



NATIONAL LIBRARY OF SOUTH AFRICA

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0001

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER BLACK PLASTIC STORAGE CONTAINERS TOGETHER WITH CONTENT AS SPECIFIED PER SCOPE, TO BE USED AS DISASTER BOXES BY THE COMMUNITY AND PUBLIC LIBRARIES PARTICIPATING IN THE DISASTER MANAGEMENT WORKSHOPS OF THE NLSA.

CLOSING DATE: 08 February 2024

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 as part of inculcating the culture of reading seeks to appoint a service provider to supply and deliver the black plastic storage containers together with content as specified per scope, to be used as disaster boxes.

2. SCOPE OF WORK

2.1 The National Library of South Africa seeks the services of a competent supplier to provide the following:

Item	Description	Quantity
	Disaster Boxes:	
1	Black Plastic storage box with separate lid and wheels. 70 litre / 30x 40 x70	30
2	Yellow rubber / latex gloves, pairs, size: large	30
3	FFP1 facial dust mask, with aluminium nose clip, boxes of 20x per box	30
4	Sponge, all purpose, heavy duty, XL (approx.70mmX100mmX190mm)	30
5	Clothing pegs, plastic, pack of 48	30
6	Duct tape, red or blue, roll of 48mm x 25m	30
7	Book repair tape, self-adhesive, clear/transparent – roll of 20mm x 50m	30
8	Packaging tape dispenser, handheld	30
9	Packaging tape/ buff (brown) tape, roll of 50mm x 50m	30
10	Bookbinding tape, blue, self-adhesive, roll of 50mm x 50m	30
11	First aid kit: Government Regulation 3 First Aid Kit, case 35cmx25cmx10cm [list of content attached as ADDENDUM A]	30
12	Dustpan with brush	30
13	Plastic apron, LDPE, 125x75 cm, 33my, white, embossed, blocked	30
14	White cotton twine/ string, 100g ball	30
15	Cable ties – pack of 100, size 3.6x200mm	30
16	Emergency barrier tape: 50 mic thick, red & white, roll of 75mm x 500m	30
17	Black plastic sheeting, thick 150um, 3m x 5m Black Sheeting 150Mic 50M - 50m Roll 3m wide (Folded in half 1.5m)	100
18	Paper towel, twin roll	30
19	Clipboard, Masonite, A4	30
20	NT cutter, double blades/knife, metal grip: A300GRP, blades: A0.38	30
21	Paint brush, 50mm	30
22	Paint brush, round Hog 582 L, pack of 12	30
23	Gum boots, general purpose, pairs size 10	30
24	Clear plastic pockets/sleeves, A4 100 mic, pack of 100	30
25	Clear plastic pockets/sleeves, A3 100 mic, pack of 100	30
26	Washing line, polyethylene, 4mmx15m	30
27	Wax/ grease proof paper roll 300mm x 20m	30
28	Safety helmet / hard hat	30
29	Plastic jar/ tub with screw lid, 250ml	30
30	Cutting mat, green A3	30
31	Mini triangle cheese grater: 65.7cm x 3.7cm x 2.7cm	30

Item	Description	Quantity
32	Dust mask (Strong white FFP1/Ep005 20pcs)	30
33	Pencils (HB Pencil With Eraser)	30
34	Exam pad (Marlin A4 100 Sheets Exam Pad, Examination pad 100 sheets punched and perforated.)	30
35	Freezer plastic bag large - mapsthick plastic	30
36	Freezer plastic bag medium - large books (A3 400mmx600mm - A4 350mmx550mm 75micrones)	30
37	Freezer plastic bag small – books (A5 300mmx400mm 75mic)	30
38	Nylon washing line (Basic polypropylene (nylon) clothesline has the advantage of being waterproof and cleanable (you can wipe off the inevitable mildew). - Stretch-resistant. - 4mm x 30m - 2x Nylon Clothesline (30m Each)	30

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 delivery is made on stipulated dates.

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 NLSA campus.
- 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

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

6.2. Evaluation stage 2:

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.

The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

Preservation and Conservation Disaster Boxes and Material:

Item		
Item cost inclusive of VAT		
Delivery		

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

7. Pricing Evaluation (80/20 Preferential Procurement point)

7.1 The bided price (maximum 80 points)

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

7.2 Specific Goals (maximum of 20 points):

Specific Goals – Ownership	Points
100% Black Ownership	20 Points - 100% Black Ownership
	10 Points – Less than 100% Black Ownership

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

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; lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766