



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 APPOINTMENT OF A SERVICE PROVIDER TO PROCURE AND DELIVER BOOKS TO THE PRETORIA CAMPUS:60 TITLES

CLOSING DATE: 21 March 2024

*** TIME: 11H00**

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. The National Library of South Africa would like to request suitable suppliers/publishers to supply 60 titles, 10 copies per title as per the attached specification.

The books must be delivered to the Pretoria campus.

3. SCOPE OF WORK

DESCRIPTION OF THE PRODUCT/SERVICE

	ISBN	Title	Language	Author	Publisher
1.	9780994670625	1-2-3 le Flip, Flippie le metswalle	Sesotho	Charlotte Ewins	CopyCat Communications
2.	9781770094529	Atjheel!	Sesotho	Carole Bloch	Jacana
3.	9789056472498	Bala mmoho le Miffy	Sesotho	Dick Bruno	Mercis Publishing

4.	9781919903224	Batho bao Jesu a ileng a teana le bona	Sesotho	Stephanie Jeffs	Barnabas
5.	9780521724906	Bolo ya maoto!	Sesotho	Kerry Saadien-Raad	Cambridge
6.	9781770095069	Borikgwe bo Bolelele	Sesotho	Maryanne Bester	Jacana
7.	9780521528238	Bosiu bo lefifi fi	Sesotho	Derek Gowlett	Cambridge
8.	1868572587	Brenda o na le kgodumodumo mading a hae	Sesotho	Hijltje Vink	Garamond Publishers
9.	9780994670632	Dibopeho lemebala mmoho le Flip, Flippie le metswalle	Sesotho	Charlotte Ewins	CopyCat Communications
10.	9781431420377	Dibuka bakeng sa matsohonyana 3	Sesotho	Jude Daly	Jacana
11.	9781431420476	Dibuka bakeng sa matsohonyana 4	Sesotho	Niki Daly	Jacana
12.	9781431406586	Dibuka tse nyane bakeng sa masea 1	Sesotho	Alzette Prins	Jacana
13.	9781431406692	Dibuka tse nyane bakeng sa masea 2	Sesotho	Marna Hattingh	Jacana
14.	9780994694300	Dihla mmoho le Flip, Flippie le metswalle	Sesotho	Charlotte Ewins	CopyCat Communications
15.	9780521528177	Dimakatso tsa Ntsiki	Sesotho	Derek Gowlett	Cambridge
16.	9781919876849	Dinaledi hodimo ha totoma	Sesotho	Reviva Schermbrucker	New Africa Books
17.	9781919903217	Dintho tseo Jesu a di entseng	Sesotho	Stephanie Jeffs	Barnabas
18.	9781919903231	Dipale tseo Jesus a di phetileng	Sesotho	Stephanie Jeffs	Barnabas
19.	9780853205418	Diphoofolo tsa pele tse 100	Sesotho		Macmillan Publishers
20.	9781770099524	Diphooko tse tharo tsa gruff	Sesotho	Carole Bloch	Jacana
21.	9780521722667	Diqi tse tshosang	Sesotho	Lindi Mahlangu	Cambridge
22.	9780521528283	Dorothy o a tihakela	Sesotho	Derek Gowlett	Cambridge
23.	9781920271275	E ka letanteng	Sesotho	Mina Javaherbin	Macmillan
24.	9780521724708	Graakwa ya tshabehang	Sesotho	Janine Corneilse	Cambridge
25.	9781920629601	Gruffalo	Sesotho	Julia Donaldson	Macmillan Children's Books
26.	9780521724364	Hi...hi...hia!	Sesotho	Dianne Hofmeyr	Cambridge
27.	9780521724609	Ho idimola ke ho tshwasa	Sesotho	Beverley Burkett	Cambridge
	9780521725361	Ho thetsa	Sesotho	Penny Hansen	Cambridge
28.	9781431402403	Hobaneng ntja e tshaba pula ya difefo	Sesotho	Maryanne Bester	Jacana

29.	9780521723138	Inkele tjhentjhe!	Sesotho	Kerry Saadien-Raad	cambridge
30.	9781431421794	Jafta	Sesotho	Hugh Lewin	Jacana
31.	9780521725255	Jake	Sesotho	Janet Hurst-Nicholson	Cambridge
32.	9781868978557	Jasper: Boithabiso phakeng	Sesotho	Linda Weber	clever Books
33.	9781868978533	Jasper: Ha re thuseng lapeng	Sesotho	Linda Weber	Clever Books
34.	9781868978502	Jasper: Ke nna enwa	Sesotho	Linda Weber	Clever Books
35.	9781868978540	Jasper: Metswalle ya ka	Sesotho	Linda Weber	Clever Books
36.	9781868978519	Jasper: Nka etsa setshwantsho	Sesotho	Linda Weber	Clever Books
37.	9781920592134	Ka Boholo ba modimo	Sesotho	Ewald van Rensburg	Christian Media Publishing
38.	9781920592127	Ka ho Mamela (YesKids)	Sesotho	Ewald van Rensburg	Christian Media Publishing
39.	9781920592141	Ka Jesu (YesKids)	Sesotho	Ewald van Rensburg	Christian Media Publishing
40.	9781920592110	Ka Lerato (YesKids)	Sesotho	Ewald van Rensburg	Christian Media Publishing
41.	9781920592103	Ka Thapel (YesKids)	Sesotho	Ewald van Rensburg	Christian Media Publishing
42.	9780521725972	Ke hopola nkgono	Sesotho	Dianne Stewart	Cambridge
43.	BIBSA00000	Ke wena o le mong feela empa e seng ya bodutu	Sesotho	Keiko Yokoi	HeartHeart
44.	9780947462789	Kgatsela Dithothokiso tsa bana	Sesotho	M.M. Makappa	Bard Publishers
45.	9781770099388	Kgohonyana e kgubedu	Sesotho	Margie Orford	Jacana
46.	1868433021	Kgudu e Fofang Pale ya Igbo	Sesotho	Tololwa M. Mollel	Anansi Publishers
47.	9780521723527	Leeto	Sesotho	Daphne Paizee	Cambridge
48.	9780981400433	Leeto la ho ya lebenkeleng la dibapadiswa	Sesotho	Lorato Trok	Room to Read
49.	9781920271374	Lefito la thuhlo	Sesotho	Michaël Escoffier	Pan Macmillan SA
50.	9781920247607	Lehlohonolo Lolo e Monyenyanane le moshemane e moholo haholo	Sesotho	Adrian Varkel	Pan Macmillan SA
51.	9780521724166	Leino la kwena le opang	Sesotho	Fundisile Gwazube	Cambridge
52.	9781920016432	Lekunutu la nkgono Ruby	Sesotho	Chris van Wyk	Pan Macmillan SA
53.	9780521724012	Leqheka le bohlale la lempetje	Sesotho	Monika Hollemann	Cambridge
54.	9781919903200	Lesea Jesu	Sesotho	Stephanie Jeffs	Barnabas

55.	9780624044901	Letsatsi le monate haholo	Sesotho	Ann Walton	Tafelberg Publishers
56.	9781920016876	Little Lucky Lolo le tlhodisano ya Cola Cup	Sesotho	Adrian Varkel	Pan Macmillan SA
57.	9780853205296	Mantswe a pele a 100	Sesotho		Macmillan Publishers
58.	9781770092907	Metswalle e meraro le tekesi	Sesotho	Maryanne Bester	Jacana
59.	9781431421855	Mme wa Jafta	Sesotho	Hugh Lewin	Jacana
60.	9781875060931	Modimo o le mong wa nnete	Sesotho	Tina Fitzgerald	Eulitz

4. NLSA'S RIGHTS

- 4.1** 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.

5. DURATION OF THE PROJECT

- 5.1** The appointed service provider shall deliver the books within 5 days after a Purchase Order is issued.

CONDITIONS OF RFQ

- 1.1 The NLSA reserves the right not to accept the lowest proposal.
- 1.2 The NLSA reserves the right to appoint one or more Bidders.
- 1.3 The NLSA reserves the right not to award the contract.
- 1.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- 1.5 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 1.6 No upfront Payment will be done by NLSA.
- 1.7 Delivery of the requested books must be made at NLSA, Pretoria campuses.
- 1.8 RFQ shall be valid for a period of 10 days and may be extended at the discretion of the NLSA.
- 1.9 The NLSA reserves the right to conduct site visits at the Bidder's corporate offices and/or at client sites if so required.

6. EVALUATION CRITERIA

6.1. Pre-evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4 and SBD 6.1. forms.
- 6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

7. PREFERENCE POINT SYSTEM

- 7.1. 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 based on:
 - 7.2. The bided price (maximum 80 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.

7.3. **SPECIFIC GOALS** (maximum of 20 points):

- **LOCALITY**= 20 Points if the bidder is in Gauteng and 10 points if the bidder is not based in Gauteng (CSD).

7.4. PRICING

7.4.1. Quotation must provide a pricing schedule that clearly sets out the cost of providing the goods including any applicable charges.

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

7.4.3. **All cost items must be inclusive of VAT.**

8. ENQUIRIES

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

For any RFQ-related inquiries please send them to the following email address quoting the RFQ Reference Number, RFQ Description as a Reference; Lebogang.Maleka@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017

