



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVICES TO CONDUCT BACKGROUND SCREENING CHECKS FOR THE NATIONAL LIBRARY OF SOUTH AFRICA.

CLOSING DATE: 14 AUGUST 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 seeks to appoint a service provider to conduct background screening checks for one position x2 candidates

2. SCOPE OF WORK

2.1 Conduct the following background screening checks for the NLSA.

- Credit checks
- Qualification verification
- Criminal Record checks
- Fraud Prevention
- ID / Passport Verification
- Application and verification of Police Clearance

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 shall make an undertaking to conduct background screening checks for the period of three (3) years.

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 one (1): Technical Evaluation

Bidders are expected to obtain a minimum of sixty(60) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

Evaluation criteria	Scoring Guide	Weight
Methodology	The bidder must provide a proposal indicating how the services of background screening as outlined in the scope of work would be rendered. The methodology to include: - Basket of services – confirmation that all checks and verifications required by the NLSA can be conducted. - How the services would be rendered to the NLSA. - Licensing and Accreditation – confirmation that the service provider is certified to conduct checks. - Turnaround time – time the service provider will take to conduct each check and verification. 50 Points = Proposal includes confirmation that all 4 requirements can be met 0 Points = Proposal does not include all of the required information, confirmation not provided or provided for requirement, or no proposal submitted	50
Experience	Bidders must demonstrate experience in offering background checks Bidder to provide reference letters where such services were successfully rendered.	50

	Reference letters must meet the following criteria: - Be on official letterhead - Include referee's name and signature - Include scope of work - Include date when services were rendered 50 Points = 5 reference letters with all requirements met 40 Points = 4 reference letters with all requirements met 30 Points = 3 reference letters with all requirements met 20 Points = 2 reference letters with all requirements met 10 Points = 1 reference letter with all requirements met 0 Points = No reference letters or reference letters do not meet all of the requirements.	
Total Points		100
Minimum qualifying score (expressed as percentage) 60%		

7. PRICING

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

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

Pricing Evaluation (80/20 Preferential Procurement point)

The bided 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.

7.2 Specific Goals (maximum of 20 points):

Specific Goals	Points
Locality: Companies based in Gauteng	20 Points
Companies based outside of Gauteng	10 Points

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