



SOUTH AFRICAN LIBRARY FOR THE BLIND

REQUEST FOR QUOTATION (RFQ)

RFQ REFERENCE NUMBER: SALB 15/10/2026

DATE ISSUED: 15 October 2026

CLOSING DATE AND TIME: 05 November 2026 @17:00 PM

CONTACT PERSON: Simcelele Martin

CONTACT EMAIL/PHONE: supplychain@salb.org.za

RE: FORMAL REQUEST FOR QUOTATION FOR 24-hour alarm monitoring and emergency response services at the SALB premises.

1. INTRODUCTION AND NEED STATEMENT

On behalf of the SA Library for the Blind (SALB), I hereby request you or your company representative to provide a quotation for goods/services as stipulated below.

Your quotation/proposal will be assessed as per the internal guidelines regarding procurement at the SALB and we appreciate your formal response to the request as soon as possible and within the required timeframe as stipulated further in this document.

2. DETAILED SPECIFICATION: DETAILS OF GOODS OR SERVICES REQUIRED

Description of goods/services required	Quantity of units or number of months	Special conditions / notes
24-hour remote monitoring of the SALB security and fire alarm systems.	24 months contract	QUOTATION TO INCLUDE Service providers must clearly indicate the following in their quotation: •Monthly alarm monitoring. •Emergency response/call-out fee, if applicable. •Any additional after-hours or public holiday charges. •Alarm system maintenance charges, if applicable. •Any installation or equipment costs, if applicable. •VAT, separately indicated. •Contract period and quotation validity.
Immediate notification and response to alarm activations and security-related alerts.	24 months contract	
Emergency/armed response call-outs when an alarm or security incident is triggered.	24 months contract	
Attendance at the SALB premises following alarm activations, suspected intrusion, attempted break-in, fire alarm activation or other security emergencies.	24 months contract	

Liaison with SALB's designated officials and relevant emergency services where necessary.	24 months contract	•Expected response time to the SALB premises. •Any other costs associated with providing the service. Note: The required service is not for a permanently stationed security officer/guard at the SALB premises. The successful service provider will provide remote monitoring and emergency response services, with personnel dispatched to the premises when an alarm or emergency requires physical attendance
Provision of an incident report following each emergency response/call-out.	24 months contract	
Routine testing and reporting of the alarm monitoring connection, where applicable.	24 months contract	
Notification to SALB of any faults or interruptions affecting the monitoring service.	24 months contract	

3. MANDATORY REQUIREMENTS

The following documents **must be submitted** with your quotation:

- ☐ Original or Certified Copy of Company Registration Documents (CIPC)
- ☐ Valid Tax Clearance Certificate / PIN issued by SARS
- ☐ B-BBEE Status Level Certificate or Sworn Affidavit (for preference points)
- ☐ Completed and Signed SBD Forms (SBD 1, 4, 6.1, 8, 9)
- ☐ Proof of Registration on the Central Supplier Database (CSD)

Quotations not accompanied by the above documentation may be disqualified.

4. PROCUREMENT THRESHOLDS AND SPECIFIC REQUIREMENTS

Threshold	Requirements
1.1 petty cash up to a transaction value of R2 000 (inclusive of all applicable taxes):	• SALB may procure goods and services by means of petty cash up to the value of R2 000 (inclusive of all applicable taxes) without inviting price quotations or following a bidding process. • The above must be done in accordance with petty cash procedures of the SALB. • For petty cash purchases only one written quotation is required.
1.2 Written price quotations above the transaction value of R2 000 but not exceeding R1 000 000 (inclusive of all applicable taxes)	• At least three (3) written price quotations must be obtained from three (3) different suppliers registered on the CSD. • Quotations between the value of R2 000 and R1 000 000 will be subject to 80/20 price/preference points evaluation. • A minimum number of days for the invitation of price quotations is: ➢ 3 days for up to R30 000, ➢ 7 days for up to R30 001- R500 000 ➢ and 14 days for up to R500 001- R1 000 000 • Procurement between R30 000 and R1 000 000 is subject to evaluation and approval by the Supply Chain Management Committee (SCMC).
1.3 Above the transaction value of R1 000 000	• Invite open competitive bids for all procurement above R 1 000 000 (inclusive of all applicable taxes).

(inclusive of all applicable taxes):	• Competitive bids must be advertised in at least the eTender Portal. • SALB shall also advertise competitive bids on their SALB's website and in any other appropriate media • SALB shall publish the awards of bids in the eTender Publication Portal and SALB Website • Competitive bids must be advertised for at least 21 days. • Subject to evaluation by the 3 committee system.
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5. EVALUATION CRITERIA

- **Price = 80%**
- **Specific Goals = 20%**
(For purchases between R30,000 and R500,000)

Additional Functionality Criteria (if applicable):

- ☐ Compliance to Specifications
- ☐ Delivery Lead Time
- ☐ Experience and References

6. SPECIFIC GOALS

- Preferential Procurement in SALB will be implemented in line with the 80/20 and 90/10 framework of the PPPFA. In the absence of any regulation to the contrary, the following thresholds shall apply:
 - 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2 000 and up to R50 million;
 - 90/10 preference point system for acquisition of goods or services with Rand value above R50 million.
- SALB will establish a preferential procurement scoring system, including specific goals referred to in the PPPFA, that may be utilised independently or to augment any preferential regulations that may be promulgated from time to time.
- SALB shall utilise the following criteria, The lowest price will score a maximum of 80 or points and the PPR points will be awarded as follows:

Specific goal	Level of ownership level	90/10	80/20 Preference Points	Reference to supporting document
Persons historically disadvantaged	51% plus ownership of by women	2	4	A
	51% youth ownership	2	4	A
	51% owned by persons living with disabilities	2	4	B
	51% Black owned	2	4	A
	Bidders located in the Eastern Cape	2	4	C
	TOTAL	10	20	

Examples of supporting evidence to claim the point:

A : 51% Youth and Women Ownership proof:

- Shareholders' Agreement or Company Registration Documents (e.g., CIPC CK/CM documents) clearly showing women hold 51% or more of the equity and showing youth (aged 18–35) own 51% or more.
- Certified ID copies of the women shareholders and Youth shareholders.
- B-BBEE Affidavit or Certificate confirming level and percentage of black women ownership.
- Share certificates or proof of shareholding.

B: 51% Owned by Persons Living with Disabilities

- Company ownership documents showing 51% or more ownership by disabled persons.
- Certified ID copies of the owners.
- Medical confirmation or disability certificate from a registered medical professional confirming the disability status.
- B-BBEE Affidavit or Verification Certificate confirming ownership by persons with disabilities, if applicable.
- Declaration/affidavit from the owners confirming their disability status and participation in the business.

C: Location in Eastern Cape

- Lease agreement / Municipal account

7. Deviations from the above

There may be valid reasons or mitigating circumstances to deviate from the above-mentioned guidelines, for example:

- Where goods/services are only available from suppliers/service providers abroad; or
- Where a South African supplier/service provider is the only supplier/service provider (sole supplier) of such goods or services in South Africa; or
- There are additional relevant services/benefits linked to the offer made by other service providers, such as delivery of the goods/services directly to site, which would have incurred more costs for the SALB if such service was not included in the quotation.
- Other valid and reasonable considerations.

8. Other factors may also impact negatively on a prospective bidder's success in securing the order/tender.

Some examples are:

- The bidder being listed in the register for tender defaulters and/or the list of restricted suppliers at National Treasury.
- The potential supplier/service provider having rendered inferior or unacceptable service/goods to the SALB which could not be amicably resolved.
- The price attached to the quotation for goods/services to be received does not seem reasonable in terms of industry norms and standards.

- There being strong suspicions of, or reports/complaints of collusion, fraud, corruption, etc. on the part of the prospective supplier/service provider, or between such potential supplier/service provider (or any of his/her employees) and one or more employees at the SALB.
- One of the owners/Directors/key management personnel on the side of the bidder being a close family member of one of the management staff at the SALB.

9. GENERAL CONDITIONS

- The lowest or any quotation will not necessarily be accepted.
- Quotations must be valid for at least **30 days** from the closing date.
- All prices must be **inclusive of VAT** and **quoted in South African Rand (ZAR)**.
- Delivery must be within the stipulated timeframe and to the specified location.
- The successful bidder may be required to enter into a Service Level Agreement (SLA).

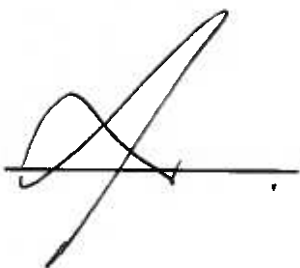
10. SALB contact or enquiries

For any queries kindly contact the office at 046 6227226

11. Approval

Compiler signature and date:

Approved (line manager) name, signature and date:

A handwritten signature in black ink, consisting of a large, stylized 'A' shape, is written over a horizontal line.

