



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

APPOINTMENT OF ONE OR MORE SERVICE PROVIDERS TO SUPPLY AND DELIVER THE PRESERVATION AND CONSERVATION STATIONERY AND CONSUMABLES, AS AND WHEN REQUIRED, FOR A PERIOD OF 24 MONTHS.

Bid No: NLSA 03/2025-2026

Should you wish to deliver Bid documents, please note that the NLSA's working hours are from **08h00** to **17h00** on weekdays. Upon the submission of the Bid Documents Service Providers are requested to sign the register at reception.

COMPULSORY BRIEFING SESSION. - N/A

CLOSING DATE: 29 January 2026

TIME: 11H00

BID DOCUMENTS ARE AVAILABLE ON

- NLSA website (www.nlsa.ac.za/tenders-and-procurement)

NB. Completed Bid Documents must be deposited at the following address.

ADDRESS	CLOSING DATE	TIME
NLSA Pretoria Campus , 228 Johannes Ramokhoase Street, Pretoria CBD.	29 January 2026	11H00

1. BACKGROUND

1.1. National Library of South Africa (NLSA), 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.

2. SCOPE OF WORK

2.1. NLSA seeks to appoint one or more experienced service provider/s to supply and deliver preservation and conservation stationery and consumables.

2.2. Where required provide the supplier / distributor certificate.

2.3. Indicate with **Yes** or **No**, your capacity to deliver as per the item listed in the table below. **One or more than one supplier maybe appointed according to their specialisation in the products.**

SPINE COVERS (Binding covers)

Item	Description	Qty	Yes / No
	Binding covers		
1.	17281A412ba Spine cover A4 portrait 120 pages black	20	
2.	17281A422ba Spine cover A4 portrait 220 pages black	20	
3.	17281A422ba Spine cover A4 portrait 340 pages black	10	
4.	17281A522ba Spine cover A5portrait 220 pages black	10	

PRESERVATION AND CONSERVATION STATIONERY AND CONSUMABLES

Item	Description	Qty	Yes / No
1	Black Plastic Sheeting		
	Black plastic sheeting, thick 150um, 3m x 5m	100	
	Black Sheeting 150Mic 50M - 50m Roll 3m wide (Folded in half 1.5m)		
	PVC Sheeting White 1250mm X 2.5m (0.9mm)	10	
	Polythene Roll – 50 micron x 25m	4	

Item	Description	Qty	Yes / No
2	Acid Free Papers		
	Acid free paper A1: a pack of 250	16	
	Acid free tissue Pack of 25	2	
	Heritage Archival Photokraft paper acid 350 GSM, CODE: PAHPKE4704 OR PAHPKE2704: 100 sheets	3	
	Heritage Archival Photokraft paper acid free 120 GSM, CODE: PAHPKB4704 Pack of 100 sheets	2	
	Spider Tissue - Conservation tissue with neutral pH for paper conservation repairs (965mm x 20m) roll	2	
	Okwara Large Sheets - Machine-made conservation paper - 60gsm (1830 x 910mm) 5/pkt	2	
	Kaji Natural - Hand-made conservation paper -11gsm (980 x 640 mm) 5/pkt	2	
	Unbuffered Interleaving Sheets - Acid-free unsized long fibred paper for protecting prints, for backing and for making lightweight folders. (610 x 914mm) 500pkt	2	
	Perma/Dur Buffered Bristol Board - Acid-free archival board for special folders. 0.25m (83 x1016mm) 100/pkt	2	
	Sekishu Kozogami Tsuru - Conservation tissue for paper-based records - 22gsm (720 x 20mm) 5/pkt	2	
	Mulberry Paper - Hand-made conservation paper – 26gsm (9m rolls)	2	
	Sekishu Natural - Hand-made conservation paper - 30gsm (60m roll)	2	
	Kitakata - Hand-made conservation paper – 36gsm (510 x 410 mm) 10/pkt	2	
	Kizukishi - Conservation paper – 11gsm (940 x 640 mm) 5/pkt	2	
	Tosa Tengujo - Handmade conservation paper (790 x 540m)	2	
	Hosokawa Ohban - Hand-made conservation paper – 23gsm (940x 640mm) 5/pkt	2	
3	Papers		
	Tokai Maize 200 GSM 640x1020 A1 Pack of 250	10000	
	Malgray chipboard 770 X 1020/660 X 1120 gsm 1200/2300	5000	
	White cartridge paper 120gsm 1020X770/660X1120 (duplicate)	10000	
	Kraft Paper – 120gsm – used for spine stiffening – 20m roll	4	
4	Binding Cloth		
	English Black Oxford Library Buckram 50m x 180cm	10	
	English Red Oxford Library Buckram 50m x 180cm	10	
	English Yellow Oxford Library Buckram 50m x 180cm	10	
	Colora Book cloth (Mull) 50m x 180cm	30	
	Coarse Mull 50m x 180cm	30	

	Cotton tape Acid Free 10mm X 5m roll	20	
	Smoke latex sponge 152mmX76mmX19mm	20	
	Cotton gloves pack 10 X Medium, 10 X Large	20	
5	Adhesive, Tape and Glue		
	Methyl cellulose, Pure (pH Neutral) P825 80g	20	
	Document Repair Tape 50m x20mm FILMOPLAST Transparent	10	
	25 litres Primo C792 Adhesive Glue paste	10	
	25 litres Primo A002 Adhesive	10	
	Strong double-sided tape Acid Free 25 mm	10	
	Evacon glue 5kg	4	
	Conservation Leather Dressing – for refurbishing old leather bindings - 400ml Jar	2	
	Cellugel Leather Consolidant – for consolidating old leather bindings – 400ml Jar	2	
	Pure Wheat Starch Paste Powder – 3kg	2	
6	Tools		
	Metal Book ends 100 x 140h (mm)	2000	
	10 x 40mm Hollow Paper Drill Bits CITOBORMA	8	
	185Mm Linesmans Combination Pliers	2	
	Grip GH2528 Claw Hammer (450g)	2	
	Locking Vice Grip Pliers (250mm)	2	
	Stramm 6 pce soft grip screwdriver set M1646 P2	2	
	Backing Hammer	2	
	Bone folders - various sizes	10	
	Teflon bone folders	4	
7	Boxboard Binders (Blue grey)		
	A-S 1 Pocket Pages, 260x317mm, 1 pocket 233x303mm, Pack of 50, AS200P1SE, A4 format Documents, prints etc.	20	
	Kappa Board – 2mm – for book covers	50	
8	Standard A-S Vertical A4 Format Pages		
	A-S 7 Strip Pockets, 260x317mm, 7 pockets: 42x230mm, Pack of 50, AS204S7SE, 35mm Film Strips	30	
	A-S 12 Pockets Pages, 260x317mm, 12 pockets 76x66mm, AS207P12SE, 6 x 6 and 6 x 7cm Frames, Images	30	
9	Polyester Pockets, Covers & Folders		

	Standard Pockets, 260x305mm, 10x12", 75 Micron, Polyester, P1260305Y75, 12x10" prints, documents, etc.	30	
	Standard Pockets, 210x258mm, 8x10", 75 Micron, Polyester, P1210254Y75, 8x10" prints, pictures, etc.	30	
	Standard Pockets, 152x230mm, 6x9", 75 Micron Polyester, P1152230Y75, 6x9" prints, pictures, etc.	30	
	Standard Sleeves, 134x184mm, 5x7", 75 Micron Polyester, S134184Y75, 5x7" prints, pictures, etc.	30	
	Postcard Sleeves, 95 x 140mm, Standard Postcard, SLP95M140Y36	30	
10	Transleeves		
	Transleeves®, 206 x 254mm, 8 x 10", Pack of 100, SL0810T, Display, Preserving & Storage of Photographic Images	30	
	Transleeves®, 282 x 355mm, 11 x 14", Pack of 100, SL1114T, Display, Preserving & Storage of Photographic Images	30	
	Transleeves®, 512 x 660mm, 20 x 26", Pack of 100, SL2026T, Display, Preserving & Storage of Photographic Images	30	
11	Acid-free Envelopes		
	Ungummed flaps Pocket envelope – opening at the short side. Acid-free paper, 135 gsm. Dimensions: 250 x 353mm Pack of 250	10	
	Ungummed flaps Pocket envelope – opening at the short side. Acid-free paper, 135 gsm. Dimensions: 185 X 280mm Pack of 400	10	
12	Acid-free Storage boxes (Type B)		
	Art. No. Description Dimensions 816.410 Print box 368 x 293 x 54 mm	200	
	Art. No. Description Dimensions 816.193 Print box 430 x 305 x 60 mm	200	
	Art. No. Description Dimensions 816.195 Print box 855 x 605 x 60mm	200	
13	Cotton Twill Ribbon beige in fishbone design		
	Roll length: 100 m Width: 15/16mm	4	
	Roll length: 100 m Width: 20/21 mm	4	

14	100% cotton gloves. Thumb inlay and half long sleeve.		
	Size: 7	4	
	Size: 6	4	
15	pH-pen A fibre-based pen based on Chlorophenol red, for indicating whether a porous paper is acidic.	4	
16	Japanese paper sheets Gifu, 100% Manila. pH 9 - 10., 9 - 10 gsm, Pack of 500 sheets, 610 x 910 mm	4	

***The quantities are for the duration of 24 months, the service provider appointed shall make an undertaking that the quantities above are delivered within 24 months.**

3. NLSA'S RIGHTS

3.1. The NLSA is entitled to amend any tender conditions, tender validity period, tender terms of reference, or extend the tender's closing date, all before the tender closing date. All Bidders, to whom the Bid 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 Bid response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

4.1. The duration of the contract is 24 months.

The appointed service provider(s) shall make an undertaking that the turnaround time to supply and deliver is within 90 days, unless specified otherwise or agreed in the Service Level Agreement (SLA).

5. CONDITIONS OF THE BID

5.1. The NLSA reserves the right not to accept the lowest proposal.

5.2. The NLSA reserves the right to appoint one or more Bidders.

5.3. The NLSA reserves the right not to award the contract.

5.4. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

5.5. The General Conditions of Contract will be applicable to this Bid.

5.6. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

5.7. The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.

5.8. No upfront Payment will be done by NLSA.

5.9. The bid is valid for a period of 90 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1 Pre evaluation (standard bid documents)

6.1.1 Fully Completed SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms.

6.1.2 The bidder must be registered on the Central Supplier Database (CSD).

NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.

6.2 SUBMISSION FORMAT

Bid proposals should be submitted in the format as indicated below:

NB! One (1) signed original Bid document and One (1) signed electronic copy on a USB or CD (PDF protected with a code).

Bidders will be evaluated in two stages. First stage will be the technical evaluation and the second stage will be the price evaluation.

6.3 Evaluation stage one (1): Technical Evaluation

Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

No		Weight	Point	Score
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1.	Experience of the service provider in providing similar services as required by the NLSA in the supply and delivery of preservation and conservation services specialised stationery and consumables. Provide five (5) contactable reference letters of the service provided within the past five (5) years. The reference letters must be on a signed company's letterhead including, contact name(s), address, phone number, date and period of the contracted project, a brief description of the services that you provided and the level of satisfaction from the client. • 5 and more reference letters with all the required elements listed = 60 points • 4 reference letters with all the required elements listed = 48 points • 3 reference letters with all the required elements listed = 36 points • 2 reference letters with all the required elements listed = 24 points • 1 reference letter with all the required elements listed = 12 points • 0 reference letters = 0 points NB. If a reference letter does not meet all the requirements listed, it will not be considered.	60		
2	Detailed proposal with photos / brochure / catalogue with description of items to be supplied. The proposal must cover all the items you are bidding for as per scope of work in section 2.3 above • Proposal with 100% of items ticked as yes in section 2.3 = 40 points • Proposal with 80 – 99% of items ticked as yes in section 2.3 = 32 points • Proposal with 60 – 79% of items ticked as yes in section 2.3 = 24 points • Proposal with 40 – 59% of items ticked as yes in section 2.3 = 16 points	40		

	- Proposal with below 40% of items ticked as yes in section 2.3 = 8 points - Failure to submit detailed proposal with requirements listed in section 2.3 above = 0 points			
	TOTAL POINTS	100		
	Minimum points to pass this evaluation stage	70		

6.4 Evaluation Criteria Stage 2: Pricing

Preference Point System

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on: -

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 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.

- Specific Goals (maximum of 20 points): -**

Company Ownership:

- Companies with 100% black ownership will receive 20 points.
- Companies with less than 100% black ownership will receive 10 points.

NB. Submit certified sworn affidavit or BEE certificate as evidence.

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	Acid free tissue Pack of 25	2	
	Heritage Archival Photokraft paper acid 350 GSM, CODE: PAHPKE4704 OR PAHPKE2704 : 100 sheets	2	
	Heritage Archival Photokraft paper acid free 120 GSM, CODE: PAHPKB4704 Pack of 100 sheets	2	
	Spider Tissue - Conservation tissue with neutral pH for paper conservation repairs (965mm x 20m) roll	2	
	Okwara Large Sheets - Machine-made conservation paper - 60gsm (1830 x 910mm) 5/pkt	2	
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	Perma/Dur Buffered Bristol Board - Acid-free archival board for special folders. 0.25m (83 x1016mm) 100/pkt	2	
	Sekishu Kozogami Tsuru - Conservation tissue for paper-based records - 22gsm	2	

Item	Description	Qty	Cost
	(720 x 20mm) 5/pkt		
	Mulberry Paper - Hand-made conservation paper – 26gsm (9m rolls)	2	
	Sekishu Natural - Hand-made conservation paper - 30gsm (60m roll)	2	
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4	Binding Cloth		
	English Black Oxford Library Buckram 50m x 180cm	10	
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	English Yellow Oxford Library Buckram 50m x 180cm	10	
	Colora Book cloth (Mull) 50m x 180cm	30	
	Coarse Mull 50m x 180cm	30	
	Cotton tape	20	
	Smoke latex sponge	20	
	Cotton gloves pack	20	
5	Adhesive, Tape and Glue		
	Methyl cellulose, Pure (pH Neutral) P825 80g	20	
	Document Repair Tape 50m x20mm FILMOPLAST Transparent	10	
	25 litres Primo C792 Adhesive Glue paste	10	
	25 litres Primo A002 Adhesive	10	
	Strong double-sided tape	10	
	Evacon glue	4	
	Conservation Leather Dressing – for refurbishing old leather bindings - 400ml Jar	2	
	Cellugel Leather Consolidant – for consolidating old leather bindings – 400ml Jar	2	
	Pure Wheat Starch Paste Powder – 3kg	2	
6	Tools		

Item	Description	Qty	Cost
	Metal Book ends 100 x 140h (mm)	2000	
	10 x 40mm Hollow Paper Drill Bits CITOBORMA	8	
	185Mm Linesmans Combination Pliers	2	
	Grip GH2528 Claw Hammer (450g)	2	
	Locking Vice Grip Pliers (250mm)	2	
	Stramm 6 pce soft grip screwdriver set M1646 P2	2	
	Backing Hammer	2	
	Bone folders - various sizes	10	
	Teflon bone folders	4	
7	Boxboard Binders (Blue grey)		
	A-S 1 Pocket Pages, 260x317mm, 1 pocket 233x303mm, Pack of 50, AS200P1SE, A4 format Documents, prints etc.	20	
	Kappa Board – 2mm – for book covers	50	
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9	Polyester Pockets, Covers & Folders		
	Standard Pockets, 260x305mm, 10x12", 75 Micron, Polyester, P1260305Y75, 12x10" prints, documents, etc.	30	
	Standard Pockets, 210x258mm, 8x10", 75 Micron, Polyester, P1210254Y75, 8x10" prints, pictures, etc.	30	
	Standard Pockets, 152x230mm, 6x9", 75 Micron Polyester, P1152230Y75, 6x9" prints, pictures, etc.	30	
	Standard Sleeves, 134x184mm, 5x7", 75 Micron Polyester, S134184Y75, 5x7" prints, pictures, etc.	30	
	Postcard Sleeves, 95 x 140mm, Standard Postcard, SLP95M140Y36	30	
10	Transleeves		
	Transleeves®, 206 x 254mm, 8 x 10", Pack of 100, SL0810T, Display, Preserving & Storage of Photographic Images	30	
	Transleeves®, 282 x 355mm, 11 x 14", Pack of 100, SL1114T, Display, Preserving & Storage of Photographic Images	30	
	Transleeves®, 512 x 660mm, 20 x 26", Pack of 100, SL2026T, Display, Preserving & Storage of Photographic Images	30	

Item	Description	Qty	Cost
11	Acid-free Envelopes		
	Ungummed flaps Pocket envelope – opening at the short side. Acid-free paper, 135 gsm. Dimensions: 250 x 353mm Pack of 250	10	
	Ungummed flaps Pocket envelope – opening at the short side. Acid-free paper, 135 gsm. Dimensions: 185 X 280mm Pack of 400	10	
12	Acid-free Storage boxes (Type B)		
	Art. No. Description Dimensions 816.410 Print box 368 x 293 x 54 mm	200	
	Art. No. Description Dimensions 816.193 Print box 430 x 305 x 60 mm	200	
	Art. No. Description Dimensions 816.195 Print box 855 x 605 x 60mm	200	
13	Cotton Twill Ribbon beige in fishbone design		
	Roll length: 100 m Width: 15/16mm	4	
	Roll length: 100 m Width: 20/21 mm	4	
14	100% cotton gloves. Thumb inlay and half long sleeve.		
	Size: 7	4	
	Size: 6	4	
15	pH-pen A fibre-based pen based on Chlorophenol red, for indicating whether a porous paper is acidic.	4	
16	Japanese paper sheets Gifu, 100% Manila. pH 9 - 10., 9 - 10 gsm, Pack of 500 sheets, 610 x 910 mm	4	
	Delivery fee		
	TOTAL INCLUDING VAT		

7. ENQUIRIES

All enquiries regarding this tender must be directed to the SCM Office:

For any Bid related enquiries please sent to the following email address quoting the Bid Number.
Description as a Reference; kenny.netshiongolwe@nlsa.ac.za OR (012) 401 3017/9700/81