



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 STATIONERY

Closing Date: 11 July 2024

Time:11H00

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 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
- 1.2 The National Library of South Africa to function smoothly it requires the availability of sufficient office supplies, the NLSA wishes to appoint a service provider to deliver stationery to ensure that work is completed properly and on time.

2. SCOPE OF WORK

2.1 The service provider must deliver the following items:

Item	Description	Quantity
1.	A4 White Paper	250 boxes

2.2.100 Boxes must be delivered at our Cape Town Campus, 5 Queen Victoria Street and 150 Boxes must be delivered at Pretoria Campus, 228 Johannes Ramakhoase Street .

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 supplier shall make an undertaking that the work shall be completed within 14 days after issuing of Purchase Order.

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 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 All delivery of the requested equipment must be made at the specified National Archives and Records Services of South Africa.

5.8 The NLSA reserves the right to purchase and request delivery of the equipment in phases.

5.9 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. Standard Bid Documents

Fully completed SBD 4 and SBD 6.1 forms.

6.2. Pricing Phase

6.2.1. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, 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.

6.3. The Evaluation will be based on price and specific goals points.

6.4. Specific Goals

Specific Goal	Points
100% black ownership	20
Less than 100% black ownership	10

7. Evaluation stage:

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

8. PRICING

8.1 Provide detailed quotation VAT inclusive covering all the items to be supplied as per specification.

9. 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 Description as a Reference; Patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9700/9770