



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE/SPECIFICATIONS FOR A SERVICE PROVIDER TO RECRUIT 20 TRAINEES

CLOSING DATE: 3 February 2025

TIME: 16:00

1. BACKGROUND

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards an informed citizenry.

The National Library of South Africa (NLSA) is soliciting quotations from service providers to assist with the recruitment of 20 trainees to assist with the verification of collections

2. SCOPE OF WORK

The NLSA requires the following:

- A service provider that will recruit and process salary payments to 20 trainees to assist with the verification of the NLSA collections from the 10th February – 31st March 2025.

3. NLSA'S RIGHTS

The NLSA is entitled to amend any RFQ conditions, validity period, terms of reference, or extend the closing date, before the RFQ 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 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 quotation response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

4.1 The appointed service provider shall provide the services of recruitment of 20 trainees and process their salaries from the 10th February – 31st March 2025.

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 Bidders.
- 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 organization.
- 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 campus.
- 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

Pre-Evaluation (standard bid documents)

6.1.1. Fully completed SBD 4 and 6.1 forms.

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

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

6.2. Evaluation Technical

Non applicable

Pricing

6.2.1. Provide a detailed quotation (on the company letterhead (Inclusive of VAT)

7. Preference Point System

7.1. In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point terms of which points are awarded to bidders on the basis of:

7.2. 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.

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

Identified specific goals and their weights:

- Companies, with 100 % black ownership = 20 points, 10 points with less than 100% black ownership (CSD Report)

8. ENQUIRIES

All inquiries regarding this BID must be directed to the SCM Officer:

For any BID related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; patiences.shiburi@nlsa.ac.za and lorraine.mongwe@nlsa.ac.za for related inquiries OR (012) 401 9766/9770