



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR BARCODE ROLLS AND THERMAL TRANSFER RIBBONS

CLOSING DATE: 30 January 2025

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

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 an informed citizenry.

The National Library of South Africa (NLSA) is soliciting quotations from Service Providers for barcode rolls and barcode thermal ribbons.

2. SCOPE OF WORK

The NLSA requires the following:

- Barcode Rolls: 40x 30mm - 60 rolls x 1000 P/Rolls
- Barcode Thermal transfer Ribbons: 110mm x 70m (x 30 items)

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

4.1 The appointed service provider shall provide barcode rolls and barcode thermal ribbons as a once-off.

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 Bidders.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the specified campus.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA

6. EVALUATION CRITERIA

6.1.1. Fully completed SBD 4 and 6.1 forms.

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. The bids will be evaluated in 2 phases, phase 1 is the technical evaluation and phase 2 is the pricing evaluation. A minimum of 70 points is required in the technical evaluation prior to moving to pricing.

6.3. Pricing Phase 2

N.B. To qualify for phase 2 a bidder must have obtained a minimum of 70 points.

6.3.1. Provide a detailed costing (on the company letterhead) as per the following items for the valuers, travel and support (Inclusive of VAT)

6.3.2. 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.

Identified specific goals and their weights:

- Locality = 10 Points if the bidder is in Tshwane or Western Cape, 5 points if the bidder is outside Tshwane or Western Cape (Municipal account as evidence)
- Companies, with 100 % black ownership = 10 points, 5 points with less than 100% black ownership (CSD Report)

7. ENQUIRIES

All inquiries regarding this BID must be directed to the SCM Officer:

For any BID related inquiries 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

for technical related inquiries to rani.padayachee@nlsa.ac.za OR (012) 401 9770/9766