



## **NATIONAL LIBRARY OF SOUTH AFRICA**

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

**TERMS OF REFERENCE TO REQUEST QUOTATIONS FOR A SERVICE PROVIDER TO SUPPLY THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA) IN CAPE TOWN 62 QUEEN VICTORIA STREET, WITH THE FOLLOWING SERVICES: ONE BOOK FOR EDITING, ILLUSTRATIONS, PROOFREADING, BOOK LAYOUT AND COVER DESIGN AND PRINTING OF 300 COPIES.**

**CLOSING DATE: 01 May 2024**

**TIME: 11:00**

**NB.** Note that Saturday will NOT be treated as a normal working day. Should you want to submit a quotation, please email it to: [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

The NLSA would like to request a quote for the following:

<b>1.Title:</b> Now I get it! <b>Author:</b> Phindile Ugwu <b>Language:</b> English <b>Genre:</b> Children's short story book <b>Pages:</b> 26pp	300 Copies
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## 3 NLSA'S RIGHTS

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the closing date. All Bidders, to whom the quotation 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 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

## 4 DURATION OF THE PROJECT

4.1 n/a

## 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 Bidder.

5.3 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

5.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

5.5 No upfront Payment will be done by NLSA.

5.6 The quotations shall remain valid for 60 days and may be extended at the discretion of the NLSA.

## 6 EVALUATION CRITERIA

### 6.1. Pre-Evaluation (standard bid documents)

6.1.1. Fully completed SBD 4, SBD 6.1 forms.

6.1.2. Prospective bidders are required to be registered on Central Supplier Database

## 7. Evaluation Criteria Stage 2: Pricing

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

7.1.2. Provide a detailed quotation (on your company letterhead) as per the scope of work outlined in paragraph 2.

7.1.3. All cost items must be inclusive of VAT.

## 7.2. 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):

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.

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

100% Black owned companies - 20 points,

Less than 100% black owned companies - 10 points

## 8. ENQUIRIES

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

For any RFQ related enquiries please sent to the following email address quoting the Bid Number, Bid

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 9770/9700/81