



NATIONAL LIBRARY OF SOUTH AFRICA

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0001

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Cape Town
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TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF PROFESSIONAL SERVICES TO SUPPLY ASSISTANT LIBRARIANS TO CONDUCT VERIFICATION OF HERITAGE ASSETS AT NATIONAL LIBRARY OF SOUTH AFRICA, PRETORIA AND CAPE TOWN CAMPUS.

CLOSING DATE: 17 December 2025

TIME: 11H00

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, as part of compliance with legislation and GRAP 103 Accounting Standards, the NLSA requires the services of 22 Assistant Librarians and 2 Supervisors to conduct the verification of selected documentary heritage assets (collections) at both campuses of the NLSA for a period of 4 Months.

2. SCOPE OF WORK

2.1 Provide **Assistant Librarians and one supervisor per campus** for the NLSA.

Core duties of the Supervisor: Heritage Assets Verification (x 1 Cape Town and x 1 Pretoria Campus)

Item	Description
Monitor the quality of work	• Manage work attendance • Allocate work to the Assistant Librarians • Monitor quality of work • Liaise with Stack Management Librarians to resolve queries, including missing items • Ensure security of collections within the stack rooms • Submit a weekly report to the Manager
Technical and Tool Knowledge Required	• Software and tools used to conduct asset verification • Library filing system • Metadata fields in a bibliographic record • Supervisory experience in a similar project (min 6 Months)

Core Duties of Assistant Librarians (14 x Cape Town Campus and 8 x Pretoria Campus)

Item	Description
Conduct asset verification	• Scan and verify collections against the heritage asset register • Conduct shelf reading • Update filing order • Working in conjunction with the Stack management staff to investigate missing items • Maintain a clean work environment • Ensure safety of collections
Technical and Tool Knowledge Required	• Software used to conduct asset verification • Library filing system • Metadata fields in a bibliographic record

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 a 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 quotation 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 : **Assistant Librarians and Supervisors** are delivered, within 7 days after a Purchase Order is issued.

4.2 The appointed service provider shall deliver the services for a period of four (4) months, **from 05 January 2026 to 30 April 2026.**

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 below and to the satisfaction of the NLSA shall be considered.

7. PRICING

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

The pricing schedule must clearly indicate the unit or item price as well as the total price for the requested.

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

8.Pricing Evaluation (80/20 Preferential Procurement point)

8.1The bided price (maximum 80 points)

The following formula will be used to calculate the points out of 80 for the 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.

9. Specific Goals (maximum of 20 points):

Specific Goals	Points
100% Black owned	20 points
Less than 100% Black owned	10 points

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

11. 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