



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF B-BBEE VERIFICATION SERVICES

CLOSING DATE: 27 JULY 2026

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 seeks to appoint a service provider for B-BBEE verification services.

2. SCOPE OF WORK

2.1 The NLSA wishes to appoint a suitably qualified, appropriately registered, and experienced service provider for the verification of the Contributor Status Level of the NLSA in respect of the B-BBEE compliance requirements for a period of 1 year.

The outputs of the required services shall be:

- To conduct the NLSA B-BBEE audit and verify its Contributor Status Level,
- To present findings at a debriefing session after verification.
- The verification of the B-BBEE Contributor Status Level of NLSA, to be completed and issued by **31 August 2025**
- The provision of a valid B-BBEE Certificate stating the level achieved by the NLSA.

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 send submission to the BBEE Commission by **31 August 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 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. Completed SBD 4 and SBD 6.1

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

6.2 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 in the last 2 years.	
Team qualification and experience	CV of BEE Analyst indicating qualification and experience (with attached certificates)	
Detailed Approach	Detailed approach Information containing the specific steps, the scorecard that will be used, resources and timing associated with the approach for the delivery of the services should be detailed in this section.	

6.3 Evaluation Stage Two (2): Pricing Evaluation

- 6.3.1 Bidders will be evaluated in two stages. First stage will be the technical evaluation and second will be price evaluation.
- 6.3.2 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.
- 6.3.3 In terms of Regulation 5 of the Preferential Procurement Regulations of 2022, 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:

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points)

6.3.4 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.

- Specific Goals:

100% black ownership – 20 points

50% and less black ownership – 10 points

(Latest CSD report as proof of awarding points)

6.4 Pricing

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 send to the following email address quoting the Bid Number, Bid Description as a Reference; Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766