



**science
& technology**

Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

**PREPARED FOR THE APPOINTMENT OF A SERVICE PROVIDER/S TO
UNDERTAKE CATALOGUING AND CLASSIFICATION OF THE
DEPARTMENT OF SCIENCE AND TECHNOLOGY (DST) INFORMATION AND
KNOWLEDGE RESOURCE CENTRE COLLECTION**

JANUARY 2010

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1. BACKGROUND

The Department of Science and Technology's (DST) Information and Knowledge Resource Centre (IKRC) is a repository of information and knowledge. It is supposed to serve as a basic tool for the management of information and knowledge resources of the Department.

For the past three years, the IKRC has not been fully-operational. It has been without an automation system. Hence, the collection of materials has remained largely unorganized and therefore not easily accessible, and the circulation of books has been done manually. Moreover, the collection has remained outdated and irrelevant. This has deterred staff from using it when seeking information. This question has been raised repeatedly during engagements with various programmes and users. Currently, the IKCR still lacks processes and procedures that will enable it to operate in an efficient manner.

Since the establishment of Knowledge, Information and Records Management Unit (KIRMU), processes are underway to make the IKRC fully-functional so that the resources the Department invests are properly consolidated to meet the needs of the users. To achieve this objective, there is a need to catalogue and classify materials and to integrate other functions such as acquisitions and circulation.

The ultimate aim is to enable access to the collection with the use of Online Public Access Catalogue (OPAC). This will enable the users to browse the collection and be able to loan out books.

2. PURPOSE OF THE REQUEST FOR QUOTATIONS

The purpose of the request for quotations (RFQs) is to identify and select an external service provider to assist with the cataloguing, classification and proper organization of the collection held in the Resource Centre. The reason for this is twofold. First, there is currently a lack of in-house capacity to carry out the task. Second, once the bulk of the new materials to be purchased have been properly classified, the involved IKRC employees are expected to have acquired relevant skills to enable them to sustain the service permanently.

The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a project proposal in the format desired by the DST.

3. PROJECT AIM

The aim of the Cataloguing and Classification of the Collection Project is to ensure that all materials in their various formats are properly captured in the system, and properly arranged on the shelves to enable the users to know what is in the collection and access what they need with ease.

3. SERVICES REQUIRED

The activities that the successful service provider will be expected to perform are as follows:

- Compile the original descriptive and subject cataloging and classification of various formats of library materials according to Anglo-

American Cataloging Rules, Library of Congress Subject Headings, Dewey Decimal Classification, and MARC-21;

- Do quality control of records that have already been captured in the system;
- Do spine-labeling and stamping of all materials;
- Label the shelves to ensure easy navigation by the users;
- Undertake a de-selection of outdated materials;
- Ensure the removal and packaging of de-selected materials;
- Advise on the reconfiguration to make best utilization of the limited; space available and
- Compile a report at the end of the project.

4. DELIVERABLES

- Catalogued and classified collection;
- Quality data in the system;
- Properly labeled and stamped collection;
- Properly packaged de-selected materials;
- Properly marked shelves;
- Functional physical space and
- A project report.

5. SERVICE PROVIDER REQUIREMENTS

The consultant must:

- a) Be in a position to assume work as soon as possible;
- b) Demonstrate strong organizational and project management skills;

- c) Be appropriately qualified with sufficient background of library and information science and
- d) Provide evidence of having conducted similar work in the past.
- e) Possess knowledge of library automation systems

6. DETAILS OF THE PROPOSAL

- a) Consultants must submit to the DST, a project proposal together with a project plan inclusive of milestones and timelines, as well as the estimated number of persons and/or days for the completion of the project.
- b) Give an analysis of costs to cover the full contract amount in South African Rands (including VAT), and where possible, costs should be linked with specific tasks to be undertaken.
- c) Attach the CVs of the consultants and/or staff who will participate in the project, to demonstrate the team's experience in the field of library and information science.
- d) Provide the name and contact details (telephone and/or mobile, fax and email) of the project leader.

7. PROCEDURE

- a) Regular meetings will be held with the DST throughout the duration of the project.
- b) The payment plan will be negotiated and agreed to between the DST and the consultant. However, the final payment will be made after the completion of the project and acceptance of the final report by both DST and consultant.
- c) The consultant will solely be responsible for all administrative issues related to the project.

- d) They will also be informed that copyright rests with the DST and the department will decide on the publication of the information,
- e) Short-listed applicants may be requested to do a presentation of their proposal and will be duly informed of the outcome.

8. SERVICE LEVEL AGREEMENT

- b) DST and the appointed consultant will enter into a service level agreement.
- c) The successful vendor will be expected to conduct a briefing session with the relevant DST stakeholders prior to the work being conducted.
- d) The consultant will be responsible for ensuring that the agreed deliverables are produced to a quality standard, on time and within the budget.
- e) The consultant will work in close collaboration with the DST to ensure the objectives of the department are accommodated by this project.
- f) DST will evaluate the draft final report and request the consultant to effect revisions and additions, if necessary, before the final payment is made.
- g) The consultant will explain and elucidate the final report at a meeting arranged by the DST.
- h) The consultant must provide the DST with 2 hard copies of a well edited, well packaged and reader friendly final report and a soft copy on disc.

9. PROPRIETARY RIGHTS

- a) The proprietary rights with regard to copyrights, patents and any other similar rights that may result from the consultant carrying out the assignment shall belong to the DST.
- b) The final product of all work done shall, on completion of the brief of the assignment, be delivered to the DST.

- c) The consultant shall agree that all rights, to be acknowledged, understood and adhered to by the consultant on acceptance of the proposal by the DST including, without limitation, all intellectual proprietary rights in and to any material or information including all computer programmes, e-data and documentation related to the project belong to the DST.
- d) The DST will have unrestricted access to all material, data and information.
- e) The consultant shall deliver any or all such material, data and information to the DST upon request.

10. CONCLUSION

The closing date for submission of the proposals to the DST is **19 February 2010**. No late proposals will be considered. Proposals should be delivered to: **Building 53, CSIR Campus, Meiring Naude Road Pretoria, 0001** for the attention of Judian Inama 6737 or E-mail: judian.inama@dst.gov.za . Queries/requests for further information may be directed to Ms Tina Zondi at Tel: 012 843 6347 and E-mail: Tina.Zondi@dst.gov.za.

NB: Please note that the DST reserves the right not to accept the lowest quote or not to proceed with this project. All costs that the consultant may incur due to the preparation of such quotation and project plan for the DST shall be the sole responsibility of the service provider.