

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 THE APPOINTMENT OF A CONTRACTOR FOR THE PAINT NUMBERING AND PAINT OF PARKING LINES AT CAPE TOWN CAMPUS. NUMBER 5 AND 62 QUEEN VICTORIA STREET.

CLOSING DATE: 22 March 2024

TIME: 11:00

NB. Note that Saturday will NOT be treated as a normal working day. 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

The NLSA seeks to appoint a contractor to number parking spaces and repaint the lines with durable and appropriate paint.

31 Parking bays at Centre for the Book

26 Parking bays at Main Library Building

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. All prospective Bidders must, therefore, 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 a once off project

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 the preparation and submission of 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
- 6.1.2. Copy of Company Registration documents

7. Evaluation Criteria Stage 2: Pricing

7.1 Preference Point System

7.1.1 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:

7.1.2 The bidding price (maximum 80 points)

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.

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

Where-

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.

7.1.3 Specific Goals (maximum of 20 points) Locality:

- 20 Points if the bidder is in Western Cape.
- 10 points if the bidder is based outside Western Cape(CSD).

8. PRICING

8.1 Provide a detailed quotation (on your company letterhead) as per full scope indicated above.

9. 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; lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za
OR (012) 401 9766/9700/81