



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### TERMS OF REFERENCE FOR HAND AND SURFACE SANITIZERS FOR THE PRETORIA CAMPUS.

**CLOSING DATE: 20 MARCH 2025**

**TIME:11H00**

**NB. All proposal/quotation must be submitted to [Quotations@nlsa.ac.za](mailto: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 seeks to appoint a service provider to supply hand and surface sanitizers (spray cans 400ml) and 25L hand sanitizer gel for our Pretoria campus located at 228 Johannes Ramokhoase Pretoria Central.

#### 2. SCOPE OF WORK

The service provider must deliver the following items:

| Item | Description                                                       | Quantity |
|------|-------------------------------------------------------------------|----------|
| 1.   | Hand and Surface Sanitizer Spray cans 400ml (minimum 70% Alcohol) | 280      |
| 2.   | 25 litre Hand Sanitizer Gel (minimum 70% Alcohol)                 | 6        |

### **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 to ensure that the delivery be done within 14 days after issuing of the Purchase Order.
- 4.2 The supply will be delivered to the Pretoria Campus

### **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 organization.
- 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 NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.8. The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.9. All information shall be treated as confidential in terms of the provisions of POPI Act.

### **6. EVALUATION CRITERIA**

6.1 Pre-Evaluation (standard bid documents)

6.1.1 Fully completed SBD 4 and SBD 6.1 forms.

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

## 6. PRICING

Provide a detailed quotation covering the services to be provided as per the scope of work.

### 6.1 Preference Point System

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

#### 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.

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

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

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

#### Specific Goals

| Specific Goal              | Points |
|----------------------------|--------|
| 100% Black Youth           | 20     |
| Less than 100% Black Youth | 10     |

**NB. Central Supplier Database Report will be used to verify the above.**

## 7. Evaluation stage:

Only those service providers / suppliers who responded exactly as per above 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 Bid related enquiries please send to the following email address quoting the Bid

Description as a Reference; [Judy.Moshige@nlsa.ac.za](mailto:Judy.Moshige@nlsa.ac.za) and [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za) OR (012) 402 3017