



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 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM SHARE VALUATION SERVICES WITH GRAP

CLOSING DATE: 25 March 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. The NLSA has Campuses in Pretoria and Cape Town.
- 1.2 The NLSA seeks to procure the services of a service provider to value the shareholding

2. SCOPE OF WORK

2.1 EXPERT COMPETENCY, CAPABILITY AND OBJECTIVITY

- Evaluate the expert's competence and capabilities by documenting audit evidence regarding whether:
 - the expert's work is subject to technical performance standards or other professional or industry requirements.
 - the expert's competence relates to the matter being audited.
 - the expert has knowledge of relevant accounting, performance information and auditing requirements.
- Inquire of the auditee about any known interests or relationships that the auditee has with the auditor's expert that may affect that expert's objectivity.
- Discuss with that expert any applicable safeguards and professional requirements that apply to the expert.
- Evaluate whether such safeguards are adequate to reduce objectivity threats to an acceptable level.
- Obtain a written representation from the auditor's expert about any interests or relationships with the auditee of which the expert is aware that may affect that expert's objectivity.
- Evaluate the expert's actual and perceived political neutrality in the context of the expert's level of involvement and the perceived potential for personal benefit and/or bias.

2.2 EXPERT FIELD OF EXPERTISE

- Obtain a sufficient understanding of the expert's field of expertise to enable the auditor to:
 - (a) determine the nature, scope and objectives of the expert's work for audit purposes; and
 - (b) evaluate the adequacy of that work for audit purposes, by documenting audit evidence regarding:
 - whether any regulatory requirements, legal requirements or professional or other standards apply.
 - what assumptions, methods and models are used by the expert.
 - whether the assumptions, methods and models used by the expert are generally accepted within that expert's field and appropriate for financial and performance information reporting purposes.
 - the nature of internal and external data/information used by the expert.

2.3 ADEQUACY OF EXPERT WORK

- Evaluate the relevance and reasonableness of the assumptions, methods and models used by the expert, by documenting audit evidence regarding whether the assumptions, methods and models are:
 - generally accepted within the auditor's expert's field
 - consistent with the requirements of the applicable financial and performance reporting framework
 - consistent with those of management, and if not:
- the reason for, and
- effects of, the differences
 - Conclude whether the assumptions, methods and models used by the expert are relevant and reasonable.
 - The expert's work involves the use of source data that is significant to that expert's work.

(Select from the drop-down menu)

- Evaluate the relevance, completeness, and accuracy of the source data, by performing and documenting the following:
 - verify the origin of the data, by for example:
- obtaining an understanding of the internal controls over the data, and where applicable, testing the internal controls over the data
- obtaining an understanding of the transmission of the data to the expert, and where applicable, testing the internal controls over the transmission of the data the expert, if relevant
 - review the data for completeness and internal consistency
- Conclude whether the source data used by the expert is relevant, complete, and accurate.
- Evaluate the relevance and reasonableness of the expert's findings/ conclusions, by documenting audit evidence regarding whether the expert's report is:
 - presented in a manner that is consistent with any standards of the expert's profession or industry
 - clearly expressed, including referenced to:
- the objectives agreed with the auditor
- the scope of the work performed
- standards applied
 - based on an appropriate period and taking into account subsequent events, where relevant
 - subject to any reservation, limitation or restriction on use, and if so, whether this has implications for the auditor
 - based on appropriate consideration of errors or deviations encountered by the expert
- Conclude whether the expert's findings/ conclusions are relevant and reasonable.

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 It is envisaged that the duration of the contract will be for two (2) weeks commencing 1 April 2026

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 NLSA 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

6.1 Pre- evaluation (standard bid documents)

6.1.1 Fully completed SBD 4, and SBD 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.

6.2 Evaluation Criteria

Bidders will be evaluated in three stages, stage one (1) being mandatory submission, stage two (2) being technical evaluation and stage three (3) being the price and specific goals.

6.3 Evaluation stage one (1) – Mandatory evaluation

Bidders should submit proof of relevant valid professional registration with a professional body by **both the firm and the individual** to be assigned to NLSA.

6.4 Evaluation stage two (2) – Technical evaluation

Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

No	Evaluation criteria	Scoring guide	Weight
1.	Methodology and approach	Bidder must propose the method to be used in execution or implementation supported by method statement, organogram, detailed project plan and service schedule/ work plan: • The service provider must demonstrate their understanding of the key requirements and expectations of NLSA as outlined in this document. • Proposal addresses all elements – 20 points • Proposal does not address all elements – 0 points	20
3	Human resources i.e. a detailed curriculum vitae of the key personnel	• Relevant qualifications in financial accounting or equivalent (Certified copies of qualifications to be attached.	40

No	Evaluation criteria	Scoring guide	Weight
		Certified copies should not be older than six (6) months). Personnel allocated to NLSA - qualifications • No qualification – 0 point • Bachelor's Degree – 10 points • Postgraduate – 20 points Extensive knowledge and experience in providing share valuations • Less 1 year of experience – 0 points • 2 to 4 years of experience – 10 points • 5 to 7 years of experience – 15 points • Over 7 years of experience – 20 points	
3.	Experience of the firm with respect to provision of share valuation services. Provide contactable reference letters from clients. The letter should include the following: 1. Client's letterhead. 2. Scope of work. 3. Contact details of the referee. 4. Signature of the referee. Reference letters that are not older than three years.	• 3 reference letters with all the required elements listed = 40 points • 2 reference letters with all the required elements listed = 20 points • 1 reference letter with all the required elements listed = 10 points • 0 reference letters = 0 points	40
Total Points			100
Minimum qualifying score (expressed as percentage)			70

6.5 Evaluation stage three (3) – Price and special goals

Preference Point System

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 in terms of which points are awarded to bidders based on: -

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 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.

- Specific Goals (maximum of 20 points): -

Company Ownership:

- Companies with 100% black ownership will receive 20 points.
- Companies with less than 100% black ownership will receive 10 points.

NB. Please supply certified BBBEE certificate to verify the above special goals.

7. ENQUIRIES

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

For any RFQ related enquiries 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 9770/00