



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

INTERNSHIP X 7-METADATA LIBRARIANS

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF PROFESSIONAL SERVICES OF METADATA LIBRARIANS (DIGITAL CONTENT) AT NATIONAL LIBRARY OF SOUTH AFRICA PRETORIA and CAPE TOWN CAMPUS.

CLOSING DATE: 23 July 2025

TIME: 11H00

NB. *Should you want to submit a quotation, please submit to the email: 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 as part of inculcating the culture of reading seeks to appoint a service provider to provide professional service for Metadata Librarians (Digital Content) for the NLSA.

2. SCOPE OF WORK

The NLSA requires the following:

2.1. Metadata Librarians (Digital Content) .

A service provider that will recruit and process salary payments to 7 Interns to assist with the adding of the Metadata description on the digital content NLSA collections from the 01 August 2025 – 28 February 2026.

Core Duties of Metadata Librarians for Digital Content

Item	Description
Metadata Creation and Management	• Create, edit, and maintain metadata for digital resources (e.g., e-books, digitized collections, databases). • Apply metadata standards such as Dublin Core, MODS, MARC, EAD, VRA Core, etc. • Ensure consistency, accuracy, and adherence to institutional and international metadata guidelines.
Cataloging and Classification	• Perform original and copy cataloging of digital content. • Classify materials using classification systems like LCC, DDC, or local taxonomies. • Maintain catalog integrity and ensure discoverability of digital content.
Digital Repository Management	• Support or manage digital asset management systems (e.g., DSpace, Islandora, CONTENTdm). • Collaborate on ingest workflows for digital objects into repositories. • Monitor metadata quality and perform audits. • Metadata Standards and Schema Development • Evaluate and recommend appropriate metadata schemas and controlled vocabularies. • Develop or adapt local metadata application profiles and best practices
Technical and Tool Knowledge Required	• Metadata standards: MARC21, Dublin Core, MODS, METS, PREMIS, RDF, etc. • Controlled vocabularies: LCSH, MeSH, AAT, Getty Thesaurus, etc. • Systems knowledge: ILS/LMS, digital repositories, XML editors, OpenRefine. • Programming/scripting (optional): Python, XSLT, SPARQL for metadata

	transformation or automation.
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3. NLSA'S RIGHTS

4.1 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 The appointed service provider shall make an undertaking that the **Metadata Librarians: INTERNS (7)** are delivered, within 7 days after a Purchase Order is issued.

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 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.

7. PRICING

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

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

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

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; patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81