



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 APPOINTMENT OF A SERVICE PROVIDER TO PROCURE AND DELIVER BOOKS TO THE PRETORIA CAMPUS:17 TITLES

CLOSING DATE: 22 MARCH 2023

TIME: 11H00

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. The National Library of South Africa would like to request suitable suppliers/publishers to supply 17 titles, 10 copies per title as per the attached specification.

The books must be delivered to the Pretoria campus.

3. SCOPE OF WORK

DESCRIPTION OF THE PRODUCT/SERVICE

	ISBN	Title	Language	Author	Publisher
1.	9781770094628	O etsang?	Sesotho	Carole Bloch	Jacana
2.	9780521702881	Pina ya Lizo	Sesotho	Christopher Hodson	Cambridge
3.	9781770096134	Poone le Dinawa	Sesotho	Maryanne Bester	Jacana

4.	1868572080	Pososelo ya Sam	Sesotho	Ian Lusted	Garamond Publishers
5.	9781928442646	Pososelo ya Sizwe	Sesotho	Vianne Venter	Book Dash
6.	9780521724463	Potsanyana e lahlehileng	Sesotho	Amanda Jespersen	Cambridge
7.	9780521726580	Rotha, fafatsa, rora	Sesotho	Kerry Saadien-Raad	Cambridge
8.	9781920247812	Sebaka se latelang seo re emang ho sona-Mmileng wa Zanzibar	Sesotho	Niki Daly	Pan Macmillan SA
9.	9781485306443	Sengqangane ke sengqangane	Sesotho	Max Melthuijs	Protea Publishers
10.	9781485309826	Sengqangane le nonyana e binang	Sesotho	Max Velthuijs	Protea Publishers
11.	9780521726788	Seriti sa tonki le dipale tse ding	Sesotho	Reviva Schermbrucker	Cambridge
12.	1868572811	Snuffy le Mollo	Sesotho	Dick Bruno	Garamond Publishers
13.	9781920162139	Tsela e telele ya Lulama ya ho kgutlela hae	Sesotho	Marjorie van Heerden	Pan Macmillan SA
14.	9781920016739	Tsela ya Zanzibar	Sesotho	Niki Daly	Pan Macmillan SA
15.	1875060898	Tshepiso ya mookodi	Sesotho	Tina Fitzgerald	Eulitz
16.	1868571882	Tsoha!	Sesotho	Ian Lusted	Garamond Publishers
17.	9781770098442	Tswiki-tswiki ka pokothong ya ka	Sesotho	Catherine Groenewald	Jacana
18.	9781431431434	Shudu o Sibolla Boikgetho ba hae	Sesotho	Shudufhadzo Musida	Jacana

4. NLSA'S RIGHTS

- 4.1** 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.

5. DURATION OF THE PROJECT

- 5.1** The appointed service provider shall deliver the books within 5 days after a Purchase Order is issued.

CONDITIONS OF RFQ

- 1.1 The NLSA reserves the right not to accept the lowest proposal.
- 1.2 The NLSA reserves the right to appoint one or more Bidders.
- 1.3 The NLSA reserves the right not to award the contract.
- 1.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- 1.5 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 1.6 No upfront Payment will be done by NLSA.
- 1.7 Delivery of the requested books must be made at NLSA, Pretoria campuses.
- 1.8 RFQ shall be valid for a period of 10 days and may be extended at the discretion of the NLSA.
- 1.9 The NLSA reserves the right to conduct site visits at the Bidder's corporate offices and/or at client sites if so required.

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 (CSD) and must attach a copy of the most recent report.

7. PREFERENCE POINT SYSTEM

- 7.1. 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:

- 7.2. The bided 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.

7.3. **SPECIFIC GOALS** (maximum of 20 points):

• **LOCALITY**= 20 Points if the bidder is in Gauteng and 10 points if the bidder is not based in Gauteng (CSD).

7.4. PRICING

7.4.1. Quotation must provide a pricing schedule that clearly sets out the cost of providing the goods including any applicable charges.

7.4.2. The pricing schedule must clearly indicate the unit or item price as well as the total price for the requested.

7.4.3. **All cost items must be inclusive of VAT.**

8. ENQUIRIES

All inquiries regarding this RFQ must be directed to the SCM Office:

For any RFQ-related inquiries please send them to the following email address quoting the RFQ Reference Number, RFQ Description as a Reference; Patience.Shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9700/81