



**NATIONAL LIBRARY OF SOUTH AFRICA**

**TERMS OF REFERENCE FOR THE REMOVAL AND SAFE DISPOSAL OF WEEDED PAPER BASED WASTE**

**COMPULSORY BRIEFING SESSION DATE: 9 OCTOBER 2024      TIME: 11:00**

**ADDRESS OF THE BRIEFING SESSION: PRETORIA CAMPUS**

**228 JOHANNES RAMOKHOASE STREET.**

**CLOSING DATE: 15 OCTOBER 2024**

**TIME: 11:00**

**NB.** Should you want to submit a quotation, please email it to: [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za)

**1. BACKGROUND**

- 1.1 The National Library of South Africa, hereafter referred to as the 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.
- 1.2 NLSA is seeking to appoint a service provider to render a once off service to remove, and safely dispose of / or pulp, weeded paper-based waste from the NLSA's Pretoria campus.
- 1.3 These terms of reference describe the objectives, scope of work, deliverables, roles and responsibilities, and time frame/period for this project.

**2. SCOPE OF WORK**

- 2.1 Removal of weeded paper-based waste from the Pretoria Campus located at numbers 228 Johannes Ramokhoase Street

2.2 The combined quantity of waste to be disposed of is approximately eight tons.

2.3 The service provider must make provision to physically remove the items from various locations across three floors of the buildings.

### 3. IMPORTANT INFORMATION TO NOTE

3.1 Waste to be collected and disposed of in a manner that does not contravene the Waste Management Act; OHS Act as well as Municipal Waste By-Laws.

3.2 Waste to be disposed of at the designated Municipal waste landfill sites.

3.3 Waste disposal permit or receipts to be provided to NLSA from the appropriate designated waste disposal sites.

### 4. MANDATORY REQUIREMENT

Waste disposal certificate or license to be provided together with the quotation.

### 5. EVALUATION CRITERIA

#### 5.1 Mandatory Pre-Evaluation (standard bid documents)

5.1.1. Fully completed SBD 4, SBD 6.1, forms.

5.1.2. Proof of company registration or accreditation (disposal certificate) to provide the required service.

**NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.**

#### 5.2 Evaluation Stage 2

##### Evaluation Stage Two (2): Technical Evaluation

| No        | Element                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0 | 1 | 2 | 3 | 4 | 5 | Weighted   |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|------------|
|           | <b>Technical</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |   |   |   |   | <b>100</b> |
| <b>1.</b> | <b>Method Statement</b><br>Provide method statement on how the work will be safely executed from collection to disposal and information, including the physical address, of waste disposal site to be used must be provided.<br><br>50 points = Complete method statement with physical address of disposal site<br>30 points = Method statement but no physical address of disposal site provided<br>0 points = No method statement submitted |   |   |   |   |   |   | <b>50</b>  |
| <b>2.</b> | <b>Certification</b><br>50 points = Waste disposal certificate or license submitted<br>0 points = No waste disposal certificate nor license submitted                                                                                                                                                                                                                                                                                          |   |   |   |   |   |   | <b>50</b>  |

## 6. PRICING

6.1. Provide detailed quotation covering all the works to be done as per scope of work.

### 6.1.1. 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.

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

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

## 7. Specific Goals

| Specific Goal                                                             | Points |
|---------------------------------------------------------------------------|--------|
| Locality e.g., City of Pretoria – proof provided of footprint in Pretoria | 20     |

## 8. ENQUIRIES

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

For any SCM related enquiries, please send an email to [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za) or [Lorraine.mongwe@nlsa.ac.za](mailto:Lorraine.mongwe@nlsa.ac.za), call (012) 401 9770/9700/81. Please quote the description and reference in your email correspondence.