



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS PROVISION OF PRE-FEASIBILITY STUDY FOR THE ESTABLISHMENT OF THE STORAGE FACILITY IN CAPE TOWN.

CLOSING DATE: 27 MARCH 2024

TIME: 11H00

NB. Note that Saturday will be treated as a normal working day. Should you want to submit a quotation, please submit it to the email: Quotations@nlsa.ac.za

1. BACKGROUND

- 1.1 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

- 2.1 The National Library of South Africa seeks to appoint a service provider to conduct Pre-feasibility study for the Establishment of the Storage Facility in Cape Town.
- 2.2.1 Refer below to a detailed scope of work:

NLSA is a custodian of over 1,1 million heritage collection in Cape Town, which are being deposited at the NLSA as required by the Legal Deposit Act. This collection is currently stored at 3 different buildings in Cape Town, with one building been a leased building. These physical heritage collection is expected to increase over the year in volume as most of the authors/publishers still produce physical material/books.

Prospective bidders are required to respond to this Request for quotation by providing a detailed proposal on conducting pre-feasibility study for the Establishment of the Permanent Storage Facility in Cape Town, which address the following requirements;

The pre-feasibility study by the NLSA is expected to propose a most suitable permanent storage facility to house all heritage collection of the NLSA. The Market and technical researches should incorporate the available technologies within the library space. Prospective bidders should advice and recommend available funding models and processes for the government entities.

The pre-feasibility study should contain the following elements of the market and technical research and processes;

- Need analysis framework for heritage collection storage facility
- Solution options analysis
- Value for money comparatives
- Economic analysis
- Funding options
- Intergovernmental process plan
- Determination of land parcel attributes
- Project structure
- Storage facility modeling – Inception Process Plan

2.2 Project deliverables:

- Presentation on the methodology and or project plan within two working days after project inception meeting.
- Bi-monthly project status meetings.
- Pre-Feasibility report.
- Support the NLSA team were need for stakeholder engagements.

3 NLSA'S RIGHTS

3.1 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 Bid 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 RFQ information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their RFQ response to ensure that they are kept updated on any amendments in this regard.

4 DURATION OF THE PROJECT

4.1 The duration of this project will be three (3) months

5. CONDITIONS OF RFQ

- 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 Bidders.
- 5.3. The NLSA reserves the right not to award the contract.
- 5.4. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.5. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.6. No upfront Payment will be done by NLSA.
- 5.7. Delivery of the requested branded items must be made at NLSA, Pretoria campuses.
- 5.8. The NLSA reserves the right to purchase and request delivery of requested branded items in phases.
- 5.9. RFQ shall be valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.10. The copyright of the logo for branding resides with the NLSA and shall not be shared with any parties.

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).

NB: Failure to comply with any of the above requirements will result in a disqualification.

7. Evaluation Criteria Stage 1: Technical Evaluation

- 7.1. Bidders are expected to obtain a minimum of **seventy (70) points** out of one hundred (100) points on Technical Evaluation, to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the Bidder from proceeding to the next evaluation stage which is Pricing.

No	ELEMENT	Weight	Point	Score
1.	<p>Experience of service provider in conducting feasibility study</p> <p>The bidder must provide relevant contactable reference letters of feasibility studies completed in the past 5 (five) years. The letters must be on the company's letterhead.</p> <ul style="list-style-type: none"> • 3 reference letters or more – 3 Points • 2 reference letters - 2 Points • 1 reference letters - 1 Point. • 0 Reference letters or reference letter - 0 Point. 	40		
2.	<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder must provide a proposal of the methodology/ approach to be used to carry out the scope of work outlined in this section 2.1 above (address all 9 bullets requirements)</p> <ul style="list-style-type: none"> • All 9 bullets requirement – 3 Points. • 6 - 8 bullets requirement - 2 Points. • 1- 5 bullets requirement - 1 Point. • 0 requirements or no proposal - 0 Point. 	30		
3.	<p>The bidder's key personnel assigned to the project must have the following relevant qualifications, skills and experience as minimum:</p> <p>Provide project team structure with CV and qualification certificate.</p> <ul style="list-style-type: none"> • Team leader – with more than 8 or more years' experience in feasibility study projects plus bachelor's degree. • Team member with B quantity surveyor qualification and 3 years' experience • Team member with B degree and 3 years of financial analysis experience <p>All three team requirements met – 3 points.</p> <p>Two team requirements met – 2 points.</p> <p>One team requirement met – 1 point.</p> <p>Zero team requirement met – 0 point.</p>	30		

7.2. Evaluation Criteria Stage 2: Pricing

7.2.1. Preference Point System

7.2.1.1. 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:

7.2.1.2. 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.

7.2.1.3. Specific Goals (maximum of 20 points):

- 100% Black owned companies (20 points).
- Less than 100% Black owned companies (10 points).

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

No.	Description of deliverable	Hours	Amount
1			
2			
3			
4			
5			
6			
7	Disbursements (specify): •		
18	Sub-totals		
19	VAT		
20	Total bid amount		

8. 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 RFQ Reference Number, RFQ Description as a Reference; Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81