



SOUTH AFRICAN LIBRARY FOR THE BLIND REQUEST FOR PROPOSAL (RFP)

RFP REFERENCE NUMBER: RFP15/09/2026-A

DATE ISSUED: 15 September 2026

CLOSING DATE AND TIME: 22 September 2026 at 16:00pm

CONTACT PERSON: Simcelele Martin

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RE: FORMAL REQUEST FOR PROPOSAL APPOINTMENT OF A SPECIALISED COMMERCIAL ASSURANCE, COST OPTIMISATION, FINANCIAL RECOVERY AND OPERATIONAL EFFICIENCY PARTNER ON A SELF-FUNDED, PERFORMANCE-BASED REMUNERATION MODEL

1. INTRODUCTION AND NEED STATEMENT

The South African Library for the Blind (SALB) is a Schedule 3A Public Entity established to provide accessible library and information services to persons who are blind, visually impaired and print disabled.

SALB seeks to appoint a suitably qualified and experienced specialist service provider to undertake a comprehensive commercial assurance, supplier optimisation, contract review, expenditure analysis, cost-reduction, financial recovery and operational efficiency programme.

The appointment shall be based on a self-funded, risk-sharing and performance-based commercial model whereby the service provider assumes all costs associated with the investigation, analysis, implementation and supplier engagement processes and is remunerated only from actual, measurable and verified value realised by SALB.

On behalf of the SA Library for the Blind (SALB), I hereby request you or your company representative to provide a proposal for services as stipulated below.

Your proposal will be assessed as per the internal guidelines regarding procurement at the SALB and we appreciate your formal response to the request as soon as possible and within the required timeframe as stipulated further in this document.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to:

- Improve organisational financial sustainability.
- Identify cost containment opportunities.

- Recover historical overpayments.
- Identify billing anomalies and supplier irregularities.
- Optimise supplier contracts.
- Improve procurement efficiency.
- Enhance value for money in organisational expenditure.
- Improve supplier performance and contractual compliance.
- Redirect resources toward SALB's core mandate and service delivery objectives.

3. DETAILED SPECIFICATION: DETAILS OF GOODS OR SERVICES REQUIRED

Description of services required	Deliverables	Special conditions / notes
The successful bidder shall, at minimum, undertake: 3.1 Commercial Assurance Reviews Review operational expenditure, contracts and supplier arrangements to identify: • Pricing anomalies. • Contractual inefficiencies. • Billing inaccuracies. • Unused services. • Duplicate charges. • Historical overpayments. • Cost-saving opportunities. 3.2 Financial Recovery Services Identify and pursue: • Historical credits. • Supplier refunds. • Billing corrections. • Contractual recoveries. • Overpayment claims. • Commercial settlements. 3.3 Supplier and Contract Optimisation Review existing contracts and supplier relationships to:	The successful bidder shall provide: Phase 1 Diagnostic Assessment Report detailing: • Findings. • Risks. • Opportunities. • Estimated savings potential. Phase 2 Implementation Plan detailing: • Savings initiatives. • Negotiation strategy. • Timeline. • Resource requirements. Phase 3 Implementation and Benefits Realisation Report detailing: • Savings achieved. • Refunds secured. • Credits obtained. • Contracts renegotiated.	Bidders must demonstrate: Experience At least ten (10) years' experience in: • Commercial advisory services. • Contract negotiations. • Cost optimisation. • Financial recovery. • Procurement and supplier management. Track Record Demonstrated evidence of: • Cost-saving initiatives. • Financial recoveries. • Supplier optimisation. • Successful implementation projects.

• Improve commercial terms. • Negotiate cost reductions. • Improve service levels. • Secure additional value. • Reduce expenditure. 3.4 Implementation Support The successful bidder shall: • Implement approved recommendations. • Manage supplier negotiations where authorised. • Support SALB management throughout implementation. • Monitor savings realised. • Verify benefits achieved.	• Financial benefits verified.	Clients must include: • Public entities; • Non-profit organisations; and/or • Large corporate organisations. References A minimum of one contactable reference letters from clients for whom similar services were rendered. 7. GOVERNANCE REQUIREMENTS The bidder must demonstrate: • Compliance with POPIA. • Confidentiality protocols. • Governance frameworks. • Internal controls. • Conflict-of-interest management processes. The successful bidder shall sign: • Confidentiality Agreement. • Non-Disclosure Agreement. • Service Level Agreement.
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MANDATORY COMMERCIAL MODEL

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Only bidders that comply with ALL of the following requirements will be considered responsive.

4.1 Self-Funded Engagement

The service provider shall bear all costs associated with:

- Investigations, Diagnostic assessments, Resource deployment, Supplier engagement, Commercial negotiations and Implementation support.

SALB shall not be required to make any upfront payment.

4.2 Performance-Based Remuneration

The bidder shall only be entitled to remuneration where:

- Actual financial benefits are realised, Savings are measurable, Savings are auditable and Savings are verified by SALB.

4.3 Tangible Savings Principle

Compensation shall be based exclusively on:

- Realised cash savings, Actual supplier refunds, Verified credits, Historical recoveries and Proven cost reductions.

The following shall not qualify as savings:

- Estimated savings, Soft benefits, Productivity assumptions, Theoretical efficiencies and Non-monetary improvements.

4.4 Risk Transfer Requirement

The bidder shall assume full commercial risk.

5. FUNCTIONALITY AND EVALUATION CRITERIA

Phase 1: Compliance

Verification of:

- Mandatory documents, Tax compliance, CSD registration, Declarations.

Phase 2: Functionality

Criteria	Points
Relevant Experience	25
Proven Cost Savings Achieved	25
Financial Recovery Track Record	20
Methodology	20
References – with company letterhead	10

Total: 100 Points

Minimum Threshold: **70 Points**

Phase 3: Commercial Evaluation

Evaluation of:

- Percentage-based remuneration model, Value-sharing model, Risk allocation, Cost-effectiveness and Sustainability of benefits.

Preference will be given to bidders who:

- Require no upfront payment, assume maximum commercial risk, Link remuneration exclusively to realised savings and demonstrate the highest level of measurable value creation.

6. SPECIAL CONDITIONS

The successful bidder shall not:

- Commit SALB to supplier agreements.
- Sign contracts on behalf of SALB.
- Access confidential information without authorisation.
- Engage suppliers without approved mandates.

All recommendations shall remain subject to approval by SALB management and relevant governance structures.

7. MANDATORY REQUIREMENTS

The following documents **must be submitted** with your quotation:

- ☐ Original or Certified Copy of Company Registration Documents (CIPC)
- ☐ Valid Tax Clearance Certificate / PIN issued by SARS
- ☐ B-BBEE Status Level Certificate or Sworn Affidavit (for preference points)
- ☐ Completed and Signed SBD Forms (SBD 1, 4, 6.1, 8, 9)
- ☐ Proof of Registration on the Central Supplier Database (CSD)

Quotations not accompanied by the above documentation may be disqualified.

8. PROCUREMENT THRESHOLDS AND SPECIFIC REQUIREMENTS

Threshold	Requirements
1.1 petty cash up to a transaction value of R2 000 (inclusive of all applicable taxes):	• SALB may procure goods and services by means of petty cash up to the value of R2 000 (inclusive of all applicable taxes) without inviting price quotations or following a bidding process. • The above must be done in accordance with petty cash procedures of the SALB. • For petty cash purchases only one written quotation is required.

1.2 Written price quotations above the transaction value of R2 000 but not exceeding R1 000 000 (inclusive of all applicable taxes)	• At least three (3) written price quotations must be obtained from three (3) different suppliers registered on the CSD. • Quotations between the value of R2 000 and R1 000 000 will be subject to 80/20 price/preference points evaluation. • A minimum number of days for the invitation of price quotations is: ➢ 3 days for up to R30 000, ➢ 7 days for up to R30 001- R500 000 ➢ and 14 days for up to R500 001- R1 000 000 • Procurement between R30 000 and R1 000 000 is subject to evaluation and approval by the Supply Chain Management Committee (SCMC).
1.3 Above the transaction value of R1 000 000 (inclusive of all applicable taxes):	• Invite open competitive bids for all procurement above R 1 000 000 (inclusive of all applicable taxes). • Competitive bids must be advertised in at least the eTender Portal. • SALB shall also advertise competitive bids on their SALB's website and in any other appropriate media • SALB shall publish the awards of bids in the eTender Publication Portal and SALB Website • Competitive bids must be advertised for at least 21 days. • Subject to evaluation by the 3 committee system.

9. EVALUATION CRITERIA

- **Price = 80%**
- **Specific Goals = 20%**
(For purchases between R30,000 and R500,000)

Additional Functionality Criteria (if applicable):

- ☐ Compliance to Specifications
- ☐ Delivery Lead Time
- ☐ Experience and References

10. SPECIFIC GOALS

- Preferential Procurement in SALB will be implemented in line with the 80/20 and 90/10 framework of the PPPFA. In the absence of any regulation to the contrary, the following thresholds shall apply:
 - 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R2 000 and up to R50 million;
 - 90/10 preference point system for acquisition of goods or services with Rand value above R50 million.
- SALB will establish a preferential procurement scoring system, including specific goals referred to in the PPPFA, that may be utilised independently or to augment any preferential regulations that may be promulgated from time to time.

- SALB shall utilise the following criteria, The lowest price will score a maximum of 80 or points and the PPR points will be awarded as follows:

Specific goal	Level of ownership level	90/10	80/20 Preference Points	Reference to supporting document
Persons historically disadvantaged	51% plus ownership of by women	2	4	A
	51% youth ownership	2	4	A
	51% owned by persons living with disabilities	2	4	B
	51% Black owned	2	4	A
	Bidders located in the Eastern Cape	2	4	C
	TOTAL	10	20	

Examples of supporting evidence to claim the point:

A : 51% Youth and Women Ownership proof:

- Shareholders' Agreement or Company Registration Documents (e.g., CIPC CK/CM documents) clearly showing women hold 51% or more of the equity and showing youth (aged 18–35) own 51% or more.
- Certified ID copies of the women shareholders and Youth shareholders.
- B-BBEE Affidavit or Certificate confirming level and percentage of black women ownership.
- Share certificates or proof of shareholding.

B: 51% Owned by Persons Living with Disabilities

- Company ownership documents showing 51% or more ownership by disabled persons.
- Certified ID copies of the owners.
- Medical confirmation or disability certificate from a registered medical professional confirming the disability status.
- B-BBEE Affidavit or Verification Certificate confirming ownership by persons with disabilities, if applicable.
- Declaration/affidavit from the owners confirming their disability status and participation in the business.

C: Location in Eastern Cape

- Lease agreement / Municipal account

11. Deviations from the above

There may be valid reasons or mitigating circumstances to deviate from the above-mentioned guidelines, for example:

- Where goods/services are only available from suppliers/service providers abroad; or
- Where a South African supplier/service provider is the only supplier/service provider (sole supplier) of such goods or services in South Africa; or
- There are additional relevant services/benefits linked to the offer made by other service providers, such as delivery of the goods/services directly to site, which would have incurred more costs for the SALB if such service was not included in the quotation.
- Other valid and reasonable considerations.

12. Other factors may also impact negatively on a prospective bidder's success in securing the order/tender.

Some examples are:

- The bidder being listed in the register for tender defaulters and/or the list of restricted suppliers at National Treasury.
- The potential supplier/service provider having rendered inferior or unacceptable service/goods to the SALB which could not be amicably resolved.
- The price attached to the quotation for goods/services to be received does not seem reasonable in terms of industry norms and standards.
- There being strong suspicions of, or reports/complaints of collusion, fraud, corruption, etc. on the part of the prospective supplier/service provider, or between such potential supplier/service provider (or any of his/her employees) and one or more employees at the SALB.
- One of the owners/Directors/key management personnel on the side of the bidder being a close family member of one of the management staff at the SALB.

13. GENERAL CONDITIONS

- The lowest or any quotation will not necessarily be accepted.
- Proposals must be valid for at least **30 days** from the closing date.
- All prices must be **inclusive of VAT** and **quoted in South African Rand (ZAR)**.
- Delivery must be within the stipulated timeframe and to the specified location.
- The successful bidder may be required to enter into a Service Level Agreement (SLA).

14. SALB contact or enquiries

For any queries kindly contact the office at 046 6227226