



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 RECRUITMENT AGENCY TO SOURCE THE POSITION OF DIRECTOR: ICT FOR A PERIOD OF FOUR MONTHS

CLOSING DATE: 12 May 2025

TIME: 16H00

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 requires the services of a Recruitment Agency to source the position of Director: ICT for a period of four months.

2. SCOPE OF WORK

- 2.1 Recruitment Agency is to:
 - 2.1.1. Advertise the position widely.
 - 2.1.2. Screen all applications.
 - 2.1.3. Conduct the first round of interviews.

2.1.4. Submit to the NLSA at least 5 CVs of candidates who meet the minimum requirements of the positions as per the attached advertisement.

2.1.5. Once the NLSA has interviewed the recommended candidates, the NLSA will submit to the Recruitment Agency the two recommended candidates. The Recruitment Agency is to conduct reference and background checks (ID, criminal and qualifications) for the two recommended candidates and submit the reports to the NLSA.

2.2. The NLSA will confirm the preferred candidate. The Recruitment Agency will sign a contract with the preferred candidate. The contract is to be shared with the NLSA.

2.3. The Recruitment Agency will submit monthly invoices to the NLSA for the Director: ICT resource.

2.4. The Recruitment Agency will implement the NLSA's Employment Equity Plan in the recruitment process.

2.5. The Recruitment Agency is to document their processes and supply this, together with all supporting documentation to the NLSA at the end of the process.

3. DURATION OF THE CONTRACT

The duration of the contract is four months

4. CONDITIONS OF BID

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront payment will be done by NLSA.
- The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.

5. EVALUATION CRITERIA

6.1. Stage 1: Mandatory Pre-Evaluation (standard bid documents)

6.1.1. Fully completed SBD 4 and SBD 6.1 forms.

6.2. Evaluation Stage 2: Technical Evaluation

No.	Element	Weight	Points	Score
	Technical criteria			100
1.	Experience of Service provider in rendering recruitment services Provide contactable reference letters for similar work done within the past ten (10) years. The letters must be on the client's official letterhead, must be dated and must include the referee's name, signature, contact number, date or duration of the contract and scope of work. ▪ 5 or more compliant reference letters = 50 points ▪ 4 compliant reference letters = 40 points ▪ 3 compliant references letters =30 points ▪ 2 compliant reference letters = 20 points ▪ 1 compliant reference letter = 10 points ▪ No reference letters or letters are not compliant = 0	50		
2	Methodology Provide methodology of how this service will be rendered to the NLSA for the positions required. Methodology to include: - Process of how the service will be rendered - Timeframes: demonstrate how long the service provider will need to render this service - Team: CV of the lead recruiter indicating at least 5 years of experience in this field ▪ Methodology with all three points covered = 50 points ▪ Methodology with two points covered = 30 points ▪ Methodology with one or none of the points covered; lead recruiter has less than 5 years of relevant experience; or no methodology submitted = 0 points	50		
	TOTAL POINTS		100	

	Minimum points to pass at this stage		60	

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

7. PRICING

7.1 Preference point system

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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 Provide a detailed quotation covering the services to be provided as per the scope of work.

7.3 Specific Goals

Specific Goal: Locality

- 20 points if the bidder is in Gauteng Province.
- 10 points if the bidder is based outside of the Gauteng Province.

Please note that CSD registration will be used to verify locality.

8. ENQUIRIES

Please send RFQ related enquiries to the following email address, quoting the Bid Number and Bid Description as a Reference: patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR call (012) 401 9770/9700/81 during office hours.