

Name of Institution	South African Library for the Blind
Bid Number	SALB 2016 / 11 / 02
Description	Request for bid/proposal: Rental Car / Vehicle Hire
Date Published	02 / 12 /2016
Closing Date	22 / 12 / 2016
Briefing Session	n/a
Contact	Malibongwe Nquma: admin@salb.org.za Tel: 27 46 622 7226
Scoring	80/20 preference point system



SOUTH AFRICAN LIBRARY FOR THE BLIND

**RENTAL CAR / VEHICLE HIRE SPECIFICATION
DOCUMENT**

NOVEMBER 2016

1. BACKGROUND

The South African Library for the Blind (“SALB”) is a Schedule 3A public entity. SALB is based in Grahamstown and provides services throughout South Africa.

SALB Mission

To render a library and information service to blind and visually impaired people through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information.

Partnership Links

Through strategic partnership links with various Provincial Governments; the SALB assists Public Libraries identified, to develop a “mini-library” section dedicated for the blind and visual impaired community to access services. This programme is run by a Project Coordinator appointed by SALB whom will oversee these developments. Funding for this programme/project comes from the Provincial Government Partners and is entirely dependent on a service level agreement which is reviewed annually; therefore funding is not linked to a set Medium Term Budget Framework, but rather confirmed annually/set period. Currently SALB has links with six Provinces and it is anticipated that this will increase to all nine Provinces.

Ad-hoc Local (South Africa) Travel Requirements

SALB staff are required to travel from time to time, and would thus require a rental car for their traveling needs when identified and approved.

2. REQUIREMENT

- i. The Coordinators appointed for the Provincial “mini-library” programme require a vehicle to administer their responsibility towards this programme. The vehicle will be used for their “daily” commuting for work purposes and thus will be required on a month-to-month basis. SALB thus requires a bid/proposal covering the following monthly scenarios:
 - a. 3000 free kilometers (km) @ stipulated rate and price per km exceeding this limit.
 - b. 4500 free kilometers (km) @ stipulated rate and price per km exceeding this limit.
 - c. 6000 free kilometers (km) @ stipulated rate and price per km exceeding this limit.

(Pick up / Drop off points to be at Provincial Locations)

- ii. For ad-hoc requests, a pricing schedule on a daily rate stipulating free km and price per km exceeding allowed daily limit.

Other Considerations:

- ✚ The bids/proposals should also cover for each category what the liability/waiver would be and must be clearly outlined.
- ✚ Bids/proposals should cover all group vehicle hire types eg A;B; D etc.
- ✚ Bidders should ideally have National coverage at all nine Provinces for pick up / drop off points.

3. PERIOD OF COVERAGE

- i. The contract duration for the Provincial “mini-libraries” programme is on a month-to-month basis from time of award; however will not exceed three years at which time the “contract” would be re-advertised if the programme is still in operation.
- ii. The ad-hoc requests will be for a duration of three years from time of award.

4. REPORTS

Reports tracking usage and recording other data from the rental vehicles should be given to SALB Management on a monthly/quarterly basis to assist them with their analysis and payment process.

5. TERMS & CONDITIONS

- i. The Management of the South African Library for the Blind reserves the right not to accept any bid or proposal or to sign any Agreement related to this request.
- ii. For the different categories proposed under the Provincial “mini-libraries” programme; the most viable options under each category [refer 2. i (a) to (c) above] will be assessed and therefore different service providers can be appointed for each category based on bids/proposals received and in terms of cost benefit and SALB requirements.

- iii. Annual increases must be linked to inflation and discussed and approved with SALB Management prior to taking effect.
- iv. All bids/proposals received will be acknowledged in writing. Unsuccessful applicants will be informed in writing after the Adjudication process. SALB Library Management will not engage in any further communication after this notification.

6. SUBMISSION PROCESS

Bid/Proposal can be submitted to Malibongwe Nquma via email at admin@salb.org.za and also hand-delivered to SA Library for the Blind 112B High Street Grahamstown by 22nd of December 2016 at 12:00. No late submissions will be considered. The sender is responsible to confirm delivery and SALB will confirm receipt only.