

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 PERSONAL PROTECTIVE EQUIPMENT

CLOSING DATE: 12 FEBRUARY 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

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards and informed citizenry.

2. SCOPE OF WORK

The National Library of South Africa (NLSA) requires the following PPE meeting the following requirements:

- **Safety Glasses/Goggles:**
 - Quantity: 180 pairs
 - Specification:
 - SABS or ANSI-approved for impact resistance.
- **Dust Masks/Respirators:**
 - Quantity: Approximately 800 masks
 - Specification:
 - Soft N95 or higher filtration efficiency. And Surgical mask
- **Protective Gloves:**
 - Quantity: Approximately 1000 pairs
 - Specification:

- Chemical-resistant or suitable for handling materials without causing skin irritation.

- **Aprons/Full-Length Gowns:**

- Quantity: 200 units
- Specification:
 - Durable material to protect clothing from dust and potential contaminants.
- Apron Specification:
- Material:
 - Durable and lightweight fabric, such as polyethylene, polypropylene, or a blend of synthetic materials.
 - Material should be resistant to dust penetration and easy to clean.
- Design:
 - Full-length design for maximum coverage, protecting the torso and lower body.
 - Adjustable neck and waist straps to ensure a secure and comfortable fit for different body sizes.
- Closure:
 - Front closure with sturdy and easily fastenable snaps, buttons, or ties for quick and secure wear and removal.
 - Easy-to-use closures that allow for quick adjustments, even when wearing gloves.
- Color:
 - Light-colored or neutral tones to easily detect and identify any potential contaminants on the apron.
- Thickness:
 - Optimal thickness to provide a reliable barrier against dust and contaminants without sacrificing flexibility and comfort.
- Seams:
 - Reinforced seams to enhance durability and prevent fraying or tearing during use.
 - Seams should be securely stitched to avoid potential points of entry for contaminants.
- Pockets:
 - Optional pockets for added convenience, but ensure they are well-stitched and do not compromise the integrity of the apron.
- Cleaning and Maintenance:

- Easy to clean and sanitize for regular maintenance.
- Resistant to staining to facilitate effective removal of contaminants.
- Chemical Resistance:
 - If applicable to the work environment, ensure the apron is resistant to common chemicals encountered during the book asset verification process.
- Compliance:
 - Meet relevant industry standards and regulations for protective clothing to ensure proper safety.
 - By adhering to these specifications, the aprons should offer reliable protection against dust and potential contaminants while providing comfort and ease of use for individuals working in book stack rooms during asset verification projects.

3. NLSA'S RIGHTS

The NLSA is entitled to amend any RFQ conditions, validity period, terms of reference, or extend the closing date, before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA has 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 quotation response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

The appointed service provider shall make an undertaking of delivery within 7 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 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 All delivery of the requested equipment must be made at the specified campus.
- 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. Pre-Evaluation (standard bid documents)

6.1.1. Fully completed SBD 4 and SBD 6.1 forms.

6.1.2. Prospective bidders are required to be registered on Central Supplier Database.

NB: Failure to comply with the above requirements result in a disqualification.

6.2. Technical Evaluation

Technical Specification		Yes/ No
Safety Glasses/Goggles	180 pairs - SABS or ANSI-approved for impact resistance.	
Dust Masks/Respirators	800 masks - Soft N95 or higher filtration efficiency. And Surgical mask	
Protective Gloves	1000 pairs - Chemical-resistant or suitable for handling materials without causing skin irritation.	
Aprons/Full-Length Gowns	200 units - Durable material to protect clothing from dust and potential contaminants. Material: <ul style="list-style-type: none">• Durable and lightweight fabric, such as polyethylene, polypropylene, or a blend of synthetic materials.• Material should be resistant to dust penetration and easy to clean. Design: <ul style="list-style-type: none">• Full-length design for maximum coverage, protecting the torso and lower body.• Adjustable neck and waist straps to ensure a secure and comfortable fit for different body sizes. Closure: <ul style="list-style-type: none">• Front closure with sturdy and easily fastenable snaps, buttons, or ties for quick and secure wear and removal.• Easy-to-use closures that allow for quick adjustments, even when wearing gloves.	

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- If applicable to the work environment, ensure the apron is resistant to common chemicals encountered during the book asset verification process.

Compliance:

- Meet relevant industry standards and regulations for protective clothing to ensure proper safety.
- By adhering to these specifications, the aprons should offer reliable protection against dust and potential contaminants while providing comfort and ease of use for individuals working in book stack rooms during asset verification projects.

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

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

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.

8. Specific Goals

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

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 Number, Bid Description as a Reference; patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81