



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
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5 Queen Victoria Street
Cape Town
8001

INVITATION FOR EXPRESSIONS OF INTEREST FROM EXPERIENCED INTERIOR DESIGN COMPANY TO CONVERT A COTTAGE INTO ATTRACTIVE RENTABLE ACCOMODATION

CLOSING DATE: 17 June 2021

TIME: 11H00

COMPULSORY SITE VIEWING: 2 June 2021 at 11H00

1. BACKGROUND

- 1.1 The National Library of South Africa, hereafter referred to as the 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.
- 1.2 The cottage house is situated at Centre for the Book, number 65 Queen Victoria street in Cape Town CBD.
- 1.3 The cottage house is approximately **77 square metres** in size and consists of two bedrooms, one bathroom, a kitchen and a living area.
- 1.4 The cottage is currently not occupied nor used.
- 1.5 The cottage house is declared a heritage site in terms of South African Heritage Regulations.

2. INVITATION FOR EXPRESSION OF INTEREST

The NLSA invites Expressions of Interests from well-established interior design companies who will assist the National Library of South Africa to maximise on this opportunity. This Expression of Interest will not lead to an award. All information submitted during this process is done so voluntarily. Information submitted may be used to develop specifications which will then be open for quotations; all interested interior design companies are welcome to submit a quotation at that stage.

3. SCOPE

- 3.1 The NLSA calls for experienced interior design companies to submit their costed proposals for converting the cottage into a modern and attractive rentable accommodation.
- 3.2 The following terms of reference is not exhaustive, however it can be regarded as a basis upon which the interior design company will apply its expertise and experience to develop a detailed costed, concept proposal and design.
- 3.3 Develop a concept design to fulfil the following:
 - 3.3.1 Possible ways in which this cottage can be converted into rentable accommodation.
 - 3.3.2 Develop recommendations on new internal finishes, furnishings, light fittings, air-conditioning etc.
 - 3.3.3 Generally making the interior of the building more modern and attractive.
 - 3.3.4 Generally making the exterior of the building more attractive and appealing to clientele without necessarily changing the structural design of this heritage site. All regulations governing heritage sites are to be adhered to.
 - 3.3.5 Basic layouts and typical look-and-feel mood boards of the design proposal.

4. SUBMISSION FORMAT

- 4.1 The Expression of Interest proposals should be submitted in the following format:
 - 4.1.1 The proposal must include the company's proposed offering, approach and/or methodology to implementing the project, and any value propositions.
 - 4.1.2 Proposals are to include 3D designs of the service provider's design concept for the cottage.
 - 4.1.3 A detailed list of all services and products, with costs, needed to fulfil the proposed design is to be submitted.
 - 4.1.4 Bidders must demonstrate in their proposals their relevant experience and capacity in relation to interior design services for similar projects. Please include descriptions of part projects successfully completed of a similar nature as well as contactable references of such projects.
 - 4.1.5 The Expression of Interest proposal should be submitted at the following address
National Library Cape Town Campus
No 5 Queen Victoria Street
Cape Town
8001

4. REQUIREMENTS

- 4.1 Interested bidders must meet the following requirements to be considered for this opportunity:
 - 4.1.1 Must have a proven track record in the interior design business. A company profile and verifiable referral letters must be submitted.

4.1.2 Must have experienced personnel who will be working specifically on this project. CVs and qualifications of the team must be submitted.

4.1.3 Must submit a detailed methodology/proposal including 3D drawings of the proposal layout and design of the cottage

4.1.4 Detailed proposal to include costings for all services and products proposed.

Functionality Evaluation Criteria

No.	Functionality Criteria	Score	Weight (%)
1.	Experience of Bidder in interior design		50
	Provide portfolio of evidence of similar projects successfully completed in interior design. 1.1. More than 3 projects completed successfully. 1.2. Three similar projects completed successfully 1.3. Two or less similar projects completed successfully 1.4. No submission	30 Points 20 Points 10 Points 0 Points	
2.	Contactable references		20
	Provide reference letters on official letterhead from clients where interior design projects were successfully completed in the last five (5) years. Reference letters are to include: <ul style="list-style-type: none"> • contract duration, • services rendered/scope of project, • referee contacts, • value of contract and • whether the service recipient is satisfied with the services rendered. 2.1. No reference letter submitted 2.2. One valid reference letter with all of the requirements addressed 2.3. Two valid references letters with all of the requirements addressed 2.4. Three or more valid references letters with all of the requirements addressed	0 Points 5 Points 10 Points 15 Points	

3.	Qualification of the Project Leader		10
	3.1. Interior Design certificate (provide CV and certified copy of qualification) 3.2. Registration with the African Institute of the Interior Design Professionals	5 Points 5 Points	
4.	Experience of Project Leader		10
	Provide CV detailing relevant experience 4.1. No experience 4.2. One to two years of relevant experience 4.3. Three to four years of relevant experience 4.4. Five years and above of relevant experience	0 Points 1 Point 5 Points 10 Points	
	Total		90

Expressions of Interest must score at least 70% on the functionality criteria to be considered for further presentation and negotiations.

Presentations

Interested Bidders who score 70% and above in the functionality criteria will be invited to present to the NLSA:

The presentation should include:

- Bidder's experience
- Bidder's lead interior designer (qualifications, experience, and registration with professional body)
- Bidder's proposal/project plan for the NLSA's cottage including:
 - o 3D drawings
 - o Mood board / look and feel
 - o Methodology of how the project will be implemented
 - o Time frames
- Costing of the proposal

Presentations will be scored out of 10 points. Bidders will need to cover all of the required elements listed above to score the 10 points. If any requirement is omitted in the presentation, bidders will score 0 points.

The presentation will also be used to verify scores assigned during the functionality evaluation. The NLSA reserves the right to adjust Bidder's scores after the presentation.

Presentations will be conducted via Zoom and will be arranged by the NLSA.

Compulsory Briefing and Site Visit

Interested Bidders are invited to a compulsory briefing and site visit on 2 June 2021 at 11H00 at the NLSA's Centre for the Book, 62 Queen Victoria Street, Cape Town.

ENQUIRIES

Please refer all enquiries pertaining to the scope of this Expression of Interest to:

Manager: Administration and Facilities Management

Mr. Daniel Tladi	NLSA	(012) 401 9768	Daniel.tladi@nlsa.ac.za
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Please refer all SCM enquiries to:

Manager: Supply Chain Management

Ms. Patience Shiburi	NLSA	(012) 401 9770	Patience.Shiburi@nlsa.ac.za
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