



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 INTERIOR DESIGN SERVICES

CLOSING DATE: 04 February 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

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 three sites, one in Pretoria and two in Cape Town.

The NLSA seeks the services of an experienced interior designer to assess the furniture in our three sites; for furniture that has reached its end of life, propose replacement furniture; provide the specification for the replacement furniture; and once the NLSA has purchased the furniture to oversee removal of the old furniture and the placement of the new furniture.

The appointed service provider will ensure the furniture aligns with the NLSA's functional, aesthetic, and branding requirements while adhering to ergonomic and sustainability standards.

2. SCOPE OF WORK

2.1. Evaluate existing furniture

- Conduct a comprehensive assessment of current furniture at all three sites - one in Pretoria CBD and two in Cape Town central.
- Identify furniture that requires replacement, refurbishment, or disposal.

2.2. Needs Assessment and Conceptualisation

- Engage with NLSA stakeholders to understand functional and aesthetic requirements.
- Develop an interior design concept that incorporates NLSA's branding and operational needs.
- Develop design concepts for the outdoor areas servicing staff and users on all three sites.
- Develop design concepts for the public spaces in Pretoria and Cape Town Campuses in line with future design trends of libraries.

2.3. Furniture Design Specifications

- Provide detailed specifications for new furniture, including:
 - Dimensions, materials, and finishes
 - Ergonomic compliance
 - Sustainability considerations
- Ensure recommendations cater to diverse user groups, including staff, researchers, and public visitors.

2.4. Cost Estimations

- Provide budget estimates for proposed furniture designs and installations.

2.5. Site Visits and Co-ordination

- Conduct site visits to assess spatial layouts and logistics for delivery/installation.
- Co-ordinate with NLSA facilities teams and procurement officials as necessary.
- Oversee the removal of the old furniture and the installation of the new furniture.

3. Deliverables

The following outputs are expected from the appointed service provider:

1. Assessment Report

Summary of current furniture conditions and recommendations for replacement or refurbishment.

2. Design Concept

Visual presentations, including mood boards, floor plans, and 3D renderings.

3. Detailed Furniture Specifications

A comprehensive document outlining technical specifications for procurement.

4. Cost Estimates

Detailed cost analysis for recommended furniture.

5. Final Report

Consolidated document covering all aspects of the assignment.

4. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront payments will be done by NLSA.
- g. The quotations shall remain valid for a period of 30 days, and may be extended at the discretion of the NLSA

5. EVALUATION CRITERIA

4.1 Pre-evaluation (standard bid documents)

4.1.1 Fully completed SBD 4 and SBD .6.1 forms.

4.1.2 All bidders must be registered on the National Treasury Central Supplier Database.

6. EVALUATION CRITERIA

Evaluation Stage Two (2): Technical Evaluation

Bidders are expected to obtain a minimum of **sixty (60)** out of one hundred (100) points in the Technical Evaluation in order 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, which is Pricing and Specific Goals.

NO.	ELEMENT	WEIGHT	SCORE
TECHNICAL			
1.	Technical Experience Demonstrable experience in completing similar projects. Bidders to submit the following information for <u>each</u> similar project successfully completed: ▪ Client name ▪ Scope of project ▪ Durate of project – state the start date and the end date Bidder has successfully completed five or more similar projects = 40 points Bidder has successfully completed three or four similar projects = 20 points Bidder has successfully completed one to two similar projects = 10 points Bidder has less than one similar project successfully completed, experience information is not submitted or not submitted in full, or projects submitted are not relevant = 0 points	40	

2.	Qualifications and Experience of the lead Designer Provide CV of lead interior designer. CV to clearly state qualification – three-year interior design qualification and years of experience including employer, responsibilities, dates of employment. • Qualification and 5 years of experience = 40 points • Qualification and 4 years of experience = 30 points • Qualification and 3 years of experience = 20 points • Qualification and 2 years of experience = 10 points • Qualification and 1 year of experience = 5 points • No qualification regardless of years of experience, experience not relevant, or requested information not supplied = 0 points	40	
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3.	Company Profile Bidders to provide company profile detailing experience in this interior design sector - Company profile provided = 20 points - No company profile, or company profile not relevant for the project, company profile not indicating experience in interior design = 0 points	20	
TOTAL			100

Bidders must score 60 points in the technical evaluation to move to the next stage of evaluation.

7. PRICING

Provide pricing as follows:

Line Item	Hourly Rate
Hourly rate to conduct evaluation	
Hourly rate conduct research	
Hourly rate to develop furniture specifications	
Hourly rate to develop reports (recommendation and close out)	
Hourly rate to oversee removal and installation of furniture	
Disbursements*: (Please list)	

* The NLSA will make the necessary travel arrangements for the evaluations on site. The arrangements will be made in accordance with the NLSA's travel policy.

Preference Point System

Pricing (80/20 preferential procurement Points)

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 - Bidders based in Gauteng or Western Cape Provinces = 20 Points

Bidders based outside Gauteng or Western Cape Provinces = 10 Points

Locality will be confirmed on bidders' CSD registrations.

8. ENQUIRIES

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

For any RFQ related enquiries please send to the following email address quoting the RFQ Reference Number, RFQ Description as a Reference; quotations@nlsa.ac.za OR (012) 401 9770/9776