



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
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0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY NEW OFFICE CHAIRS.

CLOSING DATE: 27 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. The NLSA has campuses in Pretoria and Cape Town.
- 1.2 The National Library of South Africa (NLSA) seek to appoint an experienced supplier to purchase and supply the NLSA with new office chairs.

2. SCOPE OF WORK

- 2.1 The appointed supplier shall supply the NLSA with among other things elegant and comfortable entry level seating solution, with black mesh fabric, a weight limit of up to 100kg including a swivel and tilt mechanisms.

- 2.2 The suppliers shall be allowed to make prior appointments with the NLSA in order to present their available options.
- 2.3 All the chairs supplied shall carry a warranty as per manufacturers specifications and there must be documentation confirming the warranty.
- 2.4 All chairs to be delivered to one location in Pretoria CBD.

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 purchase and supply.

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 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.
- 5.8 No upfront payment will be done by NLSA.
- 5.11 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

- 6.1.1 Fully completed SBD 4, SBD 6.1 forms
- 6.1.2 All bidders must be registered on the National Treasury Central Supplier Database.

7. Evaluation Stage Two (2): Technical Evaluation

NONE

8. PRICING

Description	Quantity	Unit Price	Total Cost
Mid back-office chair	80		
High back-office chair	100		
Executive Boardroom chairs	20		
TOTAL	200		

8.1.1 Preference Point System

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points)

Bid price

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.

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

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.

Specific Goals (maximum of 20 points)

20 points for Gauteng based bidders.

10 points for bidders based outside of Gauteng.

Central Supplier Database report will be used to confirm location.

9. ENQUIRIES

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

For any Bid related enquiries 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 or 012 402 3017