



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 EMPLOYEE RELATIONS NATIONAL LIBRARY OF SOUTH AFRICA PRETORIA CAMPUS.

CLOSING DATE: 04 JULY 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 NLSA seeks to procure the services of Employee Relations Consultant (Service Provider) to assist with employee relations investigation and provide a legal opinion relating to the recruitment process in its Pretoria Campus.

2. SCOPE OF WORK

- 2.1 Employee relations investigation and provide legal opinion on the recruitment process followed in the appointment of an employee at the NLSA, Pretoria Campus, taking into consideration all related employee relations and human resources practices and policies.

Employee Relations Consultant

Item	Description	Quantity
1	Investigate the process followed in the appointment of the employee.	X1
2	Provide a legal opinion with recommendations.	X1

3. NLSA'S RIGHTS

4.1 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 that the employee relations investigation and legal opinion is completed and submitted within 15 days after a Purchase Order is issued.

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 seventy (70) 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.

No	Evaluation criteria	Scoring guide	Weight
1.	Experience: The Service Provider, as part of the submission must prove that they have previously managed employee relations investigation and provided a legal opinion. (Please provide a detailed CV with work experience and 3 contactable reference).	The Service Provider has 10 years or more experience in handling employee relations investigation and providing legal opinion = 30 The Service Provider has 5 years or more in handling investigation and providing legal opinion = 10 The Service Provider has less than 5 years in handling investigation and providing legal opinion = 0	30
2.	Provide contactable reference letters from clients. The letter should include the following: 1. Client's letterhead. 2. Scope of work. 3. Timeframe	The Service Provider provided five (5) compliant reference letters = 20 The Service Provider provided three (3) compliant reference letters = 10	20

No	Evaluation criteria	Scoring guide	Weight
	4. Contact details of the referee. 5. Signature of the referee. Reference letters that are not older than seven years.	The Employee Relations Specialist/Consultant provided zero (0) compliant reference letter = 0	
3.	Service Provider to submit project plan that will indicate turnaround times to handle investigation and provide legal opinion.	Proposal includes: Detailed project plan demonstrating steps on handling investigation and provide legal opinion. Every step should have timelines = 25 A project plan not demonstrating steps on handling investigation and providing legal opinion = 0	25
4.	Service Provider to submit previous work samples of employee relations investigation and legal opinion. (Please hide/delete the name of the client and/or any identity)	Service provider submitting 5 previous work samples = 25 Service provider submitting 3 previous work samples = 15 Service provider not submitting previous work samples = 0	25
Total Points			100
Minimum qualifying score (expressed as percentage)			70%

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

Investigation and legal opinion.

Provide detailed quotation as per the following guidelines

Item		
Documents review (rates per hour)	Duration	Amount
Legal opinion	Duration	Amount

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