



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 STATIONERY

Closing Date: 06 February 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 For the National Library of South Africa to function smoothly, it requires the availability of sufficient office supplies, the NLSA wishes to appoint a service provider to supply and deliver stationery to completed properly and on time.

2. SCOPE OF WORK

- 2.1 The service provider must deliver the following items:

Item	Description	Quantity
1.	glue sticks 43g	20
2.	2 quire counter books hard cover A4(192pgs)	50
3.	clic medium ball point pen Blue (60 Per box)	10
4.	clic medium ball point pen Black (60 Per box)	30
5.	A5 Note pad spiral bound (12 per pack)	10
6.	Black permanent markers-thin point 1-5mm tip (12 per pack)	5 packs
7.	Pencils (12 per pack)	10 packs
8.	Sharpeners metal single	50
9.	Correction Pen-Blue pocket pen 7ml fine	20
10.	Prestik 50g	10
11.	Scissors 163mm	30
12.	Staples no.56 26/6 (5000)	30 boxes
13.	Staples no.66/8 (5000)	10 boxes
14.	Paper clips (78mm)	10 boxes
15.	Heavy duty stapler	1
16.	Heavy duty punches (2 hole 150 pages)	1
17.	Highlighters assorted colours (8 per pack)	5 packs
18.	Desktop calculator-MS20S	10
19.	A4 board dividers 1–10-tab rainbow	20
20.	Top retrieval file (middleweight with clip 190gsm 200 sheets 25 per pack)	2 packs
21.	3M-Post it notes (76mm x 76mm)	6 packs
22.	Packaging tape buff 48mm x 50m	20
23.	Flip file: 20-Display book	10
24.	Board folder-200gsm (20 per pack)	2 packs

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 supplier shall make an undertaking that the work shall be completed within 14 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 NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

5.6 No upfront Payment will be done by NLSA.

5.7 All delivery of the requested equipment must be made at the specified National Archives and Records Services of South Africa.

5.8 The NLSA reserves the right to purchase and request delivery of the equipment in phases.

5.9 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. Standard Bid Documents

6.1.1 Fully completed SBD 4 and SBD 6.1 forms.

6.1.2 All the bidders must be registered on the National Treasury Central Database.

6.2. Pricing Phase

6.2.1. 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.

6.3. The Evaluation will be based on price and specific goals points.

6.4. Specific Goals

Specific Goal	Points
100% Youth	20
Less than 100% Youth	10

7.Evaluation stage:

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

8. PRICING

8.1 Provide detailed quotation VAT inclusive covering all the items to be supplied as per specification.

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

Description as a Reference; Lorraine.Mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9700/9766