



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 THE PROCUREMENT IS EXTENDED TO PROSPECTIVE SERVICE PROVIDERS TO RECRUIT 2 INTERNS ON A TWELVE-MONTH CONTRACT.

CLOSING DATE: 25 May 2026

TIME: 11:00

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 recruit 2 interns,

2. SCOPE OF WORK

- 2.1 Recruit 2 interns who meet the requirements of the position as per the attached advertisement.
- 2.2 Place the successful candidates on a twelve-month fixed term contract in Pretoria Campus.
- 2.3 Ensure that the appointed candidates are subjected to background verification including criminal checks.
- 2.4 Pay the successful candidate monthly.

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. CONDITIONS OF RFQ

- 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 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. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- h. The quotations shall remain valid for a period of 30 days, and may be extended at the discretion of the NLSA
- i. All information shall be treated as confidential in terms of the provisions of POPI Act

5. EVALUATION CRITERIA

5.1. Mandatory - Pre evaluation (standard bid documents)

- 5.1.1. Fully completed SBD 4, SBD 6.1.
- 5.1.2. Prospective bidders must be registered on Central Supplier Database.

5.2. Evaluation stage 2:

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

6. PRICING

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

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

7.1 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.

7.2 Specific Goals (maximum of 20 points):

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

8. 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; lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81