



NATIONAL LIBRARY OF SOUTH AFRICA

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APPOINTMENT OF A SERVICE PROVIDER TO SOURCE, SCREEN AND PRESENT CANDIDATES FOR THE EDITORIAL BOARD OF THE *BULLETIN OF THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)*

CLOSING DATE: 09 June 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 (NLSA) is a national institution mandated to collect, preserve, and provide access to South Africa's documentary heritage. As part of its scholarly and knowledge dissemination mandate, the NLSA publishes the *Bulletin of the National Library of South Africa*, an accredited, peer-reviewed academic journal established in 1946.
- 1.2 The Bulletin publishes original research in Library and Information Science, bibliography, publishing studies, heritage studies, history, literary studies, and related disciplines. To strengthen the governance, visibility, and scholarly quality of the journal, the NLSA seeks to appoint a competent recruitment service provider to support the identification, screening, and presentation of suitable candidates for the Bulletin's Editorial Board.
- 1.3 The National Library of South Africa seeks to appoint a Chief Editor, Associate Editors and Assistant Editors

2. SCOPE OF WORK

- 2.1 The scope of work is to appoint a service provider who source the appointment of a qualified Chief Editor, 2 x Associate Editors (holds a higher, more autonomous role focused on content strategy and

decision-making) and 2x assistant editors (entry-level role focused on supporting senior staff with administrative tasks, research, and basic proofreading).

2.2 The Service Provider will manage the recruitment, selection and appointment process for the appointment of the positions as following:

- a. Chief Editor (1 position)
- b. Associate Editors (2 positions)
- c. Assistant Editors (2 positions)

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 9766/9700/81