



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 PROCUREMENT OF FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PERFORM ACTUARIAL VALUATION AND REPORT IN ACCORDANCE WITH GRAP.

CLOSING DATE: 24 MARCH 2025

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, 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 seeks to appoint a service provider for valuation of fair value of long service award obligation and Medical Benefit Obligation.

2. SCOPE OF WORK

- 2.1 The Actuary will be required to use actuarial techniques and make reliable estimates of the company's liability regarding employees' post-employment benefits. In addition, the actuary will be expected to prepare the necessary disclosure information for the Financial Statements to comply with GRAP disclosure requirements.

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. DURATION OF THE PROJECT

4.1 The appointed service provider should complete the service by 30 April 2025.

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 National Library of South Africa
- 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. Standard bid documents

6.1.1. Fully completed SBD 4, SBD 6.1

6.1.2. All bidders must be registered on the National Treasury Central Supplier Database

6.2. Evaluation stage:

- 6.2.1 Bidders will be evaluated in two stages. First stage will be the technical evaluation and second will be price evaluation.
- 6.2.2 Bidders are expected to meet all the evaluation criteria stipulated below to proceed to the next evaluation stage. Failure to provide all necessary information in the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.
- 6.2.3 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 on the basis of:

6.3. 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.

6.3.1 Specific Goals (maximum of 20 points):

- 100% Black owned companies - 20 points.
- Less than 100% Black owned companies - 10 points.

6.3.2 Evaluation Stage One (1): Technical Evaluation

Only those service providers / contractors who meet all the requirements as listed below and to the satisfaction of the NLSA shall be considered.

Requirement	Technical Specification	Yes/No
References	Three contactable reference letters of similar work done previously in the last 3 years.	
Team qualification	Member of Actuarial Society of South Africa	
Template	Proposal that indicates valuation methodology and the reporting template in compliance with all GRAP disclosure requirements.	

6.4 Evaluation Stage Two (2): Pricing Evaluation

Provide detailed quotation covering the service to be provided as per scope of work (VAT Inclusive).

7. 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; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017