



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 APPOINTMENT OF A SERVICE FOR THE SUPPLY AND INSTALLATION OF INTELLIGENT SMART DOOR LOCKS AT NATIONAL LIBRARY OF SOUTH AFRICA (NLSA) SITUATED AT NUMBER 5 AND 62 QUEEN VICTORIA STREET, CAPE TOWN.

CLOSING DATE: 11 DECEMBER 2025

TIME: 11H00

NB. 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

1.2 The National Library of South Africa seek to appoint a contractor to supply, install and commission the intelligent security smart door locks at its two sites in Cape Town, situated at number 5 and 62 Queen Victoria Street

2. SCOPE OF WORK

2.1 The supply, installation and commissioning of 16 (sixteen) intelligent keyless smart keypad door locks.

2.2 The locks must have more advanced features and security than traditional locks.

2.3 The locks must offer keyless entry through a keypad.

2.4 This stand-alone access keypad lock must be able to accommodate minimum of 100 unique PIN codes with any defined length from one to ten digits.

INTELLIGENT SMART LOCKS (MANDATORY REQUIREMENTS)

Item	Description/Features or System Components	Yes / No
1	Fingerprint Unlocking	
	Card Unlocking	
	Passcode Unlocking	
	App/WIFI Unlocking	
	Key (Emergency)	
2	Back Up USB External Power	
	Specification Material – Aluminium Alloy Finish	
	Lock Size 250*60mm	
	100 Fingerprints RFID	
	100 Users	

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 Bid 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 Bid response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

4.1 This is a once off supply, installation and commissioning

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 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 organisation.

5.5 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and response to this RFQ.

5.6 No upfront Payment will be done by NLSA.

5.7 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

6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

6.2 Evaluation Stage Two (2): Technical Evaluation

There is no technical evaluation recommended.

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

7. PRICING

7.1 Provide a detailed quotation (on your company letterhead) as per the following:

Services Rendered	Price
The supply, installation and commissioning of 16 security keypad locks	
Delivery	
TOTAL	

Identified Specific Goals and their weights:

- Locality = 20 Points if the bidder is in the Western Cape and 10 points if bidder not based in Western Cape (CSD).

1 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; Patience.Shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81