



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR HEALTH AND SAFETY REPRESENTATIVE TRAINING IN THE PRETORIA CAMPUS

Closing Date: 26 June 2026

Time: 11h00

NB: All proposal/quotation must be submitted to Quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

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
- 1.2 The National Library of South Africa is required to comply with the Occupational Health and Safety Act No. 85 of 1993 and maintaining a healthy and safe environment for its employees, visitors and the public. The NLSA is required to train employees in Health and Safety Representative to ensure competency to fulfil their roles.

2. SCOPE OF WORK

2.1 The service provider must deliver training in the following areas:

- Health and Safety Representative – 02 participants

2.2 Training to be conducted on the premises of the training provider as per their existing schedule within the Pretoria Region and surrounding areas.

2.3 The service provider will be required to provide thorough theoretical and practical Training (where applicable).

2.4 The service provider will be required to provide training manuals for each participant.

2.5 Training provider to issue valid certificates after training with validity period after training has been provided.

3. NLSA'S RIGHTS

3.1 The NLSA is entitled to amend any RFQ conditions, RFQ validity period, RFQ terms of reference, or extend the RFQ's closing date, all before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA have 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. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their quotations response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

4.1 The appointed supplier shall make an undertaking that the work shall be completed within 21 days after issuing the Purchase Order.

5. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation submitted by the successful Bidder checked or inspected by any other person or organisation.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront payment will be done by NLSA

- g. All delivery of the requested equipment must be made at the specified National Archives and Records Services of South Africa.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 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 All the bidders must be registered on the National Treasury Central Database (CSD).

6.2. Mandatory requirement

6.2.1 Registration with SAQA (with unit standard) and accreditation certificate with relevant SETA (e.g HWSETA etc.)

NB: Failure to submit the mandatory document listed above shall result in the disqualification of your Bid.

Evaluation Stage 2: Evaluation Stage Two (2): Technical Evaluation

Only those service providers/contractors who respond exactly as per the scope of work and to the satisfaction of the NLSA shall be considered. Bidders must score 70 points or more out of a total 100 points allocated for Functional Criteria. Bidders that score less than 70 points will be disqualified and will not be evaluated further.

No	Element	Weight	Score
	Technical		100
1.	Bidders Reference Letters: Provide contactable reference letters for similar work done within the past five years (5) The letters must be on the client's letterhead and must include the referee's name, signature, contact number and the scope of work • 20 points = 4 contactable references with all the above requirements met • 10 points = 3 contactable references with all the above requirements met • 5 points = 1 to 2 contactable references with all the above requirements met • 0 Point = 0 contactable references with the above requirements met.	20	
	Relevant Experience Bidders must provide detailed CVs of the experienced facilitator(s) who will be responsible for delivering training(s) • 5 or more years of relevant experience = 30 Points • 4 years of relevant experience 20 Points • 3 years relevant experience = 10 Points • 0 to 2 relevant experience = 0 Point.	30	

	Detailed Proposal clearly outlining the following: Proposal detailing the following: Training outcomes, training methodology, duration of the training and evaluation process. • Providing a detailed proposal with four of the required elements =50 points • Providing a detailed proposal with three of the required elements =40 points • Providing a detailed proposal with two of the required elements = 30 points • Providing a detailed proposal with one of the required elements = 20 points • Failure to submit detailed proposal with requirements listed = 0 points	50	
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7. Pricing Phase

7.1 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:

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

Ps	=	Points scored for price of tender under consideration;
Pt	=	Price of tender under consideration; and
Pmin	=	Price of lowest acceptable tender.

7.2 The Evaluation will be based on price and specific goals points.

7.3 Specific Goals: Locality

Locality

Company based in the Gauteng Province = 20 points.

Companies based outside of the Gauteng Province = 10 points.

NB. Central Supplier Database Report will be used to verify the above.

8. Evaluation stage:

Only those service providers / suppliers who responded exactly as per above scope of work and to the satisfaction of the NLSA shall be considered.

9. PRICING

8.1 Provide detailed quotation VAT inclusive covering all the items to be supplied as per specification.

10. ENQUIRIES

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

For any RFQ related enquiries please sent 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) 4019770/9700/81