

NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

BID DESCRIPTION:

VALUATIONS OF THE PRIORITY & SPECIAL COLLECTIONS AT THE CAPE TOWN CAMPUS

A COMPULSORY VIRTUAL BRIEFING SESSION WILL BE HELD AS FOLLOWS:

DATE: 23 FEBRUARY 2023

TIME: 11:00am

Microsoft Teams meeting

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CLOSING DATE: 10 MARCH 2023

TIME: 11:00am

Bid NO: NLSA 37/2022-2023

BID DOCUMENTS ARE AVAILABLE ON:

- NLSA website (www.nlsa.ac.za)

NB. Completed Bid Documents must be deposited in the Tender Box at the Offices of NLSA in Pretoria 75, Thabo Sehume Street, Pretoria CBD, before the closing date and time on 10 March 2023 before 11:00am.

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 in three consecutive years. To remedy the unfavorable audit outcome, the NLSA requires a service provider to conduct the valuation of the priority & 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 its priority & special collections held in the National Library of South Africa's Cape Town Campus. The valuation requirements must meet with the Accounting Standard of the Generally Recognized Accounting Practice for Heritage/Non-Heritage Assets (GRAP 103 & GRAP 17).

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 & GRAP 17 financial reporting purposes. The list below states the collections and estimate totals per collection.

- Afrikaner Collection (127607 Items)
 - Afrikaner Overflow Collection (35177 Items)
 - Book Tower - General Collection (62531 Items)
 - Res P Room – Mix media (17761 Items)
 - Special Collections - manuscripts, rare books, maps, posters, glass negatives, photos, nourse, dessinian etc. (199 332)
- The service provider must abide by the current valuation methodology adopted by the NLSA. The valuation methodology is to arrive at fair value based on comparative sales.
- 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 service provider will be required to provide a valuation report containing any assumptions or special assumptions made during the assignment.

- Supply valuation reasoning per heritage asset (GRAP 103) and non-heritage asset (GRAP 17) 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 fair valuing are based at our Cape Town Campuses.
- The service provider will work with the supervision of custodians of the collections.
- The service provider will attend bi-weekly meetings to report on the progress of the project.
- The service provider must be available to provide any additional information required by the auditors on fair values provided even after the valuation has been completed at least 6 months.

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. Appointment for a 12-month contract period which includes the audit process/queries to be attended to, 6 months to conduct the valuations and 6 months for audit queries as and when required.

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.
- 5.8. The quotations shall remain valid for a period of 120 days and may be extended at the discretion of the NLSA.
- 5.9. **Failure to attend the compulsory briefing session will disqualify your bid proposal.**

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. Mandatory Documents

6.2.1. Provide proof of registration with professional associations/councils for the company/key member of the company.

N.B. Should the bidder not meet the above requirements, the bidder will not proceed to the evaluation stage.

6.3. 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.

6.4. Evaluation Phase 1:

Evaluation Phase 1: Technical Evaluation

No	Element	Weighted
	Technical	100
1	Company Experience Provide reference letters of projects completed on Valuation of Heritage Assets. The letter must be on a signed and dated letterhead which must include the following: - <ul style="list-style-type: none"> • Years of experience in Valuation of Heritage Assets • Client where valuations were conducted. • Date of work done • Duration of the project • Quantity of valuations completed per valuator. 	50

	<ul style="list-style-type: none"> Level of satisfaction from client <p>50 points = 5 or more projects with all the above requirements met and contactable references 40 points = 4 projects with all the above requirements met and contactable references 30 points = 3 projects with all the above requirements met and contactable references 20 points = 2 projects with all the above requirements met and contactable references 10 points = 1 projects with the above requirements met and contactable reference 0 points = no contactable references / no letters attached / information provided does not include requirements</p>	
2	<p>Teams Experience Provide detailed CV's and confirmation of a minimum of 5 years of relevant experience as required.</p> <ul style="list-style-type: none"> Experience of team in valuation of heritage collections <p>@ 40 points = 4 or more valuers with 5 years each relevant experience @ 30 points = 3 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</p>	40
3	<p>Project Proposal A detailed project proposal clearly outlining the following:</p> <ul style="list-style-type: none"> Approach / process to be followed. Organogram on project team allocation Define roles and responsibilities of each team player. Monitoring of quality control. Contingency plans for unforeseen circumstances / risk management Detailed schedule to demonstrate how the project will be completed within 6 months. <p>10 points = Detailed project proposal with all 6 requirements 5 points = Detailed project proposal meeting 3 or less than 6 of the above requirements 0 points = no project proposal/less than 3 of the above requirements</p>	10

6.5. Pricing Phase 2

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

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

6.5.2. 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; lebogang.maleka@nlsa.ac.za and for technical related inquiries to rani.padayachee@nlsa.ac.za OR (012) 402 3017/3020