



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 SUPPLY OF CEILING BOARDS (Pretoria Campus)

CLOSING DATE: 20 March 2024

TIME: 11h00

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

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.

2 SCOPE OF WORK

Supply a total of 2000 acoustic premium ceiling boards panels, size 600X600mm. The ceiling boards/panels must exactly match the existing.(for an example, in terms of Colour, material texture, size etc.)

3 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 a 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. Therefore, all prospective Bidders must ensure that they visit the NLSA website regularly to ensure that they are updated on any amendments in this regard.

4 DURATION OF THE PROJECT

This is just a once off supply

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 to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.4 The NLSA will not be held responsible for any costs incurred by the Bidder in preparing and submitting the RFQ.
- 5.5 No upfront Payment will be done by NLSA.
- 5.6 The quotations shall remain valid for 60 days and may be extended at the discretion of the NLSA

6 EVALUATION CRITERIA

6.1. Mandatory - Pre-Evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4, SBD 6.1.

7 PRICING

- 7.1 Provide quotation on your official company letterhead.

Total cost of supply and delivery of material	R

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 Bid Number, Bid Description as a Reference; Lebogang.Maleka@nlsa.ac.za or quotations@nlsa.ac.za OR (012) 402 3017