



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
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Cape Town
8001

TERMS OF REFERENCE FOR QUOTATION REQUEST TO PROVIDE STORYTELLING SERVICES

CLOSING DATE: 20 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 (NLSA), an agency of the Department of Sports, Arts and Culture, promotes a culture of reading, writing, and publishing in South Africa. The National Library of South Africa will celebrate International Mother Language Day on the 21 February 2025.

2.Scope of Work

The NLSA seeks to appoint a service provider that will provide storytelling services on Friday 21 February 2025 at 11:00 – 13:00. The storyteller will render two items, each item is allocated 5 minutes.

Storyteller should meet the following requirements:

1. The storyteller must have performed in two separate science related event.
2. The storyteller must be able to demonstrate creativity or innovation in presenting science concepts in indigenous language.

3.EVALUATION CRITERIA

The following is required of bidders and should be submitted as part of the RFQ submission:

- 3.1 Company profile
- 3.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 3.3 Original and valid and/or certified copy of B-BBEE certificate or affidavit
- 3.4 Certified ID copies of all Directors
- 3.5 Companies, who are registered for VAT, should include VAT in their costing.
- 3.6 Complete SBD 4 and 6.1 forms
- 3.7 Proof of company registration

NB: Failure to submit the documents listed above shall result in the disqualification of your bid.

4.QUOTATIONS

Service providers will provide a quotation as per specification above.

5. EVALUATION STAGE

No technical evaluation will be done, the requirement is to submit a quotation with the relevant documents as per the evaluation criteria.

6. 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 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.

7. CONDITIONS OF RFQ

- 7.1 The NLSA reserves the right not to accept the lowest proposal.
- 7.2 The NLSA reserves the right to appoint one or more Bidder.

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

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

7.5 No upfront Payment will be done by NLSA.

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

8. PRICING

8.1. Provide detailed quotation covering all the works to be done as per scope of work.

8.1.1. 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):

Bid price

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.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.
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SPECIFIC GOALS

Company based in the Western Cape Province = 20 points.

Companies based outside of the Western Cape Province =10 points.

9. 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 Description as a Reference: quotations@nlsa.ac.za or call (012) 401 9766.