



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

APPOINTMENT OF SERVICE PROVIDER FOR SUPPLY OF VALUATORS TO CONDUCT VALUATIONS OF HERITAGE COLLECTIONS IN PRETORIA AND CAPE TOWN CAMPUSES

Bid No: NLSA 05/2025-2026

Should you wish to deliver Bid documents, please note that the NLSA's working hours are from **08h00** to **17h00** on weekdays. Upon the submission of the Bid Documents Service Providers are requested to sign the register at reception.

COMPULSORY BRIEFING SESSION. N/A

CLOSING DATE: 29 January 2026

TIME: 11H00

BID DOCUMENTS ARE AVAILABLE ON

- NLSA website (www.nlsa.ac.za/tenders-and-procurement)

NB. Completed Bid Documents must be deposited at the following address.

ADDRESS	CLOSING DATE	TIME
NLSA Pretoria Campus, 228 Johannes Ramokhoase Street, Pretoria CBD.	29 January 2025	11H00

1. BACKGROUND

- 1.1 The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards and informed citizenry.
- 1.2 The NLSA is listed under schedule 3A of the Public Finance Management Act, Act no. 1 of 1999 as amended (PFMA). The NLSA adopted the Generally Recognized Accounting Practice (GRAP) Framework for financial reporting purpose consistent with section 55 of the PFMA. To achieve fair presentation of the annual financial statements, GRAP requires that the NLSA comply with all provisions of the GRAP standard as published and made effective by the Accounting Standard Board.
- 1.3 The NLSA has been unable to comply with the accounting requirements prescribed in the standard of GRAP for heritage assets (GRAP 103). Non-compliance has resulted in the NLSA receiving a qualified audit for the past few years. To remedy the unfavorable audit outcome, the NLSA requires a service provider to assist with the valuation of the special collections held at the Cape Town and Pretoria campuses.
- 1.4 The National Library of South Africa (NLSA) is soliciting bids from Service Providers to undertake the valuation of a portion of the special collections held in the National Library of South Africa's Cape Town and Pretoria Campuses. The valuation will be undertaken using our prescribed valuation methodology.

2. SCOPE OF WORK

- 2.1 The National Library of South Africa (NLSA) requires the services of experienced valuers to assist with valuations of the indicated collections for GRAP 103 financial reporting purposes. The list below states the collections and estimated totals per collection.
 - 2.1.1 Periodicals: 141 392
 - 2.1.2 Official Publications: 62 008
 - 2.1.3 Pamphlets: 1 277
 - 2.1.4 Manuscripts: 9 874

2.1.5 Dassinian: 4 431

2.1.6 Nourse: 1 103

2.1.7 Other collections: 30 000

- 2.2 The valuers must abide by the current valuation methodology adopted by the NLSA. The valuation methodology is to arrive at a fair value based on comparative sales.
- 2.3 Provide **3 valuers and 1 senior valuator** (team leader) to work with the NLSA Project Manager.
- 2.4 The valuations must be undertaken in accordance with the International Valuation Council Standards and those of its affiliates for the valuation of personal property.
- 2.5 The valuers will be required to provide a valuation report containing any assumptions or special assumptions made during the assignment.
- 2.6 The valuers will be required to report to the NLSA's Project Manager to ensure that the valuation methodology is being strictly adhered to.
- 2.7 Provide valuation reasoning per heritage asset (GRAP 103) and supply documentary evidence as to the resources used to arrive at the stated value. These must be in a stable format, such as screenshots or PDF documents of the sites used.
- 2.8 The supporting evidence on how the fair values were determined must be submitted and should be audit-compliant.
- 2.9 The collections that require valuations and fair values are based at our Cape Town and Pretoria Campus.
- 2.10 The valuers will work with the supervision of custodians of the collections at NLSA
- 2.11 The valuers will attend bi-weekly meetings to report on the progress of the project.

3. NLSA'S RIGHTS

- 3.1 The NLSA is entitled to amend any Bid conditions, bid validity period, bid terms of reference, or extend the Bid's closing date, all before the Bid closing date.

- 3.2 All Bidders, to whom the Bid documents have been issued and where the NLSA have a 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.
- 3.3 All prospective Bidders must therefore visit the website regularly before submitting their Bid response to ensure they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

The appointment of the service provider to supply the valuers for a period of six (6) months [**3 Valuers for 4 months and avail 1 Senior Valuator for an additional 2 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 General Conditions of Contract will be applicable to this Bid.
- 5.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7 Bidders to ensure that the personnel assigned to the engagement per the Bid proposal are the same that will be responsible to perform work should the Bidder be successful. Should the respective personnel not be available, the Bidder will be required to replace with another individual with the same or greater experience, qualifications, and exposure.

6. EVALUATION CRITERIA

6.1 Pre evaluation (standard bid documents)

- 6.1.1 Fully Completed SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms. All Bidders must be registered on the National Treasury Central Supplier Database (CSD).

NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.

6.2 Submission format

6.1.1. Bid proposals should be submitted in the format as indicated below:

NB! One (1) signed original Bid document and One (1) signed electronic copy on a USB or CD (PDF protected with a code).

6.3 Evaluation Phase 1: Technical Evaluation

6.3.1 Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available to proceed to the next evaluation phase. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation phase.

No	Element	Weighted	Point	Score
1	Company Experience Experience in valuation of collections Provide 3 or more reference letters of projects completed on Valuation of Heritage Assets. The letters must be on a company letterhead, signed and dated including contact name, address, phone number and email address in relation to projects completed within the past 10 years. The letter must include the following: • Client where valuations were conducted. • Duration of the project • Level of satisfaction 1) 30 points = 3 or more letters with all the above requirements met 2) 20 points = 2 letters with all the above requirements met 3) 10 points = 1 letter with all the above requirements met 4) 0 points = 0 letters with the above requirements.	30		

2	Teams Experience Provide detailed CV's and confirmation of a minimum of 5 years of Heritage Collections experience as required. Experience of team in valuation of heritage collections 1) 40 points: 4 valuers with at least 5 years' relevant experience each. 2) 30 points: 3 valuers with at least 5 years' relevant experience each 3) 20 points: 2 valuers with at least 5 years' relevant experience each. 4) 10 points: 1 valuator with at least 5 years' relevant experience 5) 0 points: No CVs attached.	40		
3	Senior Valuator/Team Leader - Senior Valuator/Team Leader must be registered with a professional association/councils for the company/key member of the company. E.g., South African Institute of Valuers, RICS (Royal Institute of Chartered Surveyors), International Book Dealers Association, International Society of Appraisers, South African Antique Dealers Association or any other recognised association or body, court sworn appraiser. - Must have a minimum of 5 years relevant experience 3 years of managing a team of valuers. 1) 30 points = all 3 requirements met 2) 20 points = 2 requirements met 3) 10 points = 1 requirement met 4) 0 points = no requirements met	30		
	Total			100
	Minimum points to pass this evaluation stage			70

6.4 Evaluation Phase 2: Pricing

- 6.4.1 To qualify for phase 2 a bidder must have obtained a minimum of 70 points.
- 6.4.2 Provide a detailed costing (on the company letterhead) as per the following items for the valuers, travel and support (Inclusive of VAT).
- 6.4.3 Quotation must provide a pricing schedule which clearly sets out the cost of providing the service including any applicable charges.
- 6.4.4 Provide detailed quotation covering the service to be provided as per scope of work.
- 6.4.5 The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.
- 6.4.6 **All cost items must be inclusive of VAT:**

Item	Description	Unit price (Inclusive of VAT)
		R
1.		
2.		
3.		
4.		
TOTAL INCLUSIVE OF VAT		

6.5 Preference Point System

- 6.5.1 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:

6.6 The bidding price (maximum 80 points)

- 6.6.1 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:

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

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.

6.7 Specific Goals (maximum of 20 points):

Company Ownership:

- Companies with 100% black ownership will receive 20 points.
- Companies with less than 100% black ownership will receive 10 points.

7. ENQUIRIES

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

For any Bid related enquiries please send to the following email address quoting the Bid Number. Description as a Reference; kenny.netshiongolwe@nlsa.ac.za OR (012) 401 9770/9700/81