



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF BOOK TROLLEYS AND HEAVY-DUTY TROLLEYS FOR THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA), PRETORIA AND CAPE TOWN CAMPUSES.

CLOSING DATE: 27 FEBRUARY 2024

TIME: 11H00

BRIEFING SESSION: NONE

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. 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 a service provider to deliver book trolleys and heavy-duty trolleys at Pretoria and Cape Town Campuses as per the quantity breakdown stated below.

Item	Description		Quantity per campus	
			Pretoria	Cape Town
1.	Wooden heavy-duty trolleys book trolley	• Wooden book trolley with a tubular steel frame to support the structure. • 6 sloping shelves, (3 tiers on each side sloping down towards the middle of the trolley). • Handles on both sides. • Dimensions: Height 940 mm, Depth 450 mm, Width 800 mm. • Wheels: 4 swivel castors with rubber tyres. • Capacity: 250kg.	8	0
2.	Wooden flatbed book trolley	• Wooden book trolley with a tubular steel frame to support the structure. • 3 flat shelves with steel tubular frames to support the structure. • U-shaped handles on both sides • Dimensions: Height 1095 mm, Length 500 mm, Depth 320mm. • Wheels: 4 swivel castors with rubber tyres. • Capacity: 100kg.	5	0
3.	Steel stock picking trolley	• Steel frame with handle on one side. • 25mm upright tubular steel construction (silver). • Dimensions: Height 1100 mm, Length 1100 mm, Width 520 mm. • Wheels: 4 castors (2 fixed and 2 swivel; 100mm or 125mm). • Capacity: 240kg.	4	3
4.	Gravity steel folding nose trolley	• Folding nose • 25mm tubular steel construction (silver). • U-shaped handle • Dimensions: Height 1143 mm, Width 510 mm, Nose 457 mm. • 2 fixed standard rubber wheels, 200mm. • Capacity: 180kg.	1	0
5.	Steel heavy-duty workshop tool trolley	• Steel frame with handle on one side. • Dimensions: Height 840 mm, Length 840 mm, Width 405 mm. • 3 shelves: the base of the shelves must be covered / supported on all side to prevent items from sliding off (8-10 cm height). • 4 castor swivel wheels • Capacity: 50kg per shelf.	0	2

6.	Aluminium workshop tool trolley	- Aluminium frame with handles on both sides. - Dimensions: Height 1315 mm, Length 440 mm, Width 1025 mm. 3 shelves: the base of the shelves must be covered / supported on all side to prevent items from sliding off (8-10 cm height). 4 castor wheels. - Capacity: 30kg per shelf.	0	2
Total			18	7

2.2. All book trolleys and heavy-duty trolleys provided must be new (unused).

2.3. All trolleys must be assembled by the manufacturer or service provider and be ready for use.

2.4. All trolleys must come with a warranty for a minimum period of 12 months.

2.5. Book trolleys and heavy-duty trolleys supplied must be supported by South African service providers after the conclusion of the contract / warranty period.

3. NLSA'S RIGHTS

3.1. 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.

4. DURATION OF THE PROJECT

4.1. The appointed service provider shall supply and deliver the required book trolleys and heavy-duty trolleys within 21 days after a Purchase Order is issued.

5. CONDITIONS OF RFQ

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 NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.6. No upfront Payment will be done by NLSA.
- 5.7. Delivery of the book trolleys and heavy-duty trolleys must be made at the NLSA Cape Town and Pretoria campuses.
- 5.8. The NLSA reserves the right to purchase and request delivery of the book trolleys and heavy-duty trolleys in phases.
- 5.9. NLSA will not accept partial delivery, prospective Bidders must be aware that only complete delivery of items requested will be accepted.
- 5.10. The quotation is valid for a period of 30 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 4 and SBD 6.1, forms.

6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD).

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

7.1. Evaluation stage one (1): Technical Evaluation

Requirement	Technical Specification	Yes/No
Wooden heavy-duty trolleys book trolley	• Wooden book trolley with a tubular steel frame to support the structure. • 6 sloping shelves, (3 tiers on each side sloping down towards the middle of the trolley). • Handles on both sides. • Dimensions: Height 940 mm, Depth 450 mm, Width 800 mm. • Wheels: 4 swivel castors with rubber tyres. • Capacity: 250kg.	
Wooden flatbed book trolley	• Wooden book trolley with a tubular steel frame to support the structure. • 3 flat shelves with steel tubular frames to support the structure. • U-shaped handles on both sides • Dimensions: Height 1095 mm, Length 500 mm, Depth 320mm.	

	• Wheels: 4 swivel castors with rubber tyres. • Capacity: 100kg.	
Steel stock picking trolley	• Steel frame with handle on one side. • 25mm upright tubular steel construction (silver). • Dimensions: Height 1100 mm, Length 1100 mm, Width 520 mm. • Wheels: 4 castors (2 fixed and 2 swivel; 100mm or 125mm). • Capacity: 240kg.	
Gravity steel folding nose trolley	• Folding nose • 25mm tubular steel construction (silver). • U-shaped handle • Dimensions: Height 1143 mm, Width 510 mm, Nose 457 mm. • 2 fixed standard rubber wheels, 200mm. • Capacity: 180kg.	
Steel heavy-duty workshop tool trolley	• Steel frame with handle on one side. • Dimensions: Height 840 mm, Length 840 mm, Width 405 mm. • 3 shelves: the base of the shelves must be covered / supported on all side to prevent items from sliding off (8-10 cm height). • 4 castor swivel wheels • Capacity: 50kg per shelf.	
Aluminium workshop tool trolley	• Aluminium frame with handles on both sides. • Dimensions: Height 1315 mm, Length 440 mm, Width 1025 mm. • 3 shelves: the base of the shelves must be covered / supported on all side to prevent items from sliding off (8-10 cm height). • 4 castor wheels. • Capacity: 30kg per shelf.	

7.2. 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)**

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

7.3. Evaluation Criteria Stage 2: Pricing

7.3.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the goods including any applicable charges.

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

7.3.3. Total price must include delivery and all other applicable cost as stated in the terms of reference.

7.3.4. All cost items must be inclusive of VAT.

Item	Description	Quantity	Unit price	Cost per transaction
			R	R
1.	Wooden heavy-duty trolleys book trolley • Wooden book trolley with a tubular steel frame to support the structure. • 6 sloping shelves, (3 tiers on each side sloping down towards the middle of the trolley). • Handles on both sides. • Dimensions: Height 940 mm, Depth 450 mm, Width 800 mm. • Wheels: 4 swivel castors with rubber tyres. • Capacity: 250kg.	8		
2.	Wooden flatbed book trolley • Wooden book trolley with a tubular steel frame to support the structure. • 3 flat shelves with steel tubular frames to support the structure. • U-shaped handles on both sides • Dimensions: Height 1095 mm, Length 500 mm, Depth 320mm. • Wheels: 4 swivel castors with rubber tyres. • Capacity: 100kg.	5		
3.	Steel stock picking trolley • Steel frame with handle on one side. • 25mm upright tubular steel construction (silver). • Dimensions: Height 1100 mm, Length 1100 mm, Width 520 mm. • Wheels: 4 castors (2 fixed and 2 swivel; 100mm or 125mm). • Capacity: 240kg.	7		
4.	Gravity steel folding nose trolley • Folding nose • 25mm tubular steel construction (silver). • U-shaped handle • Dimensions: Height 1143 mm, Width 510 mm, Nose 457 mm. • 2 fixed standard rubber wheels, 200mm. • Capacity: 180kg.	1		
5.	Steel heavy-duty workshop tool trolley • Steel frame with handle on one side.	2		

	• Dimensions: Height 840 mm, Length 840 mm, Width 405 mm. • 3 shelves: the base of the shelves must be covered / supported on all side to prevent items from sliding off (8-10 cm height). • 4 castor swivel wheels. • Capacity: 50kg per shelf.			
6.	Aluminum workshop tool trolley • Aluminium frame with handles on both sides. • Dimensions: Height 1315 mm, Length 440 mm, Width 1025 mm. • 3 shelves: the base of the shelves must be covered / supported on all side to prevent items from sliding off (8-10 cm height). • 4 castor wheels. • Capacity: 30kg per shelf.	2		
7.	VAT			
TOTAL		25		

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 RFQ Reference Number, Bid. Description as a Reference; lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 3017/9700/81