

NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF A SERVICE PROVIDER TO DELIVER A ONE-DAY AUTISM FACILITATION WORKSHOP FOR 60 ATTENDEES IN CAPE TOWN.

CLOSING DATE: 20 NOVEMBER 2025

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. The NLSA has campuses in Pretoria and Cape Town.
- 1.2 The National Library of South Africa seeks to appoint a service provider to offer a one-day autism workshop to 60 attendees in Cape Town.

2. SCOPE OF WORK

- 2.1. The National Library of South Africa invites suitably qualified and experienced service providers to submit proposals for the facilitation of a one-day capacity-building workshop on “*How to assist and educate Children with Autism*”, aimed at Early Childhood Development (ECD) with special focus Foundation Phase teachers and librarians”.
- 2.2. The purpose of this workshop is to equip educators and librarians with practical knowledge and inclusive strategies to:
 - 2.2.1. Understand the characteristics and learning needs of **children with autism**.
 - 2.2.2. Develop effective approaches to **reading and communication** for learners on the autism spectrum.
 - 2.2.3. Create **inclusive classroom and library environments** that promote participation and engagement.
 - 2.2.4. Strengthen collaboration between **teachers, parents, and support professionals**; and
 - 2.2.5. Foster a culture of **empathy and inclusion** in early learning spaces.

2.3. The Workshop will be held as follows:

- **Duration:** One day interactive workshop
- **Venue:** Centre for the Book, Cape Town
- **Date:** 3 December 2025
- **Time:** 09:00 -16:00
- **Number of attendees:** 60

2.4. Only facilitators with relevant qualifications, inclusive education experience, and a proven track record of impactful teacher development will be considered.

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 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. CONDITIONS OF BID

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidder.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to accept part of the offer.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront Payment will be done by NLSA.
- All delivery of the requested equipment must be made at the specified NLSA campus.
- The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

5. EVALUATION CRITERIA

5.1 Pre evaluation (standard bid documents)

5.1.2. Completed SBD 4 and 6.1 forms

- All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

MANDATORY REQUIREMENTS.

5.1.4. Bidder must submit **Accreditation or Registration Certificates**, such as SETA registration or Assessor/Facilitator credentials.

5.1.5. Bidder must submit proof of collaboration with Specialists, e.g., confirmation of partnership with Occupational Therapists or Psychologists.

NB: Failure to submit the documents listed above shall result in the disqualification of your bid.

5.2. EVALUATION STAGE TWO (2): TECHNICAL EVALUATION

Only those service providers who meets the requirements/ criteria as per scope of work and to the satisfaction of the NLSA shall be considered.

NO.	ELEMENT	WEIGHT	SCORE
TECHNICAL			
1	Capacity of the Facilitator - Bidders must submit detailed CV of the facilitator outlining experience in Early Childhood Development, Inclusive Education, Autism Support, and teacher or librarian training. - Bidders must submit valid (3 months) certified copies of qualification. - Rating will be as follows: a. CV with 10 years and more of experience with all the above attributes submitted = 5 point b. CV with 6 to 9 years = 4 points c. CV with 3 to 5 years = 3 points d. CV with 1 to 2 years = 2 points e. CV with 0 years = 0 points	30	
2	Bidders Experience Provide reference letters on official letterhead for conferences/corporate events successfully rendered in the last ten years. Reference letters to be on official letterhead and to include the referee's name and signature, date of event and scope of work. • 5 contactable reference letters with all the above requirements met = 5 points • 4 contactable reference letters with all the above requirements met = 4 points • 3 contactable reference letters with all the above requirements met = 3 points • 2 contactable reference letters with all the above requirements met = 2 points • 1 contactable reference letter with all the above requirements met = 1 points • No reference letters or reference letters do not contain the above requirements = 0 points	50	
	Proposed Workshop Outline or Project Plan describing the content, delivery methods (including theory and role-play), and expected learning outcomes • Proposal with all the attributes in detail = 5 points • Proposal with two the attributes in detail = 3 Points	20	

	• Proposal with one attribute in detail = 1 Point • Proposal with without the attributes above = 0 points		
TOTAL			100

6. PRICING

4.1 Provide detailed quotation covering the service to be provided as per scope of work.

7. Pricing Evaluation (80/20 Preferential Procurement point)

5.1 The bided price (maximum 80 points)

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

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

Where-

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.

8. SPECIFIC GOALS:

Specific Goals	Points
100% women owned	100% women owned companies - 20 points, Less than 100% women owned companies -10 points.

9. ENQUIRIES

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

Please address all RFQ-related enquiries to the following email addresses, quoting the description as a Reference: Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za or call (012) 402 3017.