



## 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 EXHIBITION CABINET SALE AT THE CAPE TOWN CAMPUS

**CLOSING DATE: 29 OCTOBER 2025**

**TIME: 11H00**

**BRIEFING SESSION: 24 OCTOBER 2025**

**TIME: 10H00**

**NB. 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
- 1.2 The National Library of South Africa (NLSA) intends to dispose of obsolete exhibition cabinets previously used for the 200-Year Exhibition. These items are no longer suitable for operational use and have been classified as redundant assets in accordance with the NLSA Asset Management Policy. The sale will be conducted through a public quotation process, in line with the institution's disposal procedures and the relevant provisions of the Public Finance Management Act (PFMA).

#### 2. DESCRIPTION OF ITEMS FOR SALE

| Item No. | Description                                         | Quantity | Condition            | Location              |
|----------|-----------------------------------------------------|----------|----------------------|-----------------------|
| 1.       | Exhibition Display Cabinets (various sizes, glass & | 22       | Obsolete – Semi-used | NLSA Cape Town Campus |

|  |                |  |  |  |
|--|----------------|--|--|--|
|  | wooden finish) |  |  |  |
|--|----------------|--|--|--|

Interested buyers are encouraged to conduct a physical inspection of the items before submitting quotations.

### 3.VIEWING ARRANGEMENTS

Venue: NLSA Cape Town Campus, 5 Queen Victoria Street, Cape Town

Dates: 24 October 2025

Time: 10h00-13h00

Contact Person for Viewing: Kenny Netshiongolwe, SCM: Manager:012 402 3017

### 4.CONDITIONS OF SALE

- 4.1 All items are sold “as is” and without warranty.
- 4.2. The NLSA makes no guarantee on the condition or functionality of any item.
- 4.3. Successful bidders are responsible for collection and transportation of items at their own cost.
- 4.4. Payment must be made in full before collection.
- 4.5. No items will be released without proof of payment.
- 4.6. NLSA reserves the right to accept or reject any quotation or withdraw any items from sale.
- 4.7. Quotations submitted after the closing date will not be considered.

### 5.SUBMISSION OF QUOTATIONS

Quotations must clearly indicate the total offer price (VAT inclusive) for the items.

### 6. EVALUATION CRITERIA

The highest acceptable quotation (value for money) will be considered. The NLSA reserves the right to negotiate or award partially, as deemed appropriate.

### 7. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront Payment will be done by NLSA
- g. All delivery of the requested equipment must be made at the specified National Archives and Records Services of South Africa.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 60 days, and may be extended at the discretion of the NLSA

## 8.EVALUATION CRITERIA

### 8.1. 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.

### 8.2. Pricing Phase

8.2.1. 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.

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

### 8.4. Specific Goals:

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

## 9. 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.

## 10. PRICING

10.1 Provide detailed offers VAT inclusive.

## 11.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; [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 402 3017