



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 PROCUREMENT OF PRESERVATION CONSUMABLES FOR NATIONAL LIBRARY OF SOUTH AFRICA PRETORIA CAMPUS.

CLOSING DATE: 04 DECEMBER 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 as part of inculcating the culture of reading seeks to appoint a service provider to supply and deliver the **Preservation Consumables** for the NLSA.

2. SCOPE OF WORK

2.1. Supply and deliver the **Preservation Consumables** for the NLSA.

Preservation and Conservation Consumables

Item	Description	Quantity
	Acid free paper A2 420: 594 mm	1000 sheets
	Acid free tissue paper 2 PACK OF 25	2
	Strong double-sided tape	5
	Cotton twill tape	15
	Cotton gloves 16 pairs	2
	Evacon glue 5 litres	2
	Heritage Archival Photokraft paper acid 350 GSM, CODE: PAHPKE4704 OR PAHPKE2704: 100 sheets	3
	Heritage Archival Photokraft paper acid free 120 GSM, CODE: PAHPKB4704: 100 sheets	3

Item	Description	Quantity
1	Methyl cellulose, Pure (pH Neutral) P825 80g	2
2	Document Repair Tape 50m x20mm LILMOPLAST Transparent	20
3	Metal Book ends 150 x 150 (mm)	250
4	English Black Oxford Library Buckram 50m x 180cm	1 per Roll
5	English Red Oxford Library Buckram 50m x 180cm	1 per Roll
6	English Yellow Oxford Library Buckram 50m x 180cm	1 per Roll
7	Colora Book cloth (Mull) 50m x 180cm	10 Rolls
8	Coarse Mull 50m x 180cm	10 Rolls
9	10 x 40mm Hollow Paper Drill Bits CITOBORMA	
10	Tokai Maize in SA sappi 200 GSM 640x1020	500 sheets
11	White Cartridge – 120 gsm 1020 x 770/660 X 1120	500 sheets
12	25 liters Primo C792 Adhesive Gluepaste	3
13	25 liters Primo A002 Adhesive	3

Item	Description	
14	Malgray chipboard 770 X 1020/660 X 1120 gsm 1200/2300	500 sheets
15	SECOL Boxboard Binders (Blue-grey) A-S 1 Pocket Pages, 260x317mm, 1 pocket 233x303mm, Pack of 50, AS200P1SE, A4 format Documents, prints etc.	10

16	Standard A-S Vertical A4 Format Pages A-S 7 Strip Pockets, 260x317mm, 7 pockets: 42x230mm, Pack of 50, AS204S7SE, 35mm Film Strips	10						
17	Standard A-S Vertical A4 Format Pages A-S 12 Pockets Pages, 260x317mm, 12 pockets 76x66mm, Pack of 50, AS207P12SE, 6 x 6 and 6 x 7cm Frames, Images	10						
18	SECOL Polyester Pockets, Covers & Folders Standard Pockets, 260x305mm, 10x12", 75 Micron, Polyester, Pack of 50, P1260305Y75, 12x10" prints, documents, etc	10						
19	SECOL Polyester Pockets, Covers & Folders Standard Pockets, 210x258mm, 8x10", 75 Micron, Polyester, Pack of 50, P1210254Y75, 8x10" prints, pictures, etc.	10						
20	SECOL Polyester Pockets, Covers & Folders Standard Pockets, 152x230mm, 6x9", 75 Micron Polyester, Pack of 50, P1152230Y75, 6x9" prints, pictures, etc.	10						
21	SECOL Polyester Pockets, Covers & Folders Standard Sleeves, 134x184mm, 5x7", 75 Micron Polyester, Pack of 50, S134184Y75, 5x7" prints, pictures, etc.	10						
22	SECOL Polyester Pockets, Covers & Folders Postcard Sleeves, 95 x 140mm, Standard Postcard, Pack of 100, SLP95M140Y36	10						
23	SECOL Transleeves Transleeves®, 206 x 254mm, 8 x 10", Pack of 100, SL0810T, Display, Preserving & Storage of Photographic Images	10						
24	SECOL Transleeves Transleeves®, 282 x 355mm, 11 x 14", Pack of 100, SL1114T, Display, Preserving & Storage of Photographic Images	10						
25	SECOL Transleeves Transleeves®, 512 x 660mm, 20 x 26", Pack of 100, SL2026T, Display, Preserving & Storage of Photographic Images	10						
26	Acid-free Envelopes (ungummed flaps). Pocket envelope – opening at the short side. Acid-free paper, 135 gsm. Dimensions: 250 x 353mm Pack of: 250	5						
27	Acid-free Envelopes (ungummed flaps). Pocket envelope – opening at the short side. Acid-free paper, 135 gsm. Dimensions: 185 X 280mm Pack of: 400	5						
28	Acid-free Storage boxes (Type B) <table><tr><th>Art. No.</th><th>Description</th><th>Dimensions</th></tr><tr><td>816.410</td><td>Print box</td><td>368 x 293 x 54 mm</td></tr></table>	Art. No.	Description	Dimensions	816.410	Print box	368 x 293 x 54 mm	100
Art. No.	Description	Dimensions						
816.410	Print box	368 x 293 x 54 mm						
	Acid-free Storage boxes (Type B) <table><tr><th>Art. No.</th><th>Description</th><th>Dimensions</th></tr><tr><td>816.193</td><td>Print box</td><td>430 x 305 x 60 mm</td></tr></table>	Art. No.	Description	Dimensions	816.193	Print box	430 x 305 x 60 mm	100
Art. No.	Description	Dimensions						
816.193	Print box	430 x 305 x 60 mm						
29	Acid-free Storage boxes (Type B) <table><tr><th>Art. No.</th><th>Description</th><th>Dimensions</th></tr><tr><td>816.195</td><td>Print box</td><td>855 x 605 x 60mm</td></tr></table>	Art. No.	Description	Dimensions	816.195	Print box	855 x 605 x 60mm	100
Art. No.	Description	Dimensions						
816.195	Print box	855 x 605 x 60mm						
30	Cotton Twill Ribbon beige in fishbone design Roll length: 100 m Width: 15/16mm	2						
31	Cotton Twill Ribbon beige in fishbone design Roll length: 100 m Width: 20/21 mm	3						

32	100% cotton gloves. Thumb inlay and half long sleeve. Size: 7	3
33	100% cotton gloves. Thumb inlay and half long sleeve. Size: 6	3
34	pH-pen A fibre-based pen based on Chlorophenol red, for indicating whether a porous paper is acidic.	2
35	Japanese paper sheets Gifu, 100% Manila. pH 9 - 10., 9 - 10 gsm, Pack of 500 sheets, 610 x 910 mm	2

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 quotation 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 quotations 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 make an undertaking that **Preservation Consumables** are delivered, within 30 days after a Purchase Order is issued.

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 Bidder.
- 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 organisation.
- 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 NLSA 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. Pre evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4, 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 2:

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

7. PRICING

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

The pricing schedule must clearly indicate the unit or item price as well as the total price for the requested.

Preservation and Conservation Consumables:

Item		
Item cost inclusive of VAT		
Delivery		

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

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

8.1 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.

8.2 Specific Goals (maximum of 20 points):

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

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

9. ENQUIRIES

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

For any RFQ 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