



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 TO PLACE A VACANCY ADVERTISEMENT FOR THE DIRECTOR ICT AND MANAGER RISK AND COMPLIANCE POSITIONS IN A SUNDAY NEWSPAPER

CLOSING DATE: 16 MAY 2025

TIME: 11H00

NB: All proposals/quotations 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 advertising the position on Sunday

2. SCOPE OF WORK

- 2.1.1. Advertise the positions in the Sunday news paper
- 2.1.2. The size of the newspaper 15 x 3 and Black and White

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 this project as soon as the purchase order is issued.

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. 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: Technical Evaluation

N/A

Only those service providers / contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered. Bidders are to score a minimum of 60 points in the technical evaluation to proceed to the next stage of evaluation.

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;

Pt = Price of tender under consideration; and

Pmin = 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:

Please address all RFQ-related enquiries to the following email address, quoting the description as a Reference: judy@moshige@nlsa.ac.za and quotations@nlsa.ac.za or call (012) 401 3017.