



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 APPOINTMENT SERVICE PROVIDER TO PLACE THE ADVERTISEMENT IN THE SUNDAY NEWSPAPER

CLOSING DATE: 08 August 2024

TIME: 11H00

NB. Should you want to submit quotation, please submit to the email: 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.

1.2 The National Library of South Africa seeks to appoint a service provider to place the advertisement in the Sunday newspaper.

2. SCOPE OF WORK

2.1 LIST OF POSITIONS:

1. Members of the Audit, Risk and Performance Committee
2. Chairperson of the Information and Communication Technology Steering Committee

Applications: Interested applicants should visit the website of the National Library of South Africa at <http://www.nlsa.ac.za/> for further details on to how to apply for the above mentioned positions.

N.B. The advert must be black and white
Size 15x3
Positions to be advertised on Sunday newspaper

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 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.

4. DURATION OF THE PROJECT

4.1 The appointed service shall make an undertaking that the work shall be completed **within 2 days** after issuing of Purchase Order.

5. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the NLSA.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 30 days, and may be extended at the discretion of the NLSA

6. EVALUATION CRITERIA

6.1. Pre-evaluation (standard bid documents)

6.1.1. Fully completed SBD 4, SBD 6.1 forms.

6.1.2. All bidders must be registered on the National Treasury Central Supplier Database

6.2. Evaluation stage 2:

N/A

Evaluation Stage Two (2): Technical Evaluation

Only those service providers / contractors who responded exactly as per below scope of work and to the satisfaction of the NLSA shall be considered.

7. PRICING

7.1 Provide detailed quotation covering the service to be provided as per scope of work.

7.1.1 Provide a detailed quotation as per the required title.

7.1.2 Preference Point System

Ps = Points scored for the price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin =
$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$
 Price of lowest acceptable tender.

In terms of Regulation, 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 about 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 :

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

7.1.1 Bid price

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a RFQ, inclusive of all applicable taxes.

7.1.2 Specific Goals (maximum of 20 points): -

20 points for 100% Black-owned companies,
10 points if the company is not 100% black-owned.

The Central Supplier Database report will provide evidence of Black Ownership status.

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 Bid Number, Bid Description as a Reference; lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/66

