



## 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 APPOINTING A SERVICE PROVIDER FOR REMOVAL, WRAPPING, AND HANGING OF PAINTINGS

National library of South Africa Cape Town Campus  
5 Queen victor Street

**CLOSING DATE: 19 September 2024**

**TIME: 11H00**

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

Please note that submissions 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
- 1.2 The National Library of South Africa (NLSA) wish to appoint a service provider for the removal, wrapping, storage and re-hanging of paintings at the National Library of South Africa's Cape Town Campus.

## 2. SCOPE OF WORK

### Scope of Work for Bid: Removal, Wrapping, Storage and Hanging of Paintings

**Project Title:** Removal, Wrapping, and Re-Hanging of Paintings at the National Library of South Africa

**Project Location:** National Library of South Africa, Cape Town

**Project Duration:** Services to be completed within three months following the renovation period.

#### Scope of Work:

##### 1. Removal of Paintings:

- Safely remove two specified paintings from their current locations.
- Ensure proper handling and protection of the paintings during the removal process to prevent any damage.

##### 2. Wrapping of Paintings:

- Wrap the removed paintings using appropriate materials to ensure their protection during transportation and storage.
- Use industry-standard techniques to safeguard the paintings from environmental factors and potential damage.

##### 3. Hanging of Paintings:

- Re-hang the paintings at their designated locations after the completion of the renovation work, which is expected to be three months post-removal.
- Ensure the paintings are securely and accurately hung according to the specifications provided by the National Library of South Africa.

##### 4. Insurance Provisions:

- The service provider must maintain comprehensive insurance coverage for the paintings during all phases of the project, including removal, wrapping, transportation, storage, and re-hanging.

##### 4.1 Types of Coverage:

- The insurance should cover the following risks:
- Accidental damage to the paintings during handling and transportation.
- Theft or loss of the paintings while in the custody of the service provider.
- Damage due to environmental factors such as water, fire, or other natural disasters during storage and transportation.

#### Requirements:

- The service provider must have experience in handling and transporting artworks.

- The service provider must adhere to best practices for artwork conservation and handling.
- The service provider must provide their own materials and tools required for the removal, wrapping, and re-hanging of the paintings.
- The service provider must coordinate with the National Library of South Africa to schedule the removal and re-hanging in alignment with the renovation timeline.

**Deliverables:**

- Safe and secure removal of the two paintings.
- Properly wrapped paintings, ready for storage within our building
- Successful re-hanging of the paintings after the renovation work.

**Evaluation Criteria:**

- Experience and expertise in artwork handling and installation.
- Proposed timeline and ability to meet project deadlines.
- Cost-effectiveness and value for service.

**Submission Requirements:**

- Detailed proposal including experience, methodology, and timeline.
- Cost estimate for the entire scope of work.
- References from previous similar projects.

The tables below are the details for Paintings

| Cape Town Campus           |          |
|----------------------------|----------|
| Description                | Quantity |
| Painting Foyer             | 1        |
| Painting Reference section | 1        |

**Pricing**

**Provide pricing on your official company letterhead.**

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

| Description                         | Quantity | Unit price | Total |
|-------------------------------------|----------|------------|-------|
| Removal of Paintings                | 2        |            |       |
| Wrapping of Paintings               | 2        |            |       |
| Transportation                      | 2 trips  |            |       |
| Storage                             | 3months  |            |       |
| Re-Hanging of Paintings             | 2        |            |       |
| Project Management and Coordination | 1        |            |       |
| Insurance and Liability             | 1        |            |       |

|           |  |  |
|-----------|--|--|
| Sub-total |  |  |
| VAT(15%)  |  |  |
| Total     |  |  |

### 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 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

The appointed contractor shall make an undertaking that the work shall commence immediately after the Purchase Order is issued. The paintings 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.

### 5. CONDITIONS OF RFQ

- 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 Bidder.
- 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 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.
- 5.8 No upfront Payment will be done by NLSA.
- 5.9 The quotations shall remain valid for a period of 60 days, and may be extended at the discretion of the NLSA.

## 6. EVALUATION CRITERIA

### 6.1 Pre evaluation

- 6.1.1 Fully completed SBD 4, SBD 6.1 forms.
- 6.1.2 CIPC company registration, Authority to sign, Bank confirmation letter, Tax Certificate, Director's ID.
- 6.1.3 All bidders must be registered on the National Treasury Central Supplier Database

## 7. 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. | <p>Experience of the service provider in providing similar services as required by the NLSA for the removal, wrapping, storage and hanging of paintings.</p> <p>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.</p> <ul style="list-style-type: none"><li>• 5 or more reference letters with all of the required elements = 5 points</li><li>• 4 reference letters with all the required elements = 4 points</li><li>• 3 reference letters with all the required elements = 3 points</li><li>• 2 reference letters with all the required elements = 2 points</li><li>• 1 reference letter with all the required elements = 1 points</li><li>• 0 reference letters or reference letters do not meet all of the requirements = 0 points</li></ul> | 50     |       |       |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |            |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------|--|
| 2. | <p>Proposal of how the project will be completed.</p> <p>Submit a proposal including:</p> <ul style="list-style-type: none"> <li>- Methodology of how the services will be rendered.</li> <li>- Detailed timeline of how the bidder will render the services.</li> <li>- CV of team leader with at least 5 years of relevant experience in project management and/or moving and storage of artwork.</li> </ul> <p>Proposal with all three requirements adequately addressed = 5 points<br/> Proposal with two requirements adequately addressed = 3 points<br/> Proposal with one requirement adequately addressed = 2 points<br/> Proposal with less than one point addressed or no proposal = 0 points</p> | 50 |            |  |
|    | <b>TOTAL POINTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    | <b>100</b> |  |
|    | <b>Minimum points to pass this evaluation stage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    | <b>70</b>  |  |

7.1 Only those service providers who responded exactly as per scope of work above and to the satisfaction of the NLSA shall be considered.

## 8. PRICING

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

### 8.1.1 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;

Pt = Price of tender under consideration; and  
Pmin = Price of lowest acceptable tender.

**Specific Goals (maximum of 20 points):-**

**Locality**

Companies based in the Western Cape Province = 20 points

Companies based outside of the 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.**

**9. 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; [Lebogang.Maleka@nlsa.ac.za](mailto:Lebogang.Maleka@nlsa.ac.za). Or [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za)

**012 402 3017**