



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF A HERITAGE CONSULTANT TO MANAGE THE ROOF AND ABLUTIONS REPAIR PROJECTS 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.
- 1.2 The National Library of South Africa will be implementing roof and ablution refurbishment projects at the NLSA's Cape Town Campus and Centre for the Book. Both buildings are heritage buildings. An investigative engineering work and reports required by the Heritage Council has been developed and submitted to the council as attachments to the application for work permit. The Council is awaiting the appointment of a Heritage Consultant before releasing the work permit.

2. SCOPE OF WORK

The National Library of South Africa seeks to appoint a Heritage Consultant to assist the NLSA with liaison with the Heritage Western Cape to confirm work permits for the projects and then to oversee the roof and ablution projects, ensuring that all conditions as set out in the heritage work permit are fully adhered to.

- 2.1 The appointed heritage consultant shall provide any additional information that may be required by the Heritage authority in the Western Cape.
- 2.2 The heritage consultant shall be actively involved and provide specialist input in the process to confirm the issuing of the relevant work permits.
- 2.3 The heritage consultant shall be part of and actively involved in the activities of the Project Steering committee, attending meetings as arranged.
- 2.4 The heritage consultant shall be responsible for ensuring that all conditions and directives spelt out in the heritage work permit are adhered to during the construction phase.
- 2.5 The heritage consultant shall develop reports and present to the NLSA and the Heritage authority as and when required.
- 2.6 The heritage consultant shall serve as a liaison between the heritage authority, the NLSA and all other stakeholders.

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 which is the estimated construction period.

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 RFQ shall be 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 and SBD 6.1. forms.

6.1.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD

7. Evaluation Criteria Stage 1: Technical Evaluation

7.1. Bidders are expected to obtain a minimum of **seventy (70) percent** 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.	Experience of service provider in providing heritage consulting services in similar construction projects at heritage buildings and/or installations. The bidder must provide relevant contactable reference letters of similar works completed in the past 5 (five) years. The letters must be on the company's letterhead. • 5 reference letters or more – 5 Points • 4 reference letters – 4 Points • 3 reference letters - 3 Points • 2 reference letters – 2 Points • 1 reference letters - 1 Point. • 0 Reference letters or reference letters not relevant or related to this scope - 0 Point.	40		
2.	Bidders are required to be registered with relevant professional bodies such as South African Council for the Architectural Profession. Provide a copy of valid registration. • Valid professional registration = 5 Points	30		

	No valid professional registration, registration not valid or professional body not relevant = 0 Points			
3.	Lead consultant's experience. Provide brief CV of lead heritage consultant demonstrating experience with similar projects. In the CV under 'Experience', bidder to clearly state organisation, position, duties and years of employment. 10 and above years of experience = 5 Points 8 - 9 years of relevant experience = 4 Points 6 to 7 years of relevant experience = 3 Points 3 to 5 years of relevant experience = 2 Points 1 to 2 years of relevant experience = 1 Points - No relevant experience or experience not relevant = 0 Points	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): Locality

- Bidders based in Western Cape = 20 Points
- Bidders based outside of the Western Cape = 10 Points

CSD registration will be used to confirm locality.

8. PRICING

8.1 Provide quotation on your official company letterhead.

Description of service	Rate per hour
Miscellaneous (please specify)	

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; Patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81