



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE APPOINTMENT OF AN INFRASTRUCTURE PROJECT MANAGEMENT SERVICE PROVIDER FOR A PERIOD OF TWELVE MONTHS

CLOSING DATE: 14 May 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.

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 campuses in Pretoria and Cape Town.

The National Library of South Africa has appointed a facilities management (FM) company who implements all facilities related projects - planned and unplanned maintenance and CAPEX - across the NLSA's three sites. The facilities project management service provider will work alongside the FM company to monitor, quality control and sign off all facilities related work.

1. SCOPE OF WORK

- 1.1 The facilities project manager service provider shall provide technical expertise in various built engineering disciplines such as electrical, mechanical, structural and quantity survey etc.
- 1.2 The facilities project management service provider provide project management expertise over all infrastructure projects, both Opex and capex.
- 1.3 The service provider shall be responsible for conducting quality assurance and signing off all work completed by, or through, the facilities management service provider.
- 1.4 The service provider shall be responsible for recommending for payment all invoices submitted by the facilities management company.
- 1.5 The service provider will be responsible for overseeing all work conducted by the facilities management company across NLSA's three sites in Pretoria and Cape Town.
- 1.6 The service provider will provide status reports to management on a regular basis.
- 1.7 The service provider shall ensure full implementation and compliance with built regulations and contractual obligations between the NLSA and the facilities management service provider.
- 1.8 Collaborate effectively with infrastructure associates across entire business units along with management levels.
- 1.9 Collaborate with the facilities management company and management to identify and establish project goals, objectives, and timelines.
- 1.10 Monitor project progress, identify deviations from plans, and recommend corrective actions to keep projects on track.
- 1.11 Manage project risks and issues and take appropriate actions to mitigate them.
- 1.12 Track and manage project expenditures to ensure projects are within budget and financial goals are met.
- 1.13 Provide leadership and direction to project team members and stakeholders to ensure infrastructure project success.
- 1.14 Ensure all projects follow standard operating procedures, policies, and guidelines.

2. NLSA'S RIGHTS

2.1 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 quotation 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 quotations response to ensure that they are kept updated on any amendments in this regard.

3. DURATION OF THE PROJECT

- 3.1 The infrastructure project management service provider will be appointed for a period of twelve months.
- 3.2 Professional infrastructure project management services will be rendered for a maximum of forty hours per week.
- 3.3 The workplan will be developed with the service provider based on the planned maintenance and CAPEX projects.

4. CONDITIONS OF BID

- 4.1 The NLSA reserves the right not to accept the lowest proposal.
- 4.2 The NLSA reserves the right to appoint one or more Bidder.
- 4.3 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisations.
- 4.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 4.5 No upfront payment will be made by NLSA.
- 4.6 The quotations shall remain valid for a period of 60 days, and may be extended at the discretion of the NLSA
- 4.7 This service provider will be expected to travel between the NLSA's sites in Pretoria and Cape Town. Travel arrangements will be made by the NLSA.

5.EVALUATION CRITERIA

5. 1 Pre evaluation (standard bid documents)

- 5.1.1 Fully completed SBD 4, SBD 6.1 forms.
- 5.1.2 All bidders must be registered on the National Treasury Central Supplier Database

5.2 Mandatory

- 5.2.1 Prospective bidders must be registered with the Consulting Engineers South Africa.

5.2. Evaluation stage 2:

Prospective bidders are required to obtain a minimum of 70 points to proceed to the next stage of evaluation.

Evaluation Stage Two (2): Technical Evaluation.

No	Criteria	Weight	Point	Score
1.	Experience of the service provider in similar work as required by NLSA to institutions. Provide five (5) contactable reference letters of the service provided within the past ten (10) years. The letters must be on the company's letterhead including contact name(s), address, phone number, indication of when the work was done, a brief description of the services that you provided and the level of satisfaction. • Three reference letters with all requirements = 5 points • Two reference letters with all requirements = 4 points • One reference letter with all requirements = 3 points • No letter provided = 0 points Please note: Reference letters that do not contain all the requirements will not be considered.	50		
3.	Provide detailed CV to indicate the experience of the Project Manager that meet the following: - Qualification in built environment (Engineer, Architect, Quantity Surveyor) - Qualification in project management - Minimum of five years relevant experience - Attach copies of qualifications • Project Manager with all requirements met = 5 points • Project Manager listed but not all requirements met = 0 point • No Project Manager listed = 0	50		
	TOTAL POINTS	100		
	Minimum threshold for technical	70		

Identified Specific Goals and their weights:

- Ownership = 20 points if the company is 100% black owned.
10 points if the company is less than 100% black owned.

Verification method – Central Supplier Database report will be used to verify company ownership.

6. PRICING

Provide quotation of an hourly rate for project management services.

Number	Item	Rate Per Hour
A	Professional services fee	
1.	Project manager	
B	Disbursement	
1.	Travel – rate per kilometer	
2.	Printing	
3.	Other disbursement to be specified	
	Sub-total	
	VAT 15%	
	Grand total	

NB: Any other disbursement not specified above shall be claimed at actual cost to the consultant.

7. 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 Bid Number, Bid Description as a Reference; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017