



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 THE APPOINTMENT OF A CONTRACTOR TO SUPPLY, INSTALL AND COMMISSION THE VSD DRIVES IN THE HVAC CHILLER PLANT ROOM.

CLOSING DATE: 30 SEPTEMBER 2024

TIME: 11H00

NB. Should you want to submit a 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 (NLSA) hereby wishes to appoint a contractor to supply, install and commission the new VSD Drives in the HVAC Chiller plant.

2. SCOPE OF WORK

2.1 The supply, installation and commissioning of two new VSD Drive at HVAC Chiller plant room

2.2 The description of the new equipment is (VSD 400V 3PH IN/3PH Out IP21)

3. 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 quotations shall remain valid for a period of 30 days, and may be extended at the discretion of the NLSA

4. EVALUATION CRITERIA

4.1 Pre-evaluation (standard bid documents)

4.1.1 Fully completed SBD 4 and SBD .6.1 forms.

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

5. EVALUATION CRITERIA

Evaluation Stage Two (2): Technical Evaluation

N/A

6. PRICING

Preference point system

Pricing (80/20 preferential procurement Points)

- The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

Identified Specific Goals and their weights:

- **Companies located within Gauteng Province**

20 points if the service provider is based in Gauteng Province.

10 points if the service provider is based outside Gauteng Province

The Central Supplier Database report will provide evidence of locality

7. PRICING

7.1 Provide detailed quotation covering the supply, installation and commissioning of VSD Drives as per scope of work.

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 9770/9700/8