



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 RESEARCH DATABASE

CLOSING DATE: 09 DECEMBER 2021

TIME: 11H00

NB. Note that Saturday will be treated as the normal working day. Should you want to submit quotation, please submit to the email: Quotations@nlsa.ac.za

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 seeks to appoint a service provider to supply electronic database to support research and innovation within but not limited to the LIS and related sectors where NLSA research library users and staff will have access to journals for a period of 2 years.

2. SCOPE OF WORK

2.1 Subscription to a research database for period of 2 years. Library users to have full access to local and international journals.

An electronic research database:

- Full access to journal articles.
- Full access to local and global journals in Library and Information Science, Archives, Knowledge Management, ICT, Preservation, Conservation, Digitisation and Management.
- Full access to a minimum of 2000 journal articles.
- Access to citations and abstracts.
- Platform for library users to publish research work.
- Institutional repository for the NLSA's published work.

3. NLSA'S RIGHTS

4.1 The NLSA is entitled to amend any RFQ conditions, RFQ validity period, RFQ terms of reference, or extend the RFQ's closing date, all before the RFQ closing date. All Bidders, to whom the quotation 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 quotations 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 electronic research database subscription is activated, within 30 days after a Purchase Order is issued.

5. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the specified National Archives and Records Services of South Africa.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. 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 4, SBD 6.1, SBD 8, and SBD 9 forms.

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

6.2. Evaluation stage 2:

Evaluation Stage Two (2): Technical Evaluation

Requirement	Technical Specification	Yes/No
Research database	Provision of institutional repository	

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

7. PRICING

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

NB: NLSA is a member of SANLIC and will consider negotiated rate for SANLIC members.

8. ENQUIRIES

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

