



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### **APPOINTMENT OF A COURIER SERVICES TO COLLECT AND DELIVER MATERIAL FROM BOTH THE PRETORIA AND CAPE TOWN CAMPUSES TO THE MHLONTLO LOCAL MUNICIPALITY OFFICES IN QUMBU**

**CLOSING DATE: 22 April 2024**

**TIME:11h00**

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

- 2.1 The National Library of South Africa would like to request suitable suppliers of courier service to collect material (boxes books and banners)
- 2.2 The material must be collected from both the Cape Town and Pretoria Campuses of the National Library of South Africa.
- 2.3 Return of banners from 12 banners from Qumbu local municipality and deliver to Pretoria NLSA campus after the event.

**2.3 The addresses** of the National Library campuses are:

**2.3.1 Pretoria- 228 Johannes Ramokhoase Street**

Contact Person: Stanley Maninjwa

C +27 (0)68 126 9311) E [Stanley.maninjwa@nlsa.ac.za](mailto:Stanley.maninjwa@nlsa.ac.za)

W: [www.nlsa.ac.za](http://www.nlsa.ac.za) )

**2.3.2 (Cape Town - Centre for the Book**

62 Queen Victoria Street, Cape Town, 8001

Contact person: Nelisa Lunika

T +27 (0) 21 423 2669 E [nelisa.lunika@nlsa.ac.za](mailto:nelisa.lunika@nlsa.ac.za)

W: [www.nlsa.ac.za](http://www.nlsa.ac.za)

**2.4. Delivery Address:**

**Mhlontlo Local Municipality**

96 Church Street, QUMBU

**3. DESCRIPTION OF THE PRODUCT/SERVICE TO COURIERED**

Collection in Cape Town	Material/Books to be delivered in Eastern Cape
6 Boxes (L 45cm x W 30cm) With books as contents	Mhlontlo Local Municipality 96 Church Street, QUMBU
Collection in Pretoria	Material/Books to be delivered in Eastern Cape
10 boxes (L 45cm x W 30cm) 12 banners of various sizes	Mhlontlo Local Municipality offices 96 Church Street, QUMBU
Collection of 12 banners from Qumbu local municipality and deliver to Pretoria NLSA campus after the event	

### **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 has a 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 appointed service provider shall design, print, and deliver administration books within 30 days after a Purchase Order is issued.

### **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 made by NLSA.
- 5.7.** RFQ shall be valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.8.** 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)

### **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 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 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): 100% Black Ownership

- Companies with 100% Black ownership - 20 Points
- Companies with less than 100% Black ownership – 10 Points

### 7.4. **PRICING**

7.4.1. Quotation must provide a pricing schedule which 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 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 enquiries please send to the following email address quoting the RFQ Reference Number, RFQ Description as a Reference; [patience.shiburi@nlsa.ac.za](mailto:patience.shiburi@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za)  
OR (012) 401 9700/81