



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

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

BRIEFING SESSION DATE: 9 SEPTEMBER 2024

Time: 11:00

ADDRESS OF THE BRIEFING SESSION:

5 Queen Victoria Street, Cape Town

CLOSING DATE: 13 SEPTEMBER 2024

Time: 11:00

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 landscaping and garden services at its two sites in Cape Town, situated at number 5 and 62 Queen Victoria Street

2. SCOPE OF WORK

WEEKLY GARDEN SERVICES

- 2.1 General grass and edge cuttings
- 2.2 Remove decaying leaves and weeds
- 2.3 Apply fertilizers as and when necessary
- 2.4 Prune shape and trim trees etc.
- 2.5 Blowing of walkways and pavements, keeping them clean
- 2.6 Clean and maintain flower beds
- 2.7 Remove all garden rubble.
- 2.8 Water the gardens
- 2.9 Tree felling (As and when directed by the NLSA)
- 2.10 Seasonal cleaning of roof gutters (bi-monthly)
- 2.11 The contractor shall provide necessary tools and equipment.
- 2.12 Landscaping as and when necessary.

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.

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 organisation.
- 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 NLSA

6. EVALUATION CRITERIA

6.1 Mandatory Requirements Stage One.

The bidder must provide three reference letters confirming similar projects done in the last five years. Such letters must be on Client/Company letterhead, must include Referee's name, signature, contact number, duration of contract, scope of work and level of satisfaction.

NB. Failure to submit three reference letters will render the bidder disqualified.

6.2 Evaluation Stage Two (Standard Bid documents)

6.2.1 Fully completed SBD 4 and SBD 6.1

NB: If there are any material omission on the stated SBD's, bidders will be afforded a maximum of two days to respond to the omission.

7. Evaluation Stage Three: Technical Evaluation N/A

8. Preference point system.

- 8.1 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 on the basis of:

8.1.1 The bided price (maximum 80 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.

SPECIFIC GOALS (maximum of 20 points)

Locality

Company based in the Western Cape shall receive 20 points
Company based outside Western Cape shall receive 10 points

9. PRICING

- 9.1 Provide detailed quotation covering all the works to be done as per scope of work for a period of twelve Months.
- 9.2 Payment due to the service provider shall be paid monthly by the NLSA.

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; Quotations@nlsa.ac.za OR lorraine.mongwe@nlsa.ac.za (012) 401 9700/66