



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR INDUSTRIAL GUILLOTINE

CLOSING DATE: 26 March 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

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 seeks to acquire an Industrial Guillotine for its Conservation and Preservation Bindery division.

2. SCOPE OF WORK

2.1 Acquiring the Industrial Guillotine for the Bindery division at the Cape Town campus of the National Library of South Africa.

Below find a list of the specifications required and the amount required per location.

Item	Description	Quantity
1	Industrial Guillotine: Industrial Guillotine: Paper cutter, - Cutting width 800 mm, 31.50 in - Feeding depth 800 mm, 31.50 in -Feeding height 10, 3.9 in0mm -Clamp pressure min. 180 dan, 397 lbs - Light Curtain Safety protection - hydraulic blade and clamp drives - Cutting line indicator - Additional replacement cutting blade - Cutting Sticks - Include delivery, Installation, and training - Include delivery, Installation, and training	X 1
2	- Five-year Maintenance agreement	
	To be delivered in Cape Town (62 Queen Victoria Street, Cape Town, 8000, South Africa)	

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 The appointed contractor shall make an undertaking that the work shall be completed within 30 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 General Conditions of Contract will be applicable to this Bid.

- 5.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- No upfront Payment will be done by NLSA.
- 5.8 All delivery of the requested equipment must be made at the specified NLSA Campuses.
- 5.9 The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.10 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 Evaluation Stage One (1): Mandatory - Pre evaluation

6.1.1 Fully completed SBD 4, SBD 6.1, SBD 8, and SBD 9 forms.

NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.

7. Evaluation Stage Two (2): Technical Evaluation

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

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

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

7.1 The bided price (maximum 80 points)

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.

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

Where-

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.

7.2 Specific Goals (maximum of 20 points):

Specific Goals	Points
100% Black owned	(20 points), Less than 100% Black owned (10 points).

7.3 Provide detailed quotation covering the service to be provided as per scope of work.

8. PRICING

8.1 Provide detailed quotation covering all the works to be done as per scope of work.

9. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any Bid related enquiries please sent to the following email address quoting the Bid Number, Bid Description as a Reference; Quotations@nlsa.ac.za OR (012) 401 9766