

NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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Pretoria
0001

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Cape Town
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REQUEST FOR QUOTATION

SUPPLY OF VALUATORS TO CONDUCT VALUATIONS OF HERITAGE COLLECTIONS AT THE CAPE TOWN CAMPUS

BRIEFING SESSION: N/A

CLOSING DATE: 29 JANUARY 2025

TIME: 11h00

NB: All proposal/quotation must be submitted to Quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

1. BACKGROUND

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards and informed citizenry.

The NLSA is listed under schedule 3A of the Public Finance Management Act, Act no. 1 of 1999 as amended (PFMA). The NLSA adopted the Generally Recognized Accounting Practice (GRAP) Framework for financial reporting purpose consistent with section 55 of the PFMA. To achieve fair presentation of the annual financial statements, GRAP requires that the NLSA comply with all provisions of the GRAP standard as published and made effective by the Accounting Standard Board.

The NLSA has been unable to comply with the accounting requirements prescribed in the standard of GRAP for heritage assets (GRAP 103). Non-compliance has resulted in the NLSA receiving a qualified audit for the past few years. To remedy the unfavorable audit outcome, the NLSA requires

a service provider to assist with the valuation of the special collections held at the Cape Town campus.

The National Library of South Africa (NLSA) is soliciting bids from Service Providers to undertake the valuation of a portion of the special collections held in the National Library of South Africa's Cape Town Campus. The valuation will be undertaken using our prescribed valuation methodology.

2. SCOPE OF WORK

The National Library of South Africa (NLSA) requires the services of experienced valuers to assist with valuations of the indicated collections for GRAP 103 financial reporting purposes. The list below states the collections and estimate totals per collection.

- Manuscripts and Nourse Collection estimated at 15500 items
 - Gallery - Muir, AW chess, JA music, Wessels, Leipoldt, Hilda Gerber Cookery estimated at 27 600 items
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- The valuers must abide by the current valuation methodology adopted by the NLSA. The valuation methodology is to arrive at fair value based on comparative sales.
 - Provide 4 valuers and a senior valuator (team leader) to work the NLSA valuator.
 - The valuations must be undertaken in line with the standards laid down by the International Valuation Standards Council and their affiliates for the valuation of personal property.
 - The valuers will be required to provide a valuation report containing any assumptions or special assumptions made during the assignment.
 - The valuers will be required to report to the NLSA's valuator to ensure that the valuation methodology is being strictly adhered to.
 - Provide valuation reasoning per heritage asset (GRAP 103) and supply documentary evidence as to the resources used to arrive at the stated value. These must be in a stable format such as screenshots or pdf documents of the sites used.
 - The supporting evidence on how the fair values were determined must be submitted and should be audit compliant.
 - The collections that require valuations and fair values are based at our Cape Town Campus.

- The valuers will work with the supervision of custodians of the collections and the NLSA's valuator.
- The valuers will attend bi-weekly meetings to report on the progress of the project.

3. NLSA'S RIGHTS

The NLSA is entitled to amend any Bid conditions, bid validity period, bid terms of reference, or extend the Bid's closing date, all before the Bid 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 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.

4. DURATION OF THE PROJECT

- 4.1. The appointment of the service provider to supply the valuers for a period of 4 months.

5. CONDITIONS OF BID

- 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 General Conditions of Contract will be applicable to this Bid.
- 5.6. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7. Bidders to ensure that the personnel assigned to the engagement per the Bid proposal are the same that will be responsible to perform work should the Bidder be successful. Should the respective personnel not be available, the Bidder will be required to replace with another individual with the same or greater experience, qualifications, and exposure.

6. EVALUATION CRITERIA

6.1. Standard BID Documents.

6.1.1. Fully completed SBD 4 and 6.1 forms.

6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

6.2. Evaluation Phase 1:

Evaluation Phase 1: Technical Evaluation

The bids will be evaluated in 2 phases, phase 1 is the technical evaluation and phase 2 is the pricing evaluation. A minimum of 70 points is required in the technical evaluation prior to moving to pricing.

No	Element	Weighted
	Technical	100
1	Company Experience Experience in valuation of collections Provide 3 or more reference letters of projects completed on Valuation of Heritage Assets. The letters must be on a company letterhead, signed and dated including contact name, address, phone number and email address of projects completed within the past 10 years The letter must include the following: - • Client where valuations were conducted. • Duration of the project • Level of satisfaction 30 points = 3 or more letters with all the above requirements met 20 points = 2 letters with all the above requirements met 10 points = 1 letter with all the above requirements met 0 points = 0 letters with the above requirements.	30
2	Teams Experience Provide detailed CV's and confirmation of a minimum of 5 years of Heritage Collections experience as required. • Experience of team in valuation of heritage collections @ 40 points = 4 or more valuers with 5 years each relevant experience @ 30 points = 3 or more valuers with 5 years each relevant experience @ 20 points = 2 valuers with 5 years each relevant experience @ 10 points = 1 valuers with 5 years each relevant experience @ 0 points = No CV's attached	40
3	Senior Valuator/Team Leader • Senior Valuator/Team Leader must have be registered with a professional association/councils for the company/key member of the company. E.g., South African Institute of Valuers, RICS (Royal Institute of Chartered Surveyors), International Book Dealers Association, International Society of	30

Appraisers, South African Antique Dealers Association or any other recognised association or body, court sworn appraiser.

- Must have a minimum of 5 years relevant experience
- 3 years of managing a team of valuers.

@30 points = all 3 requirements have been met

@ 20 points = 2 requirements have been met

@10 points = 1 requirement has been met

@ 0 points = no requirements have been met

6.3. Pricing Phase 2

N.B. To qualify for phase 2 a bidder must have obtained a minimum of 70 points.

6.3.1. Provide a detailed costing (on the company letterhead) as per the following items for the valuers, travel and support (Inclusive of VAT)

6.3.2. 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:

- Locality = 10 Points if the bidder is in Western Cape, 5 points if bidder is outside the province (Municipal account as evidence)
- Companies, with 100 % black ownership = 10 points, 5 points with less than 100% black ownership (CSD Report)

7. ENQUIRIES

All inquiries regarding this BID must be directed to the SCM Officer:

For any BID related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; quotations@nlsa.ac.za for technical related inquiries to OR(012) 401 9766/3020

