

NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

REQUEST FOR QUOTATIONS

TERMS OF REFERENCE TO REQUEST QUOTATION FOR PURCHASE OF NOTEBOOKS TO THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)

CLOSING DATE: 16 MAY 2025

TIME:11H00

NB: All proposals/quotations 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 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.

2. SCOPE OF WORK

The NLSA seeks to appoint a service provider to provide Notebooks. Specifications.

- A 5-bound notebook (-+100 pages)
- The covers of the notebook could be either black, green or blue (NLSA Logo)

EVALUATION CRITERIA

3. Standard bid document-Pre-evaluation:

- 3.1. All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 3.2. Complete SBD 4 and 6.1 forms

4. DURATION OF THE PROJECT

The appointed service provider shall supply NLSA with products as indicated within 7 (seven) days after a Purchase Order is issued as per the specifications in the RFQ.

5. EVALUATION STAGE TWO (2): TECHNICAL EVALUATION

N/A

6. NLSA'S RIGHTS

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the 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 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

7. CONDITIONS OF RFQ

- 7.1 The NLSA reserves the right not to accept the lowest proposal.
- 7.2 The NLSA reserves the right to appoint one or more Bidders.
- 7.3 The NLSA reserves the right to have any documentation, submitted by the successful bidder checked or inspected by any other person or organisation.
- 7.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 7.5 No upfront Payment will be done by NLSA.
- 7.6 The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

8. PRICING

Preference Point System

In terms of Regulation, 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 about 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):

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

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.

8.1 3 Specific Goals (maximum of 20 points):

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

P_s = Points scored for the price of tender under consideration;

P_t = Price of tender under consideration; and

9. ENQUIRIES

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

Please address all RFQ-related enquiries to the following email address, quoting the description as a Reference: Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za or call (012) 402 3017.