



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 PROVISION OF SHORT-TERM INSURANCE SERVICES FOR A PERIOD OF THIRTY-SIX MONTHS

CLOSING DATE: 27 MARCH 2026

TIME: 11:00am

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 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.

2. SCOPE OF WORK

- 2.1 The National Library of South Africa seeks to appoint a registered financial service provider (FSP) to render insurance services to the NLSA for a period of 24 months:
- 2.2.1 Please refer to the table below for a detailed scope of work:

No.	Description	Specification
1	Combined Section (Asset Register)	Cover for fixed assets and property against fire, lightning, thunderbolt, explosion, storm, wind, sabotage, water, hail, impact, and damage caused during theft and sudden and unforeseen damage to any NLSA buildings. The actual cost of plant and machinery is R16 370 452.00
2	Office contents	Any damage or loss of office contents, loss of documents, legal liability of loss of documents etc. Actual total cost is R46 833 297.00
3	Business Interruption	Insured against all risks leading to business interruptions (incl. Loss of income.)
4	Business all Risks	Cover for business all risks
5	Theft	Loss of any NLSA property due to theft.
6	Money	• Loss or damage to business money including loss through criminal activities. • Loss of money and / or property as a result of fraud or dishonesty of an employee which result in dishonest personal financial gain for the employee concerned.
7	Public liability	To cover any form of liability against the NLSA to the value of R5 000 000.00
8	Employers' liability	Damages which insured shall become legally liable to pay consequently upon death of or bodily injury or illness of any person employed or under contract of services with the insured
9	Stated benefits: a) 140 Employees b) 35 Interns c) 0 Experiential Learners	Death or bodily injury caused by accidental, violent, external and visible means Death (24-hour Cover). • Permanent disability. • Temporary Total Disability. • Medical expenses. • Additional death benefit. • Repatriation.
10	Motor Fleet	• Comprehensive cover for all vehicles. The actual cost of vehicles is R689 419.00 • Courtesy vehicles.

11	Electronic Equipment	Office Automation (facsimile machines, photocopiers, multifunctional equipment owned or on finance lease). Total cost is R34 584 808.00 • Telecommunication equipment • Laptops/Notebooks Computer • Electronic Scanning System • Infrastructure (Data Centre) Servers, Soft wares owned hired or leased by the insured. • Reconstruction of Data
12	Machinery Breakdown	Accidental and violent damage including sudden and unforeseen mechanical or electrical failure to machinery.
13	Commercial Crime	Comprehensive crime cover incorporating employees' fraud/dishonesty and fraudulent acts committed by third parties.
14	Goods in Transit	Loss or damage to insured propertied while being transported.
15	Accounts receivable	Costs to reinstate the records (In the event of the ledger and cashbook being damaged)
16	Cyber Liability	Data Liability – Covering the damages and defence cost associated with a breach of personal or corporate data.
17	SASRIA	SASRIA Cover for all NLSA assets (Equipment, office contents etc.)

NB: Prospective bidders are required to provide a schedule detailing excess on claims.

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 Bid 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 RFQ information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their RFQ response to ensure that they are kept updated on any amendments in this regard.

4 DURATION OF THE PROJECT

4.1 The duration of this contract will be for a period of 36 months.

5. CONDITIONS OF RFQ

- 5.1. The NLSA reserves the right not to accept the lowest proposal.
- 5.2. The NLSA reserves the right to appoint one or more Bidders.
- 5.3. The NLSA reserves the right not to award the contract.
- 5.4. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.5. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.6. No upfront Payment will be done by NLSA.
- 5.7. Delivery of the requested branded items must be made at NLSA, Pretoria campuses.
- 5.8. The NLSA reserves the right to purchase and request delivery of requested branded items in phases.
- 5.9. RFQ shall be valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.10. The copyright of the logo for branding resides with the NLSA and shall not be shared with any parties.

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).

7. Evaluation Criteria Stage 1: Technical Evaluation

- 7.1. Bidders are expected to obtain a minimum of **seventy (70) points** out of one hundred (100) points on Technical Evaluation, 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 which is Pricing.

No	ELEMENT	Weight	Point	Score
1.	Experience of service provider in Insurance services Provide contactable reference letters in short term insurances (within the past 10years). The letters must be on the company's letterhead. • 5 and above reference letters – 5 Points • 4 reference letters - 4 Points	50		

	• 3 reference letters – 3 Points • 2 reference letters - 2 Points • 1 reference letters - 1 Points • 0 Reference letters or reference letter - 0 Points			
2.	Registration with a professional body • Prospective bidder registered with the Financial Service Board/ Financial Sector Conduct Authority (FSCA) = 50 Points • Prospective bidder NOT registered with the Financial Service Board/ Financial Sector Conduct Authority (FSCA) = 0 Points	50		

7.2. Evaluation Criteria Stage 2: Pricing

7.2.1. Preference Point System

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

7.2.1.2. The bidding 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.

7.2.1.3. Specific Goals (maximum of 20 points):

- 100% Black owned companies, (20 points).
- Less than 100% Black owned business (10 points).

7.3.3. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

No.	Description	Amount – Year 1	Amount – Year 2	Amount – Year 3
1	Combined Section (Asset Register)			
2	Office contents			
3	Business Interruption			
4	Business all Risks			
5	Theft			
6	Money			
7	Public liability			
8	Employers' liability			
9	Stated benefits: a) 140 Employees b) 26 Interns c) 0 Experiential Learners			
10	Motor Fleet			
11	Electronic Equipment			
12	Machinery Breakdown			
13	Commercial Crime			
14	Goods in Transit			
15	Accounts receivable			
16	Cyber Liability			
17	SASRIA			
18	Sub-totals			
19	VAT			
20	Grant totals			
21	Grant totals for Three years			

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 RFQ Reference Number, RFQ Description as a Reference; Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81