



## **REQUEST FOR QUOTATION: VERIFICATION TOOL**

The National Library of South Africa (NLSA) is soliciting quotations from Service Providers for the rental/procurement of hardware & software used for the stock take/verification of all documentary heritage assets.

## **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 an informed citizenry.

The NLSA is listed under schedule 3A of the Public Finance Management Act, Act No. 1 of 1999 as amended (PFMA). The NLSA adopted the Generally Recognized Accounting Practices (GRAP) Framework for financial reporting purpose consistent with section 55 of the PFMA. To achieve fair presentation of the annual financial statements, the NLSA is required have a complete and accurate asset register.

### **1. SCOPE OF WORK**

The NLSA requires a verification tool that could assist with the stock take/ annual verification of all documentary heritage assets located at various campuses (Pretoria & Cape Town).

The verification tool must include the following to allow for the stock take/annual verification process:

- Mandatory fields on verification device - title, author, ISBN, publisher, publication date, edition statement, barcode, type of material, location, shelf, price of item, ate of receipt.
- The system must allow for a database per location or collection to be imported.
- The device must allow for scanning of a barcode and or ISBN. The imported database must search for the record, populate the record on the device by the specific location/collection for the verification of the asset.
- If a record requires updating/correcting existing of specific fields the device should allow or the required updates/correction,
- Where an asset is not found on the database and requires addition, the verification tool should have OCR capabilities to minimize/eliminate manual capturing.
- The device must have both online and offline capabilities to avoid any downtime
- Synchronization of data must be instant regardless of your location
- When online the device should automatically synchronize verified information
- Dashboard reports on overall verification status must be available
- The system should have the ability to extract reports in various formats for updating of our database such as excel,
- 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.
- Provide training and support for both Pretoria and Cape Town campuses

## **2. PRICING**

Quotations with the following options are required:

- Rental of 50 devices with software & licenses for a 12-month period
- Procurement of 20 devices and rental of 30 devices with software & licenses for a 12-month period
- Procurement of 50 devices with software & licenses for a 12-month period

## **3. SUBMISSION REQUIREMENTS**

- Proposals will be disqualified or excluded under the following conditions:
- Submission after the deadline;
- Service Providers must register on Central Supplier Database ([www.csd.gov.za](http://www.csd.gov.za))
- Company registration certificate
- Fully Completed SBD 4, SBD 8, SBD 9 and SBD 6.1

## **DEADLINE FOR SUBMISSION**

Quotation must be sent exclusively emailed to [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za), please the quotation number /Ref number as the subject email only.

For more information ,contact : Ms [Patience.shiburi@nlsa.ac.za](mailto:Patience.shiburi@nlsa.ac.za),Tel 012 401 9700/9766

**Closing date 20 September 2021**