



an agency of the
Department of Sport, Arts and Culture

RFQ:23789

QUOTATION DESCRIPTION	DEPART.	CONTACT PERSON	CLOSING DATE
Request for quotation: Inmagic genie library system	FINANCE	SCM Tel: 012 336 4029 Email: lerato@freedompark.co.za Technical: Benni@freedompark.co.za	16 October 2023 Time: @10h00am
<p>ALL QUOTATIONS OR PROPOSALS TO BE EMAILED TO: Lerato@freedompark.co.za and demand@freedompark.co.za</p> <p>ADDRESS: FREEDOM PARK ADMIN BUILDING CNR KOCH & 7th AVENUE, SALVOKOP, PRETORIA</p>			

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NO	DETAILS	DOCUMENT
	LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF QUOTATION DOCUMENT (NEATLY ATTACHED AS ANNEXURES)	
1	Tax Clearance Certificate or Unique Pin	
2	Proof or supporting documents for points claim on specific goal - SBD6.1	
3	Tax compliant CSD Report	
4	Comprehensive proposal or Quotation that respond to Freedom Park Request (quotation validity must be 90 days)	
5	BBBEE Registration Certificate.	
ALL PRICES MUST BE VAT INCLUSIVE		

SPECIFICATION

Request for Quotation for Upgrading /Installing / Migrating of current Inmagic Genie to InMagic Plus / Similar integrated Library Platform System

DESCRIPTION	QTY	Amount
Libwin Professional with Share Point Services		
Libwin Professional	1	
Share Point Services for Libwin Pro	1	
Annual Support& Enhancement (12 Month Recurring Subscription)	1	
LibwinRSS (data and images) (12 Month Recurring Subscription)	1	
Network license (5- Computer licence)	1	
Administrative User Training, installation, Data Conversion, Data Transfer, OPAC setup and, Customisations Data conversion – 3 Days	1	
TOTAL VAT INCLUSIVE		R

SCOPE OF WORK CATALOGUING

User-friendly cataloguing of book, non-book, physical and electronic resources

Electronic resource cataloguing is easily used for any forms of electronic resources, from websites to documents and multimedia files - all in a familiar cataloguing interface, with virtually no limitation as to where the resource resides, as only the URL/hyperlink is used.

Numerous drop-down and authority lists to make cataloguing quicker and more accurate.

Management and housekeeping of catalogue records is made easy by the ability to edit directly on drop-down and authority lists, with the further ability to globally amalgamate duplicates which result from editing.

Automatic numbering of resources, according to any number of auto numbering ranges which can be user-created.

Ability to link multimedia files and accompanying electronic resources to a record.

Multiple Note/abstract entire of unlimited length for each record

Structured analytical cataloguing/contents section for indexing of journals, conference proceedings, video/DVD/music clips

Ability to manage branches and collections.

Ability to manage document retention, based on record/media type

Ability to copy-catalogue records - either singularly or multiple copies

A withdrawals facility exists, to remove items from the catalogue - full audit trails are kept of these withdrawals, and the item can be retrieved back into stock later.

Both simple and advanced search available on virtually every catalogue field, including the ability to narrow search results down, and in the case of advanced search, perform negative/exclusionary searches and possibility listing.

Sort facilities also available on virtually every catalogue field

PATRON MANAGEMENT

Easy-to-use patron capturing

Includes the ability to capture contact information (telephone/e-mail/fax/address)

Note facility on patron record.

Automatic numbering of patrons, or the patron's employee number could be used.

Expiry date option on patron record for membership control

Patron photograph can be captured on the record.

Search and sort facilities available in patron management

CIRCULATION

Issue, return, renew and reserve done in a single window.

The use of barcodes for both patron and resource ensure integrity of the circulation system and minimises mistakes.

Circulation policy rules controlled through either simple patron type settings, advanced patrol type settings (where each resource type can have its own rules) and borrower limits (rules specific to that patron)

Automatic calculation of due dates, based on circulation policy rules in conjunction with holiday settings (when the resource centre is closed)

Automatic calculation of fines, which receipting options in the circulation desk, as well as the patron record

Full audit trail of fines charged, receipted, cleared etc - including system user information

Circulation history of both resource and patron available to view, and print on the respective record

Fully integrated circulation system ensures that relevant information can be easily accessed from the circulation system to the linked-data in patron management and the catalogue and vice-versa

Reservation system is a queued reservation facility, allowing the creation of a "wait list" for an item. This is also fully manageable from either the patron record, or item record

E-mail, print and SMS reminders can be generated for items on loan, available reservations and overdue items

Acknowledgements can also be e-mailed, printed or SMS'd from the circulation desk when an item is returned or renewed, and also when a reserved item is returned.

REPORTING

Full reporting is available for both the catalogue (including the printing of barcode and spine labels) and patron management (including the printing of membership cards)

Furthermore, reporting in terms of circulation, usage history, stock composition, usage statistics and inventory is available.

Reports can be printed or exported to electronic format

A custom report designer is also included should there be a need to create additional reports

TOOLS

An online stocktake/inventory system is available to conduct annual stocktakes, along with appropriate reporting options, and the ability to withdraw missing items once complete

Global updates can be conducted on both the patron and catalogue records

A Journal Management module is included to assist with the management of journal subscriptions, including automatic issue prediction and routing capabilities.

An Acquisitions module provides a facility to manage the resource centre's orders, including part-receipting of goods and payment information.

SECURITY

Security to the system is controlled through the creation of different users, each with their own password.

Each user belongs to a security group, which denotes the specific actions/functions which they may or may not perform.

OPAC SYSTEM

A web based OPAC system which allows users to search the catalogue and interact with the resource centre.

Full search facilities, including the ability to search within results.

Information retrieval improved through the simultaneous searching of analytical entries.

Users can see the current status of an item.

Electronic resources catalogued in the system, as well as those linked to records can be opened by users directly from the OPAC system.

Self-service option available to users (either forms-based login or Active Directory integration) in order to reserve items, view their current loans (and renew them if allowed), view the status of their reservations (and cancel them if allowed), as well as rate and comment items in order to build up an institutional repository of information based on Web 2.0 principals

The OPAC is a full portal system, allowing the resource centre to build an information/knowledge portal for its users, complete with documents, links, events, news etc

LICENSING AND RELATED

At least 2 management system licences to be included

NO per seat licences for OPAC / SharePoint use

Data conversion from the current InMagic Genie system

Industry-standard, open, database to be used

Ability to integrate security, circulation and stocktake facilities with RFID technology in the future

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black owned		6		
51% -99% Black owned		4		
100% women owned		8		
51% -99% women owned		4		
100% youth owned		5		
51% -99% youth owned		2		
2% Owned by Persons with Disabilities		1		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder