



NATIONAL LIBRARY OF SOUTH AFRICA

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0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT RECRUITMENT AGENCY

CLOSING DATE: 11 June 2024

TIME: 11H00

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 fill the following positions:
- OHS Officer
 - HR Manager
 - Board Secretary
 - Executive Director: Corporate Services

2. SCOPE OF WORK

- 2.1 Recruitment Agency is to:
- 2.1.1. Advertise the positions;
 - 2.1.2. Screen all applications;
 - 2.1.3. Conduct the first round of interviews;
 - 2.1.4. Submit to the NLSA at 5 CVs of candidates who meet the minimum requirements of the positions as per the attached advertisements.
 - 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

background checks (ID, criminal and qualifications) of the three recommended candidates and submit the reports to the NLSA.

2.2 The NLSA will issue offer letters to the preferred candidates.

2.3. The NLSA will sign contracts of appointment with the preferred candidates who accept the NLSA's offers of employment.

3. DURATION OF THE PROJECT

4.1 The duration of the contract will be confirmed with the successful service provider. The NLSA expects the appointed service provider to commence with this project as soon as the purchase order is issued. The NLSA requires these positions as soon as possible.

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 Bidder.
- 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.
- All delivery of the requested equipment must be made at the NLSA.
- The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 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 letter must be on the client's official letterhead and must include Referee's name, signature, contact number, 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 will less than three points, leader recruiter does not have at 5 years of relevant experience, or no methodology submitted = 0 points	50		
	TOTAL POINTS		100	

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

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: Lebogang.maleka@nlsa.ac.za and quotations@nlsa.ac.za OR call (012) 402 3017