



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF A GARDEN SERVICE PROVIDER AT NATIONAL LIBRARY OF SOUTH AFRICA (NLSA) SITUATED AT NUMBER 5 AND 62 QUEEN VICTORIA STREET, CAPE TOWN.

COMPULSORY BRIEFING SESSION DATE: 21 November 2025

Time: 11H00

ADDRESS OF THE BRIEFING SESSION: 5 Queen Victoria Street, Cape Town

CLOSING DATE FOR QUOTATIONS: 26 November 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

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

1.2 The National Library of South Africa seek to appoint an experienced contractor to provide garden services at its two sites in Cape Town, situated at number 5 and 62 Queen Victoria Street

2. SCOPE OF WORK

- 2.1 General grass and edge cutting
- 2.2 Remove decaying leafs and weeds
- 2.3 Apply fertilizers as and when necessary
- 2.4 Prune shape and trim
- 2.5 Blowing of walkways and pavements
- 2.6 Clean and maintain flower beds
- 2.7 Remove and take off site all garden rubble
- 2.8 Keep clean and water the gardens

2.9 Tree felling (As and when directed by the NLSA)

2.10 Monthly cleaning of roof gutters

2.11 Keep the gardens clean

2.12 The appointed contractor to provide necessary tools and equipment.

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

4.1 This garden service project shall be for a period of twelve months (1.Dec.2025 to 31.Nov.2026)

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 organization.

5.5 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and response to this RFQ.

5.6 No upfront Payment will be done by NLSA.

5.7 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. Mandatory Pre-Evaluation (standard bid documents)

6.1.1. Fully completed SBD 4, and SBD 6.1

6.1.2. Proof of company registration (CIPRA Documentation)

Evaluation Stage Two (2): Technical Evaluation

No	Element	Weighted
	Technical	100
1.	Bidders Experience • Provide reference letters on client's official letterhead for Land Scaping and or Garden services successfully rendered in the past five years. • Reference letters to include the scope of work, duration of the project, signed by referee and level of satisfaction. @ 100 points = 5 contactable references with all the above requirements met @ 80 points = 4 contactable references with all the above requirements met @ 60 points = 3 contactable references with all the above requirements met @ 40 points = 2 contactable references with all the above requirements met @ 20 points = 1 contactable reference with all the above requirements met @ 0 points = no reference letters or not all requirements met.	100

7. PRICING

7.1 Provide a detailed quotation (on your company letterhead) as per the following: **Monthly Services as per full scope of work indicated above.**

Services Rendered	Price
Total Monthly cost (For weekly services)	

Identified Specific Goals and their weights:

- Locality = 20 Points if the bidder is in the Western Cape and 10 points if bidder not based in Western Cape (CSD).

1 ENQUIRIES

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

For any RFQ-related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; quotations@nlsa.ac.za OR (012) 401 9770/9700/81