

Name of Institution	South African Library for the Blind
Bid Number	SALB 2016 / 12 / 01
Description	Request for bid/proposal: Braille Paper
Date Published	15 / 12 /2016
Closing Date	20 / 01 / 2017
Briefing Session	n/a
Contact	Noluvuyo Yona : noluvuyo.yona@salb.org.za Tel: 27 46 622 7226
Scoring	80/20 preference point system



SOUTH AFRICAN LIBRARY FOR THE BLIND

BRAILLE PAPER SPECIFICATION DOCUMENT

DECEMBER 2016

1. BACKGROUND

The South African Library for the Blind (“SALB”) is a Schedule 3A public entity. SALB is based in Grahamstown and provides Library services throughout South Africa to blind and visually impaired people.

SALB Mission

To render a library and information service to blind and visually impaired people through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information. More Information about SALB can be found on our website, www.salb.org.za

2. REQUIREMENT

The SALB currently has the following two types of Braille printers in operation:

- Braillo 600SR, Serial number: 4305, Model: Premium silent 130/10; Reciprocating Compressor.
- Braillo 200 series model.

The SALB requires interested companies to submit a bid/proposal for braille paper to be used for both types of printers; however, the bid/proposal can be considered independently as well:

- i. The Braillo 600 - prints material using on average 24 tons of paper per annum; currently is set to work with the Camelot cartridge 135msg, 280mm wide so that the material produced/printed is cut to the correct page length during printing. This is the preferred setting required by the Library. A minimum order of 8 tons per quarter will be placed depending on production needs; however, **a price per ton is required when submitting a bid/proposal.**
- ii. The Braillo 200 – prints material using on average 40 boxes of paper per annum, paper settings required are 279mm x 305mm; 135gsm cartridge (perforated paper). A minimum order of 20 boxes bi-annually will be placed depending on production needs; however, **a price per box of paper is required when submitting a bid/proposal.**

Other Considerations:

- ✚ The bids/proposals should clearly distinguish price for the different paper types required so that they can be assessed independently, and should take into consideration delivery to the SALB offices which is based in Grahamstown.
- ✚ As the average weight of each reel of paper required for the Braillo 600 is around 225kg, special consideration should be made such as :

- **Packaging during delivery-** The paper must be secured against damages in transit and be in upright position for easy loading onto paper trolleys used at the Library.
- **Delivery** - The truck used for delivery to the Library must have a lowered tailgate for easy access into and out of the truck; so that the paper is not damaged and allows for easy loading.

3. PERIOD OF COVERAGE

- i. The contract duration will cover a period of three years from date of award/s.
- ii. A service level agreement will be drafted to ensure amongst other criteria minimum order levels are kept by the supplier so that production at the Library is not affected.

4. TERMS & CONDITIONS

- i. The Management of the South African Library for the Blind reserves the right not to accept any bid or proposal or to sign any Agreement related to this request.
- ii. For the different paper types required; the most viable bid/proposal received under each category [refer 2. i and ii above] will be assessed, and therefore different service providers can be appointed for each category based on bids/proposals received and in terms of cost benefit and SALB requirements.
- iii. Annual increases must be linked to inflation (will be based on the price tendered per ton/box of paper respectively) and discussed and approved with SALB Management prior to taking effect.
- iv. All bids/proposals received will be acknowledged in writing. Unsuccessful applicants will be informed in writing after the Adjudication process. SALB Library Management will not engage in any further communication after this notification.

5. SUBMISSION PROCESS

Bid/Proposal can be submitted to Malibongwe Nquma via email at admin@salb.org.za and also hand-delivered to SA Library for the Blind 112B High Street Grahamstown by 20th of January 2017 at 12:00. No late submissions will be considered. The sender is responsible to confirm delivery and SALB will confirm receipt only.