



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 INTERGRATED PEST MANAGEMENT (IPM) CONTROL SERVICES FOR THE PRETORIA CAMPUS FOR A PERIOD OF SIXTEEN (16) MONTHS

COMPULSORY SITE BRIEFING:

National Library of South Africa
228 Johannes Ramokhoase Street
Pretoria
0001

Date: 04 June 2026

Time: 11:00

CLOSING DATE: 10 JUNE 2026

TIME: 11:00

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 seeks to appoint an experienced service provider to Provide pest control and fumigation services in a building of approximately 34 000 square meters.

2. SCOPE OF WORK

2.1 PEST CONTROL SERVICES REQUIRED

- 2.1.1 All work is to be done within the guidelines of the OHS Act (85 of 1993)
- 2.1.2 The service providers will conduct an internal and external assessment of the current bait stations in the building and determine the number of bait stations required during compulsory site briefing.
- 2.1.3 The service provider must provide a treatment schedule which includes the methods, equipment, chemicals and health and safety issues pertaining to the treatments.
- 2.1.4 Installation and servicing of bait stations, and replenishing bait for bait stations on a monthly interval.
- 2.1.5 Locations of all bait stations must be recorded accordingly for verification and audit purposes.
- 2.1.6 Clear and visible signage must be provided on all bait stations for easy identification.
- 2.1.7 Service provider to ensure each bait station is provided with monthly sign-on register.

2.2 FUMIGATION

- 2.2.1 There shall be monthly spraying in the kitchens, eating areas, ablution facilities and other common areas using appropriate chemicals.
- 2.2.2 Fumigation for offices, stack rooms, reading room and reference will be rendered quarterly using the fogging system as no water is allowed to protect library collection.
- 2.2.3 The NLSA is a preservation library and as such, special care must be employed when fumigating in the offices, stack rooms, reading and reference that houses collections. The recommended archival method of fumigation is fogging as no spraying is allowed in the above-mentioned areas.
- 2.2.3 A treatment report must be provided with each treatment and must be signed off by both NLSA and the service provider.
- 2.2.4 Fumigation will take place on weekends or public holidays when the library is closed for business.

2.3 INFORMATION REQUIRED

- 2.3.1 The appointed service provider will be required to submit Safety File as per the guidelines that will be provided by NLSA.
- 2.3.2 The treatment schedule must be provided upon receiving the letter of appointment.
- 2.3.3 Fumigation will take place on weekends or public holidays when the library is closed for business.
- 2.3.4 The service provider will be required to provide a detailed report after each service.

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 duration of the project will be until the end of October 2027 from the day of the official appointment.
- 4.2 The NLSA will advise on the start and end date of the service.

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 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 organization.
- 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. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.8. The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.9. All information shall be treated as confidential in terms of the provisions of POPI Act.

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.

6.2 Mandatory requirement

6.2.1 Proof of accreditation to provide the pest control and fumigation services.

6.3 Stage 2: 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

Requirement	Technical Specification	Score
Experience	Bidders Experience • Provide contactable reference letters for similar work done in the past 10 years. • The letter must be on the client's letterhead and must include the referee's name, signature, contactable number, scope of work and level of satisfaction. 1. 5 or more contactable references = 100 points 2. 4 years contactable references = 80 points 3. 3 years contactable references = 60 points 4. 2 years contactable references = 40 points 5. 1-year contactable references = 20 points	100

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

7. Pricing

Provide a detailed quotation covering the services to be provided as per the scope of work.

7.1 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):

Bid price

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.

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

Points scored for price of tender under consideration;

Price of tender under consideration; and

Price of lowest acceptable tender.

Specific Goals (maximum of 20 points):-

Locality

Company based in the Gauteng Province = 20 points.

Companies based outside of the Gauteng Province = 10 points.

NB. Central Supplier Database Report will be used to verify the above.

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 9766/9700/81