



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
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5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF AN ELECTRICAL CONTRACTOR TO CONDUCT A ONCE OFF ELECTRICAL MAINTENANCE.

CLOSING DATE: 30 July 2024

TIME: 11h00

please submit your quotation 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 seeks to appoint an experienced and qualified electrical contractor to conduct an electrical maintenance as per the scope of work indicated below at 5 and 62 Queen Victoria street. Cape Town

2. SCOPE OF WORK.

2.1 The supply, retrofit / replace fluorescent tubes / light bulbs as follows: **All products must be SABS approved.**

4 Foot LED fluorescent tubes

5 Foot LED fluorescent tubes

4 Pin downlights

Screw in LED tubes

Candle lamps LED

Bayonet LED

Halogen Lamps

Chesse holders LED

Dimmable LED bulbs for chandeliers

28W X 840 Cool white tubes

Timers and Relays to be checked and programmed

NB. All potential service providers shall during the compulsory site briefing confirm with NLSA representative the type of lights used on the scope of work as outlined above.

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 This is a once off maintenance project.

5. CONDITIONS OF RFQ

5.1 The NLSA reserves the right not to accept the lowest priced 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 60 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)

6.1.3 Authority to sign bid and contract documentation

6.1.4 Bank confirmation letter

6.1.5 Proof of Address or lease agreement

6.1.6 Tax Certificate

6.1.7 BBBEE Certificate or Sworn Affidavit

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 (electrical company). 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.	50		
2.	Qualified electrician experience (To be assigned to this project)	50		

	Provide CV of electrician, with qualifications, trade license competent to issue CoC, 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			
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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.

Section A – for the anticipated services that shall be required over the project period

A. Description of item	Qty	Unit Price including labour and material	Total Amount including labour and material
4 Foot LED fluorescent tubes	70		
5 Foot LED fluorescent tubes	70		
4 Pin downlights	50		
Screw in LED tubes	50		
Candle lamps LED	50		
Bayonet LED	50		
Halogen Lamps	50		
Chesse holders LED	100		
Dimmable LED bulbs for chandeliers	50		
28W X 840 Cool white tubes	30		
Call Out Fee to site (rate per call out)			
Sub-Total			
VAT 15%			
TOTAL for Section A			

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

B. Description of service	Rate per Hour	Estimated Hours	Total labour cost
1 x Qualified Electrician		30 hrs	
2 x Assistant		60 hrs	
General Sundries (please specify and transfer to total column)			
Sub-total			
VAT (15%)			
TOTAL for Section B			
Total Amount (Sections A + B)			

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; Lebogang.maleka@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017