

NATIONAL LIBRARY OF SOUTH AFRICA

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

TERMS OF REFERENCE FOR THE APPOINTMENT OF A FINANCE MANAGER FOR A PERIOD OF 5 MONTHS AND SUPPLY CHAIN MANAGEMENT (SCM) PRACTITIONER FOR A PERIOD 6 MONTHS

CLOSING DATE: 29 January 2025

TIME: 16H00

NB. Should you want to submit a quotation, please email it to: Quotations@nlsa.ac.za

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 Campus in Pretoria and Cape Town.
- 1.2** The NLSA seeks to appoint a Finance Manager to oversee the finance function and SCM Manager to oversee the SCM unit and SCM Practitioner to assist with the SCM function within NLSA

2 SCOPE OF WORK

FINANCE MANAGER

Qualifications and Experience:

- B Com Accounting Degree
- Post graduate degree or CA(SA) will be an added advantage
- Signed off with SAICA Articles
- Three years' experience in the public sector finance management
- Three years' supervisory experience
- Intermediate experience in CaseWare for financial reporting and SAP Business one or similar.
- Knowledge of the PFMA, Treasury Regulations, GRAP, Supply Chain Management Framework and PPPFA

Duties / Tasks:**Effective Budget and Financial management:**

- Review the preparation of the annual budget
- Preparation of MTEF template
- Monitor monthly, quarterly and annual spending
- Cash flow management
- Assist with preparation of the Strategic Plan and Annual Performance Plan (APP) for the Finance Section and participate in strategic planning sessions
- Review the General Ledger accounts, checking that all monthly payments are allocated correctly
- Approve all creditors, debtors, payroll and general journals before they are updated
- Review payments and payroll for approval
- Approve all recons (namely cashbook, payroll, investment accounts, debtors, creditors, assets) to be approved
- Monitor users of the finance system
- Release operator for the internet banking system
- Interbank transfers and liaise with banks regarding bank related queries

Financial reporting:

- Prepare consolidated monthly and quarterly Management Reports for approval for the CFO
- Review of National Treasury's quarterly reporting template
- Assist with the preparation of motivations for budget re-allocation to correct budget variance
- Preparation of Annual Financial Statements in National Treasury's AFS template using **CaseWare**

Asset management

- Useful life and residual value assessments and reviews
- Ensure depreciation is correctly calculated / applied

Audit Process Management

- Assist with preparation for Audits by Internal and External Auditors
- Prepare a schedule of account balances for audit purposes (working paper file).
- Attend and resolve audit queries raised by Auditors

Review and Development of Policies:

- Assist with revision of financial policies and procedures

Team supervision and management:

- Manage the finance team
- Promote employee discipline through instituting disciplinary or other corrective action measures where necessary.

- Assist CFO with any other responsibilities
- Weigh alternative solution to resolve conflicts, considers the risks and chose the best option.
- Demonstrates sound judgement, manages disappointment as the result of difficult decision.

SCM PRACTITIONER

Qualifications and Experience:

- Three-year degree in SCM Management, Logistics or equivalent qualification
- 3 - 5 years' experience in SCM or related fields in the public sector
- Intermediate experience in SAP Business one or similar.
- Knowledge of the PFMA, Treasury Regulations, GRAP, Supply Chain Management Framework and PPPFA

KEY DUTIES AND RESPONSIBILITIES

- Procuring goods and services in line with the NLSA policy and Treasury legislation.
- Selecting service providers from CSD as many as possible according to commodity in order to source quotations.
- Placing and issuing of the purchase order.
- Compile quarterly RFQ reports and preparation of payment to finance
- Provide administrative support to the Bid Committees.
- Ensure that the purchase orders are generated with the correct GL codes.
- Formulation and monitoring of demand plan for the allocated business units
- Operational risk response implementation
- Finalising request within short period of time
- Monthly reporting of purchases for goods and services
- Providing feedback to business units regarding their request.

Audit Process Management:

- Assist with preparation for Audits by Internal and External Auditors
- Attend and resolve audit queries raised by Auditors

Reporting requirements:

- Alert the Supply Chain Management Manager to any emerging factors that could preclude the achievement of any performance agreement undertakings
- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations
- Provide quarterly reports to the SCM Manager on the revision of targets, if necessary, and on progress towards the achievement of performance agreement undertakings

3 NLSA'S RIGHTS

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the closing date. All Bidders, to whom the quotation documents have been issued, and where the NLSA has a record of such Bidders, may be advised in writing of such amendments in good time and 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

4 DURATION OF THE CONTRACT

5 Months for Finance Manager and 6 months for SCM practitioner

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 Bidder.
- 5.3 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.5 No upfront Payment will be done by NLSA.
- 5.6 The quotations shall remain valid for 60 days and may be extended at the discretion of the NLSA.

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. Candidates' CVs and copies relevant qualifications and ID.
- 6.1.3. All Bidders must be registered on the National Treasury Central Supplier Database (CSD).

7 PRICING

7.1 Preference point system

- 7.1.1 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:

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

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.

Identified Specific Goals and their weights:

- Locality = 20 Points if the bidder is based in Gauteng.
10 points if bidder is based outside Gauteng.

Prospective bidders are requested to submit municipal rates and taxes/ lease agreement to claim specific

goals.

8 ENQUIRIES

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

For any RFQ-related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766/9700