



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE: EVENT INSURANCE / PUBLIC LIABILITY(ONCE-OFF) (From 05th to 10 October 2025)

CLOSING DATE: 11 SEPTEMBER 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.

2. Description of Service Required:

- 2.1** The National Library of South Africa (NLSA) requires a comprehensive public liability insurance policy to protect the organization against claims of personal injury or property damage that may arise during the Funda Mzantsi Championship event. The event will take place from 23rd to 27th September 2024 in George, Western Cape. The event is held in 3 Community halls. The insurance coverage should specifically safeguard the NLSA against claims made by third parties due to negligent business operations or activities during the event.

3. Scope of Coverage:

- 3.1 The public liability/ Event insurance policy should provide coverage for medical and legal fees if the NLSA is held legally responsible for personal injury or property damage to a third party. This coverage should be applicable throughout the duration of the event.

4. Legal Requirement:

- 4.1 In compliance with South African regulations, it is mandatory to have Event Liability cover for any organized event. Therefore, the NLSA must ensure that the appropriate public liability insurance is in place to meet legal requirements and mitigate potential risks.

5. Description of the Event:

- 5.1 The 2025 Funda Mzantsi Championship is an annual flagship program hosted by the NLSA to promote a reading culture among citizens. The championship will follow a district approach model, including regional and provincial elimination rounds leading up to the national competition. The national event is scheduled to take place from 5th to 10th October 2025 in George, Western Cape.

6. Collaborative Efforts:

- 6.1 The 2025 Funda Mzantsi Championship will be organized in collaboration with George Municipality and the Department of Correctional Services. George Municipality will provide the venue, consisting of three halls with sound systems. The Department of Correctional Services will be responsible for safety and security services, refreshments throughout the five-day competition, and emergency medical services for both guests and participants. The collaboration with these entities has proven successful in previous competitions and has contributed to cost reduction. It is important to note that there have been no reported offender escapees in any previous Funda Mzantsi Championship events.

7. Participant Details:

- 7.1 The championship will involve 150 book club members from Correctional Services Centers and 360 community book club participants from 9 provinces, totaling 410 book club participants.
- 7.2 Audience of 1500 Members of the public and government official attending the 2024 FMC.

8. Minimum Coverage Amount:

- 8.1 The event public liability insurance cover should provide a minimum coverage amount of at least R 10 million rands. This ensures that the NLSA is adequately protected against potential liabilities.
- 8.2 Please consider the above terms of reference when preparing and presenting a quotation for the required public liability insurance coverage.

9. EVALUATION CRITERIA

9.1 Pre-Evaluation (standard bid documents)

- 9.1.1 Fully completed SBD 4, SBD 6.1 forms.

9.1.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

9.2 Mandatory Requirements

9.2.1 Prospective providers to submit the FSCA Accreditation.

N.B. Failure to submit the document listed above shall result in the disqualification of your bid.

9.3 Pricing evaluation (80/20 preferential procurement point)

Preference point system.

9.3.1 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:

9.3.2 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;

P_t = Price of tender under consideration; and

$P_{\min}$ = Price of lowest acceptable tender.

Specific Goals (maximum of 20 points)-

Locality

Bidders based in Western Cape or Gauteng = 20 Points

Bidders based outside of Western Cape or Gauteng= 10 Points

Proof to be submitted = Municipal bill/ Rate and taxes/lease agreement

9.4 Pricing

9.4.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.

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

9.4.3. All cost items must be inclusive of VAT.

10. Evaluation Stage Two (2): Technical Evaluation

No	Element	0	1	2	3	4	5	Weighted
	Technical							100
1.	Insurance Expertise and Experience: Evaluate the service provider's expertise and experience in providing public liability insurance specifically tailored to events. Consider their track record in handling claims, their understanding of the unique risks associated with the Funda Mzantsi Championship event, and their ability to customize coverage to meet the NLSA's specific needs. Coverage and Policy Specifics: Assess the service provider's offered coverage to ensure it aligns with the requirements of the NLSA. Verify that the policy explicitly covers claims related to personal injury or property damage arising from negligent business operations or activities during the event. Review the policy's terms, conditions, exclusions, and limitations to ensure they are favorable and in line with the NLSA's risk profile. Financial Stability: Evaluate the financial stability and reputation of the service provider. Consider their ability to meet potential claims obligations and their standing within the insurance industry. Look for indications of financial strength, such as credit ratings or customer testimonials, to ensure the service provider can fulfill their contractual obligations. Claims Handling Process: Assess the service provider's claims handling process, including their efficiency, responsiveness, and fairness. Look for evidence of their ability to handle claims promptly and effectively, minimizing disruption and ensuring a smooth resolution in case of incidents. @ 60 points = Excellent and detailed Insurance Expertise and Experience, Coverage and Policy Specifics, Financial Stability, Claims Handling Process. @ 40 points = Good and understandable Insurance Expertise and Experience, Coverage and Policy Specifics, Financial Stability, Claims Handling Process, @20 points = Poor Insurance Expertise and Experience, Coverage and Policy Specifics, Financial Stability, Claims Handling Process, @ 0 points = No written method submitted, or submission is nonresponsive							60
2.	Companies Experience Bidders to provide contactable reference letters for each similar projects completed. Reference letters to be on the referee's							40

	letterhead, be signed by the referee, state the scope of work, the date of the contract and the duration of contract. • 40 points = 3 contactable references • 20 points = 2 contactable references • 10 points = 1 contactable reference • 0 points = 0 contactable references							

NB: Only bidders that score 70 points will be evaluated further on price and specific goals.

11. 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