



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 CHAIRPERSON

CLOSING DATE: 31 OCTOBER 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.

The National Library of South Africa seeks to appoint a service provider to chair a grievance hearing.

2. SCOPE OF WORK

2.1 The main scope of work for the Chairperson of the grievance hearing is to:

- Chair the grievance hearing.
- Ensure a fair process.
- Facilitate the grievance hearing.
- Gather evidence and information during the grievance hearing.
- To advise the parties of the purpose of the hearing and their rights during the hearing.
- Submit to the NLSA a detailed report of findings with recommendations.

- Ensure legal compliance in terms of applicable labour laws and company policies.

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 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. The NLSA requires the matter to be concluded as soon as possible.

5. CONDITIONS OF BID

- 5.1. The NLSA reserves the right not to accept the lowest proposal.
- 5.2. The NLSA reserves the right to appoint one or more Bidder.
- 5.3. The NLSA reserves the right not to award the contract.
- 5.4. The NLSA reserves the right to have any documentation submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.5. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.6. No upfront Payment will be done by NLSA.
- 5.7. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.8. The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.9. All information shall be treated as confidential in terms of the provisions of POPI Act.

6. EVALUATION CRITERIA

6.1. Stage 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. Stage 2: Technical Evaluation

Requirement	Technical Specification	Score
Methodology	The bidder must provide a proposal indicating services to be rendered in line with what is in the scope of work The methodology to include: - basket of services which the bidder can offer the NLSA - how the services would be rendered 50 Points = proposal includes all required information 0 Points = proposal does not include all required information	50
Experience	Bidders must demonstrate experience in offering Labour Relations matters Bidder to provide reference letters where such services were successfully rendered. 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	50

	30 Points = 3 reference letters with all requirements met 20 Points = 2 reference letters with all requirements met 10 Points = 1 reference letters with all requirements met 0 Points = No reference letters or reference letters do not meet all of the requirements.	
TOTAL		100

Bidders must score 60 points in the technical evaluation to proceed to the next stage.

a. Technical Criteria

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

b. Preference point system.

- i. 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:

- ii. The bided price (maximum 80 points)

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. Specific Goals (maximum of 20 points):

100% Black owned (20 points), Less than 100% Black owned (10 points).

8. PRICING

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

9. 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