Pricing Offer</p> | |
| <p>Part D</p> <ul style="list-style-type: none"> • CVs of Director/s and its respective personnel should be included. • Minimum of three (3) contactable reference letters should be provided for similar work done. The (clearly dated) reference letters must not be older than six months • Written confirmation document that the bidders will be able to commence the digitisation of the selected paper-based archival records and photographs at the NARSSA within a period of 30 days after signing of the Service Level Agreement (SLA). • Copy of annual financial statement or signed management | |

| | |
|--|--|
| accounts confirming a positive bank balance. | |
|--|--|

4. NLSA AND NARSSA RIGHTS

- 4.1 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. 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.
- 4.2 The NARSSA owns the rights to both the original archival material and the digital content produced or developed through this project. The service provider shall not utilise any of the material (i.e. the original records or the digitised records) for any purpose whatsoever. The Service Provider should disclose/declare any potential licencing fee upfront for consideration by NARSSA before the signing of the SLA.

5. DURATION OF THE PROJECT

- 5.1 The duration of the project is within six (6) months from date of signing the contract and issuance of purchase order. Please note that the NARSSA does not open during weekends, public holidays and will be closed between the Christmas and New Year holidays (28 – 31st December 2021). The service provider must take note of the fact that NARSSA facilities may from time to time become inaccessible due to unforeseen circumstances including COVID 19 related emergencies.

6. CONDITIONS OF BID

- 6.1. The NLSA reserves the right not to accept the lowest proposal.
- 6.2. The NLSA reserves the right to appoint one or more Bidder (s).
- 6.3. The NLSA reserves the right not to award the contract.
- 6.4. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 6.5. The General Conditions of Contract will be applicable to this Bid.
- 6.6. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

- 6.7. The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- 6.8 Bidders must obtain at least 70 points in the technical evaluation to qualify.
- 6.9 No upfront Payment will be done by NLSA.
- 6.9.1 Provision of the requested service must be done at the Old Library Building – 239 Madiba Street, Pretoria Central.
- 6.10 The NLSA reserves the right to amend order quantity based on operational needs.
- 6.11 The NLSA reserves the right to amend delivery of the abovementioned services in phases.
- 6.12 The Bid shall remain valid for a period of 120 days, and may be extended at the discretion of the NLSA

7 EVALUATION CRITERIA

7.1 Evaluation Stage One (1): Mandatory - Pre evaluation

- 7.1.1 One (1) signed original Bid document and One (1) signed electronic copy (USB).
- 7.1.2 Written confirmation document that the bidders must be able commence the digitisation of the selected paper-based archival records and photographs at the NARSSA within a period of 30 days after signing of the Service Level Agreement (SLA).

NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.

7.2 Evaluation Stage Two (2): Functional Evaluation

| NO | ELEMENT | WEIGHT |
|--|--|------------|
| TOTAL TECHNICAL EVALUATION POINTS | | 100 |
| 7.2.1 | <p>Bidder’s Experience</p> <p>Provide a portfolio of evidence of similar projects (of not less than 300 000 pages) of digitised paper-based archival records successfully completed. The portfolio of evidence should include the following; the name of project, scope of work, date completed and contactable references.</p> | 40 points |
| | 5 or more projects (of not less than 300 000 pages) to digitise paper-based archival records and the portfolio includes the name of project, scope of work and date completed. | 40 points |
| | 4 projects (of not less than 300 000 pages) of digitised paper-based | 30 points |

| | | | |
|-------|--|-----------|-----------|
| | archival records and the portfolio includes the name of project, scope of work and date completed. | | |
| | 3 projects (of not less than 300 000 pages) of digitised paper-based archival records and the portfolio includes the name of project, scope of work and date completed. | 20 points | |
| | Less than 3 projects (of not less than 300 000 pages) of digitised paper-based archival records and the portfolio includes the name of project, scope of work and date completed. | 10 points | |
| | No portfolio of evidence / Project was for digitisation of less than 300 000 pages /portfolio does not include name of project, scope of work and date completed. | 0 points | |
| 7.2.2 | Experienced Team Leader Provide detailed CVs of the team leader indicating experience in digitisation of paper-based archival records and/or photographs. A minimum of three (3 years) experience is required. | | 20 points |
| | Team leader with Six (6) or more years of experience in digitisation of paper-based archival records and/or photographs. | 20 points | |
| | Team leader with four to five (4-5) years' experience in digitisation of paper-based archival records and/or photographs. | 15 points | |
| | Team leader with three (3) year experience in digitisation of paper-based archival records and/or photographs. | 10 points | |
| | Team leader with no experience/ less than 3 years in digitisation of paper-based archival records and/or photographs. | 0 points | |
| 7.2.3 | Experience of the Team Provide CVs of designated Team with cumulative relevant experience in the digitisation of paper-based records and/or photographs. | | 20 points |
| | Designated persons with 16 or more cumulative years of experience | 20 points | |
| | Designated persons with 10-15 cumulative years of relevant experience | 15 points | |
| | Designated persons with 5-9 cumulative years of relevant experience | 10 points | |
| | Designated persons with 4 or less cumulative years of relevant experience | 0 points | |
| 7.2.4 | Project Plan A detailed project plan clearly outlining the following | | 20 points |
| 6 | | | |

| | | | |
|--|--|-----------|--|
| | <ul style="list-style-type: none"> • Detailed description of how the bidder will execute the deliverables as per scope of work indicated in Annexure A • Detailed schedules demonstrating plan to complete the project within six (6) months from date of signing the contract and issuance of purchase order • Project budget breakdown • Project risk management plan for unforeseen circumstances (e.g. COVID response). • Plan on how the project will address equity issues | | |
| | <p>Detailed project plan with all the 5 requirements;</p> <ol style="list-style-type: none"> 1. Bidder able to deliver 100% of the work required in Annexure A and 2. Completion within the specified period. | 20 points | |
| | <p>Detailed project plan does not meet all the 5 requirements;</p> <ol style="list-style-type: none"> 1. Bidder unable to deliver 100% of the work required in Annexure A or 2. Completion not within the specified period. | 0 points | |

7.3 Evaluation Stage Three (3): Preference Point System

7.3.1 The 80/20 preference point system shall be applicable to this Bid, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents the B-BBEE level status. Points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below.

| B-BBEE Status Level of Contributor | Number of points |
|---|-------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliance contributor | 0 |

8. PRICING

8.1 Bid proposals must provide a pricing schedule in South African Rands which clearly sets out the cost of providing the services including any applicable charges.

8.2 Indicate whether the price is firm or non-firm.

8.3 The pricing schedule must clearly indicate the price per item in the table below:

| # | Item | Unit Price | Total |
|----------|---|-------------------|--------------|
| 8.3.1 | Cost of digitising 1 000 000 pages of archival records. | | |
| 8.3.2 | Cost of digitising 500 photographs | | |
| 8.3.3 | Cost of processing and adding metadata to the digitised paper records. | | |
| 8.3.4 | Cost of processing and adding metadata to the digitised photographs. | | |
| 8.3.5 | Cost of 17 external drives. | | |
| 8.3.6 | Cost of 12 months warranty on digitised content, including provision of onsite and offsite support. | | |

9. ENQUIRIES

9.1 All written enquiries regarding bid requirements should be directed to BidsEnquiriesPESP@nlsa.ac.za

ANNEXURE A

SCOPE OF WORK FOR THE DIGITISATION OF PAPER-BASED ARCHIVAL RECORDS AND PHOTOGRAPHS AT THE NARSSA

| Description | |
|---|---|
| 1. Digitisation of Paper-based Archival Records | <p>The National Archives and Records Service of South Africa seeks a suitably qualified service provider to render the following service;</p> <ul style="list-style-type: none">• Digitisation of approximately 1 000 000 pages of archival records consisting of hand-written records, and hand-written and partially printed records of sizes not larger than 216 x 356mm. (Please note that some documents may be fragile and all documents are archival records that must be preserved as regulated by the National Archives Act.• To digitise selected archival records at the National Archives and Record Services of South Africa (NARSSA) in Pretoria, with all digitisation work carried out on the premises at the Old Library Building – 239 Madiba Street, Pretoria Central.• Service Provider to provide their own equipment to carry out the digitisation project at the NARSSA in Pretoria at the Old Library Building – 239 Madiba Street, Pretoria Central, after which the equipment shall be removed from the NARSSA upon completion of the project.• Adequate working space will be provided at the address provided above.• Service provider shall digitise the selected archival records in line with NARSSA's requirements which will be agreed upon at the start of the project.• Service provider shall provide highly skilled personnel for |

| Description | |
|-------------|--|
| | <p>the digitisation project.</p> <ul style="list-style-type: none"> • NB: The National Archives and Records Service of South Africa uses the Access to Memory (AtoM) standard for archival descriptions. This is an open source software which is used by archives across the world. The service provider will be required to develop and apply the minimum technical metadata which must be compatible with AtoM. The NARSSA will provide the service provider with the structure, naming convention and capture parameters for the scanning of the records. • The service provider shall deliver the following digitised formats/derivatives: <ul style="list-style-type: none"> • Archival Master (uncompressed) – TIFF 6.0 (Tagged Image File Format), (600dpi) and two derivatives shall be provided as follows: <ul style="list-style-type: none"> • PDF/A-3 (minimum compression) – (600dpi) • PDF (300 dpi) – (for access) • Files to be named according to the NARSSA file plan numbering scheme and naming conventions, all of which will be provided to the service provider upon appointment. • Digitised files to be provided to NARSSA on 13 portable Solid State Drives, (2TB - USB 3.1 External SSD x 2) supplied by the Service Provider. The NARSSA will retain these external drives. • The service provider shall assign the agreed upon metadata in the format which will be agreed upon by the NARSSA and the service provider. • Any files not assigned to an appropriate file are to be |

| Description | |
|---------------------------------------|--|
| | <p>assigned in accordance with the NARSSA file plan.</p> <ul style="list-style-type: none"> • The successful bidder is to facilitate the removal return of the records from the Strongroom to the working area and back, within the NARSSA facilities in Pretoria at the address provided above. • Records shall be transported on appropriate trolleys (provided by the service provider). |
| <p>2. Digitisation of Photographs</p> | <p>Digitisation of approximately 500 photographs consisting of black and white, and colour photographs. (Please note that all photographs that will be digitised must be preserved as regulated by the National Archives Act.</p> <ul style="list-style-type: none"> • To digitise selected photographs at the National Archives and Record Services of South Africa (NARSSA) in Pretoria, with all digitisation work carried out on the premises at the Old Library Building – 239 Madiba Street, Pretoria Central. • Service Provider provide their own equipment to carry out the digitisation project at the NARSSA in Pretoria at the Old Library Building – 239 Madiba Street, Pretoria Central, after which the equipment shall be removed from the NARSSA upon completion of the project. • Adequate working space will be provided at the address provided above. • Service provider shall digitise the selected photographs in line with NARSSA's requirements which will be agreed upon at the start of the project. • Service provider shall provide highly skilled personnel for the digitisation project. |

| Description | |
|-------------|--|
| | <ul style="list-style-type: none"> • The National Archives and Records Service of South Africa uses the Access to Memory (AtoM) standard for archival descriptions. This is an open source software which is used by archives across the world. The service provider will be required to develop and apply the minimum technical metadata which must be compatible with AtoM. The NARSSA will provide the service provider with the structure, naming convention and capture parameters for the scanning of the records. • The service provider shall deliver the following digitised formats/derivatives: <ul style="list-style-type: none"> • Archival Master (uncompressed) – TIFF 6.0 (Tagged Image File Format), (600dpi) and two derivatives shall be provided as follows: • JPEG: Joint Photographic Experts Group – (JPEG 2000) • Files to be named according to the NARSSA file plan numbering scheme and naming conventions, all of which will be provided to the service provider upon appointment. • Digitised files to be provided to NARSSA on 4 portable Solid State Drives, (2TB - USB 3.1 External SSD x 2) supplied by the Service Provider. The NARSSA will retain these external drives. • The service provider shall assign the agreed upon metadata in the format which will be agreed upon by the NARSSA and the service provider. • Any files not assigned to an appropriate file are to be assigned in accordance with the NARSSA file plan. • The successful bidder is to facilitate the removal return of |

| Description | |
|----------------------------------|---|
| | <p>the records from the Strongroom to the working area and back, within the NARSSA facilities in Pretoria at the address provided above.</p> <ul style="list-style-type: none"> • Records shall be transported on appropriate trolleys (provided by the service provider). |
| <p>3. Service to be provided</p> | <p>Digitisation services requirements include but not limited to the following:</p> <ul style="list-style-type: none"> • Scanning, indexing (adding metadata), unfastening and refastening (in cases of staple wires, clips and etc.) of documents/photographs will be done onsite to be determined by the Department. • Record-specific metadata must be entered for each record; descriptive metadata is the minimum requirement to providing a searchable index that supports retrieval of records by their content and/or metadata. The NARSSA shall discuss the metadata requirements with the service provider. • For paper records - typical sizes of the documents to be digitised are A4 (210 x 297mm) or Legal (216 x 356mm) or less but not larger. • For photographs – the photographs to be digitised are predominantly 8 x 10 inches (20.32 x 25.4cm). • Paper records shall be digitised according to 7.2.1 above • Photographs shall be digitised according to 7.2.2 above. • Saving of all digitised records onto 17 portable Solid State Drives, (2TB - USB 3.1 External SSD x 2) supplied by the Service Provider (13 for paper-based records and 4 for photographs). The NARSSA will retain these external |

