



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE REMOVAL, STORAGE, AND REDELIVERY OF FURNITURE, AND BOOK COLLECTION AT THE CAPE TOWN CAMPUS, INCLUDING THE PROCUREMENT OF BOXES AND STATIONERY

BRIEFING SESSION: 21 AUGUST 2024
NATIONAL LIBRARY OF SOUTH AFRICA
05 QUEEN VICTOR STREET

TIME: 11H00

CLOSING DATE: 27 AUGUST 2024

TIME: 11H00

NB. *Should you want to submit a quotation, please submit to the email: Quotations@nlsa.ac.za before 11:00am. Any submissions made after the stipulated time will not be accepted.*

Please note that submission file size should not exceed a maximum of 10MB

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

The NLSA seeks a qualified service provider for the comprehensive removal, secure storage, and return of furniture and an estimated 75,000-book collection that should be packed and stored in high quality boxes.

2. SCOPE OF WORK

2.1 The National Library of South Africa (NLSA) wish to procure high quality cardboard storage boxes and stationery. These cardboard boxes will be for the packaging and storage of books.

2.2 The NLSA requires the packing of approximately 75 000 books into the boxes and the moving of the boxes to a designated area in the Cape Town Campus. The boxes are to be unpacked after approximately three months.

2.3 The NLSA requires the moving of furniture to designated areas in the Cape Town Campus.

2.4 The scope of work includes the following

2.4.1 Removal:

- Furniture: Safely shift all specified furniture items from designated areas.
- Books: Carefully remove the book collection, ensuring that each item is handled with care to prevent damage.

2.1.2 Packaging and Storage:

- Books: Box the entire book collection using high-quality acid-free materials to ensure the preservation of the books during storage. Each box should be labeled with its contents for easy identification and return.
- Furniture: Securely shift all furniture items in a manner that prevents damage and allows for easy retrieval.

2.1.3 Redelivery:

- Furniture: Redeliver all furniture items to their original or designated locations as specified by the NLSA. Ensure that furniture is redelivered to the library in the state it was originally in, and insure all items during transit and storage.
- Books: Redeliver all boxed books to their respective shelves, ensuring that the original classification order is maintained for easy access and retrieval. The appointed service provider will retain the boxes once the books are redelivered.

2.1.4 Coordination:

- Coordinate with NLSA staff to ensure safety, proper handling, and accurate return of items.
- Post a total of 20 packers/personnel.

2.1.6 Recycling:

Arrange for any used and unused or excess boxes to be sent to a local recycling center. Cardboard is widely recyclable and can be processed to create new paper products. Partner with a recycling company to ensure environmentally responsible disposal of boxes not retained for reuse

3.Pricing

Provide pricing on your official company letterhead.

The pricing for the scope of work is outlined in the table below:

Section A – for the anticipated stationery/consumables that shall be required over the project period

Description	Quantity	Unit Price	Total
Oversized boxes 600mmx400mmx400mm	50		
Normal Packaging boxes 430mmx325mmx320mm	6000		
Artline 70 permanent Markers	5 boxes		
Packaging tape dispensers	25		
Packaging tape Buff/100 Meters 762x498	500		
Packaging Tape clear 48mmx100m	300		
3Mtm General purpose vinyl tape 764	20		
Sub-total			
VAT (15%)			
Total for section A			

Section B – services that may be required and not included above

B. Description of service	Quantity	Estimated Hours	Total labour cost
Furniture handling			
20 x labour rate per hour			
General Sundries (please specify and transfer to total column)			

Sub-total			
VAT (15%)			
TOTAL for Section B			
Total Amount (Sections A + B)			

Total project value in words: (ZAR: _____)

5. NLSA'S RIGHTS

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 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 bid response to ensure that they are kept updated on any amendments in this regard.

6. DURATION OF THE PROJECT

The appointed contractor shall make an undertaking that the work shall commence immediately after the Purchase Order is issued. The books and furniture are to be stored for the duration of the refurbishment project and returned when the project is completed. The timelines of the project will be confirmed by the NLSA with the successful bidder.

7. CONDITIONS OF RFQ

7.1 The NLSA reserves the right not to accept the lowest proposal.

7.2 The NLSA reserves the right to appoint one or more Bidder.

7.3 The NLSA reserves the right not to award the contract.

7.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

7.5 The General Conditions of Contract will be applicable to this Bid.

7.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

7.8 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.

7.9. No upfront Payment will be done by NLSA.

7.10. The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

8. EVALUATION CRITERIA

8.1 Pre-evaluation stage

8.1.1 Fully completed SBD 4, and SBD 6.1 forms.

8.1.2 CIPC company registration, Authority to sign, Bank confirmation letter, Tax Certificate, Director's ID

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

9 Evaluation Stage Two (2): Technical Evaluation

Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available 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.

No		Weight	Point	Score
1.	Experience of the service provider in providing similar services as required by the NLSA for the removal, storage, and redelivery of furniture, and book collection at the Cape Town campus, including the procurement of boxes and stationery. Provide five (5) contactable reference letters for similar services provided within the past five (5) years. The reference letters must be on company letterhead and must include the referee's name, signature, address, phone number, date of when the service was rendered, a brief description of the services (scope) provided and the level of satisfaction. • 5 or more reference letters with all of the required elements = 5 points • 4 reference letters with all the required elements = 4 points	50		

	• 3 reference letters with all the required elements = 3 points • 2 reference letters with all the required elements = 2 points • 1 reference letter with all the required elements = 1 points • 0 reference letters or reference letters do not meet all of the requirements = 0 points			
2	Proposal of how the project will be completed. Submit a proposal including: - Methodology of how the services will be rendered. - Detailed timeline of how the bidder will render the services. - CV of team leader with at least 5 years of relevant experience in project management and/or moving and books and/or furniture Proposal with all three requirements adequately addressed = 5 points Proposal with two requirements adequately addressed = 3 points Proposal with one requirement adequately addressed = 2 points Proposal with zero requirement addressed = 0 points	50		
	TOTAL POINTS	100		
	Minimum points to pass this evaluation stage	70		

10. PRICING

Provide detailed quotation on company letterhead covering all the work to be done as per scope of work

10.1.1 Preference Point System

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:

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

Bid price

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.

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

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmn = Price of lowest acceptable tender.

Specific Goals (maximum of 20 points):

Locality

Companies based either in the Western Cape Province = 20 points

Companies based outside of Western Cape Provinces = 10 points

NB. Please submit a Municipal rates and taxes bill, a lease agreement, or a tribal authority letter to verify locality. Failure to submit any of the mentioned documents will result in zero points being awarded for specific goals.

11 ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any Bid related enquiries please sent to the following email address quoting the Bid Number, Bid Description as a Reference; Quotations@nlsa.ac.za. Or Lorraine.Mongwe@nlsa.ac.za
012 401 9700/66