



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE SUPPLY OF MONITORS

CLOSING DATE: 29 July 2024

TIME: 11:00

Should you want to submit a quotation, please submit to the email: Quotations@nlsa.ac.za

1. BACKGROUND

- 1.1. National Library of South Africa (NLSA), 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 wishes to appoint a service provider to supply **five** (5) 22" (21-22 inch) monitors and five (5) HDMI cables. **Three** of these monitors (with HDMI cables) should be delivered to the **Cape Town Campus (5 Queen Victoria Street, CAPE TOWN, 8001)**, and the remaining **two** monitors (with HDMI cables) should be delivered to the **Pretoria Campus (228 Johannes Ramakhoase Street, PRETORIA, 0001)**.

2. SCOPE OF WORK

- 2.1. NLSA wishes to appoint a service provider to supply **five** (5) 22" (21 to 22 inch) monitors and five (5) HDMI cables. These monitors are to be used as extended displays, to existing laptops which have 14" screens. The 22" monitors will serve to enhance the viewing experience for users who, for various reasons, struggle

with the 14” displays on the laptops. **Three** of these monitors (with HDMI cables) should be delivered to the **Cape Town Campus**, and the remaining **two** monitors (with HDMI cables) should be delivered to the **Pretoria Campus**. The HDMI cables needed for connecting the 22” monitors (to be supplied by the service provider) to the existing laptops, should be included in the quotation. The quotation should also include the delivery costs.

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 the delivery shall be concluded withing 30 days after issuing the Purchase Order.

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 Bidders.

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. The quotation is valid for a period of 30 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.

6.2 Pricing Stage

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:

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

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.

The Evaluation will be based on price and specific goal points.

6.3 Specific Goals (maximum 20 points)

Specific Goals	Points
100% Black owned	20 points if the bidder is 100% Black owned. 10 points if the bidder is less than 100% Black owned. Proof – CSD report

7. Pricing

7.1.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the goods including any applicable charges.

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

7.1.3. All cost items must be inclusive of VAT.

8. ENQUIRIES

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

For any RFQ related enquiries please sent to the following email address quoting the RFQ Reference Number, Bid. Description as a Reference; lebogang.maleka@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 3017/9700/81