



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE TO REQUEST QUOTATIONS TO SUPPLY TWELVE (12) TROLLIES TO THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)

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) wished to appoint a service provider to supply Twelve (12) as specified.
- 1.3** The trollies should be delivered to the NLSA campus in Pretoria.

2. SCOPE OF WORK

- 2.1** NLSA would like to source quotations for the supply of the following products

No	Product Description	Amount
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1.	Heavy Duty Cart Folding Aluminum Hand Truck Platform Hand Trolley	4
2.	Foldable Steel Platform Standers Hand truck 300 Kg	4
3.	Foldable Transport trolley - (aluminum)	4

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 has a record of such Bidders, may be advised to write such amendments in good time and any such changes will also be posted on the NLSA's website under the relevant Bid information. Therefore, all prospective bidders must ensure that they visit the website regularly and are kept updated on any amendments before submitting their bid response.

4. DURATION OF THE PROJECT

4.1 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. 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 apply 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 made by NLSA.

5.9 The quotations shall remain valid for 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 (CSD) and must attach a copy of the most recent report.

7. PRICING

7.1.1 Preference Point System

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

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

7.1.2 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.

7.1.3 Specific Goals (maximum of 20 points): -

20 points for 100% Black-owned companies,

10 points if the company is not 100% black owned.

The Central Supplier Database report will provide evidence of Black Ownership status.

8 ENQUIRIES

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

For any Bid related enquiries please send them to the following email address quoting the Bid Number and bid Description as a Reference; Judy.Moshige@nlsa.ac.za, and Quotations@nlsa.ac.za, 012 402 3017