



## **NATIONAL LIBRARY OF SOUTH AFRICA**

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### **TERMS OF REFERENCE FOR THE PURCHASE AND SUPPLY OF AIRCON UNITS FOR USE AT CAPE TOWN CAMPUS.**

**CLOSING DATE: 04 MARCH 2024**

**TIME: 11h00**

#### **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 Campus in Pretoria and Cape Town.
- 1.2** The NLSA seeks to appoint a service provider for the purchase and supply of the following aircon units: X20 Industrial air-conditioning Fans with aluminum blades and X10 Portable movable air-conditioning fans.

#### **2 SCOPE OF WORK**

- 2.1** The purchase and supply of X20 Industrial air-conditioning Fans with aluminum blades and X10 Portable movable air-conditioning fans. The necessary manufacturers' warranty must be made available from the supplier.

#### **3 NLSA'S RIGHTS**

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the closing date. All Bidders, to whom the quotation documents have been issued, and where the NLSA has a record of such Bidders, may be advised in writing of such amendments in good time and 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

## **4 DURATION OF THE PROJECT**

4.1 This is a once-off purchase and supply.

## **5 CONDITIONS OF 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 Bidder.

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

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

5.5 No upfront Payment will be done by NLSA.

5.6 The quotations shall remain valid for 60 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 PRICING**

### **7.1 Preference points system**

7.1.1 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:

7.1.2 The bidding 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.

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

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

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

### 7.1.2 Specific Goals

Specific Goals – Ownership	Points
100% Black ownership	20 Points for companies that are 100% black owned
	10 for companies that are less than 100% black owned

### 8. Provide a detailed quotation (in your company logo) as per the following guidelines:

The total amount	Price
Purchase and Supply of aircons as per scope of work above	
VAT	
TOTAL	

## 8 ENQUIRIES

**All inquiries about this RFQ must be directed to the SCM Office:**

For any RFQ-related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; [Lebogang.Maleka@nlsa.ac.za](mailto:Lebogang.Maleka@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 402 3017