



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street

Pretoria

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5 Queen Victoria Street Private Bag X397

Cape Town

8001

### APPOINTMENT OF A SERVICE PROVIDER TO PROCURE AND DELIVER BOOKS TO THE PRETORIA CAMPUS: TEN TITLES.

**CLOSING DATE: 01 March 2024 TIME:11h00**

**NB.** Note that Saturday will be treated as a normal working day. Should you want to submit a quotation, please submit it to the email: [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za)

#### 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.

#### 2. SCOPE OF WORK

2.1 The National Library of South Africa would like to request suitable suppliers/publishers to supply 10 copies of the title as identified below.

2.2. The books must be delivered to the Pretoria campus.

No	Title	Author	ISBN	Publisher	Quantity
1.	IBhayibhile yam Yokuqala Yokundfunds	Ncebakazi Faith Saliwa-Mogale	9780798215350	Bible Society	2
2.	Hawu-hawu! / Woof-Woof	Sindiwe Magona / Sindiwe Magona	9781928497370	Book Dash	2
3.	UBrenda unegongqonqo egazini lakhe	Hyltje Vink / Sydney Z 1 Zotwana	1868572552	Garamond	2
4.	Umsebenzi wenkawu / Monkey business	Jolanta Durno / Weblingo	9780521725521	Cambridge University Press	2

3.	5.	IQanda elinguMmangaliso / An extraordinary	Leo Lionni / Xolisa Guzula	9781431424627	Jacana	2
	6.	Mhla uGogo waya kuvota / Day Gogo went to vote	Elinor Batezat Sisulu / Pamela Maseko	624035506	NB Publishers	2
	7.	UModjadji, ikumkanikazi yeMvula / Modjadji the rain queen	uDonve / Nkululeko Ndiki	9781919876214	New Africa Books	2
	8.	Yheke Yanga! / Yes Yanga	Refiloe Moahloli	9781770106659	Pan Macmillan	2
	9.	Amagama ali-100 lokuqala / First 100 Words (mini)		9781920629670	Priddy SA	2
	10.	Ihobe / The Dove	Ihobe / The Dove	9781919888781	Shuter and Shooter	2
Total						20

## DESCRIPTION OF THE PRODUCT/SERVICE

### 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 has a 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** The appointed service provider shall deliver the books within 5 days after a Purchase Order is issued.

## 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 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 organization.
- 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.** Delivery of the requested books must be made at NLSA, Pretoria campuses.
- 5.8.** RFQ shall be valid for a period of 10 days and may be extended at the discretion of the NLSA.
- 5.09.** The NLSA reserves the right to conduct site visits at the Bidder's corporate offices and/or at client

sites if so required.

## 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) and must attach a copy of the most recent report.

## 7. PREFERENCE POINT SYSTEM

7.1. 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. The bided 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.

7.3. **SPECIFIC GOALS** (maximum of 20 points):

- **LOCALITY** = 20 Points if f the bidder is in Gauteng and 10 points if the bidder is not based in Gauteng.

**NB. The municipality rates and taxes or the companies lease agreement will be used to verify the locality.**

#### **7.4. PRICING**

7.4.1. Quotation must provide a pricing schedule that clearly sets out the cost of providing the goods including any applicable charges.

7.4.2. The pricing schedule must clearly indicate the unit or item price as well as the total price for the requested.

7.4.3. **All cost items must be inclusive of VAT.**

#### **8. ENQUIRIES**

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

For any RFQ-related inquiries please send them to the following email address quoting the RFQ Reference Number, RFQ Description as a Reference; [patience.shiburi@nlsa.ac.za](mailto:patience.shiburi@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 9700/81