



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF STATIONERY FOR THE NATIONAL LIBRARY OF SOUTH AFRICA PRETORIA CAMPUS.

CLOSING DATE: 04 FEBRUARY 2026

TIME:11H00

NB: All proposal/quotation must be submitted to quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

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 provide stationery listed on paragraph 2 below.

2. SCOPE OF WORK

Provided on the table below.

Item	Description	Quantity
1	Laminated tape cassette 9mm black on white, Tze-221	25
2	Tower 45 x 13mm laminated labels, 320 labels per roll	10
3	Trodat 5415 professional stamp, with personalized text	10
4	Rubber stamp, 12mm round shape, with personalized text	8

5	Stamp pad	8
6	Stamp ink, black	8
7	Latex Gloves Box of 100, small	8
8	Latex Gloves Box of 100, medium	8

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. 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 provision of stationery listed on the table above is delivered within 14 days after a Purchase Order is issued.

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 accept part of the offer.
- e. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- f. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- g. No upfront Payment will be done by NLSA.
- h. All delivery of the requested equipment must be made at the specified NLSA campus.
- i. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- j. 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. Pre evaluation (standard bid documents)

6.1.1. Fully completed SBD 4, SBD 6.1.

6.1.2. Prospective service providers must be registered on Central Supplier Database

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.

7.2. Pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

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

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

8.1 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.

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

8.2. Specific Goals (maximum of 20 points):

Specific Goals	Points
100% Black owned	100% Black owned - 20 points. Less than 100% Black owned - 10 points.

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

9. ENQUIRIES

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

For any RFQ related enquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017