



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE/SPECIFICATIONS FOR PROFESSIONAL INDEMNITY INSURANCE FOR THE NLSA BOARD.

CLOSING DATE: 27 MARCH 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. Find NLSA Annual Reports on [www, nlsa.ac.za](http://www.nlsa.ac.za).
- 1.2 The NLSA is seeking quotations for the provision of Directors and Officers Insurance (DOI) for a period of 12 months

2. SCOPE OF WORK

2.1 The objective of this coverage is to:

- Provide insurance cover in order to offer liability coverage for the NLSA, its Board of Directors (nine) and (four) Senior Managers, protecting them from claims which may arise from decisions and actions taken as part of their duties.

- Safeguard the public entity from reputational and financial risks stemming from claims made against its leadership.
- Ensure compliance with applicable laws and regulations governing the liability of public entity Board members and officers.

2.2 The successful service provider will be required to provide comprehensive insurance coverage, which must include but not be limited to the following; specifically aligned to the insurance industry standards based on common DOI risk scenarios:

- **Directors' Liability:** Coverage for claims arising from wrongful acts, including mismanagement, breach of fiduciary duty, negligence, or errors in judgment.
- **Employment Practices Liability:** Coverage for claims related to employment-related disputes, including wrongful dismissal, discrimination, harassment, or other employment-related issues.
- **Regulatory Investigations and Legal Costs:** Protection against costs related to investigations by regulatory bodies or government agencies.
- **Third-Party Claims:** Protection from claims made by third parties for damages resulting from actions taken by Board members and inadequate or inaccurate disclosures.
- **Indemnification for Legal Defense:** Coverage for the costs of defending Board members in the event of legal action.

2.3 The policy should cover both current and former Board members and senior management of the public entity.

2.4 The following are to be considered and specified in the insurance cover provisions ::

- **Current Board Members:** Non-executive directors.
- **Former Board Members:** Coverage for claims arising during the period in which they were serving as Board members.
- **Senior Management (Executive Managers)**
- **Policy Term:** The DOI should be valid for a 12-month period, with an option for renewal.
- **Coverage Limits:** The policy must specify the limits of liability, including any sub-limits for specific types of claims (e.g., employment-related claims).
- **Excess and Deductibles:** The proposal should detail any excess or deductible amounts that will be applicable to the coverage.
- **Exclusions:** The proposal must clearly outline exclusions to the coverage, including but not limited to fraud, criminal actions, and intentional misconduct.

2.5 Interested service providers are required to submit a detailed quotation that includes the following:

- **Premium Amount:** Total monthly and annual premium for the coverage over the 12-month period and premium increase should in the event of extension of period of cover or changes on the organizational size
- **Terms and Conditions:** Detailed terms of coverage, including exclusions, policy limits, and conditions.
- **Claims Handling Process:** Overview of the claims process, including timelines for claims submission, investigation, and settlement.
- **Service Provider Information:** Full details of the service provider, including qualifications, experience, and relevant accreditations.
- **References:** At least two references from similar public sector entities or companies with comparable Board Liability Cover.

3. DURATION OF THE PROJECT

- 4.1 The duration of the contract will be a minimum of 12 months and renewals terms 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.

4. CONDITIONS OF BID

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront payment will be done by NLSA.
- The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.

5. 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.

6.2. Evaluation Stage 2: Technical Evaluation

7. Bidders are expected to obtain a minimum of seventy (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.

No.	Element	Weight	Points	Score
	Technical criteria			100
1.	Experience of Service provider in rendering recruitment services Provide contactable reference letters for similar work done within the past ten (10) years. The letters must be on the client's official letterhead, must be dated and must include the referee's name, signature, contact number, duration of the contract and scope of work. ▪ 5 or more compliant reference letters = 50 points ▪ 4 compliant reference letters = 40 points ▪ 3 compliant references letters =30 points ▪ 2 compliant reference letters = 20 points ▪ 1 compliant reference letter = 10 points ▪ No reference letters or letters are not compliant = 0	50		
2	Methodology Provide methodology of how this service will be rendered to the NLSA for the positions required. Methodology to include: - Process of how the service will be rendered - Timeframes: demonstrate how long the service provider will need to render this service - Team: CV of the lead recruiter indicating at least 5 years of experience in this field ▪ Methodology with all three points covered = 50 points ▪ Methodology with less than three points covered; lead recruiter has less than 5 years of relevant experience; or no methodology submitted = 0 points	50		
	TOTAL POINTS		100	

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

8. PRICING

7.1 Preference point system

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.

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

7.3 Specific Goals

Specific Goal: Locality

- 20 points if the bidder is in Gauteng Province.
- 10 points if the bidder is based outside of the Gauteng Province.

Please note that CSD registration will be used to verify Locality.

8. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any Bid related enquiries please send to the following email address quoting the Bid

Description as a Reference; Judy.Moshige@nlsa.ac.za and Quotations@nlsa.ac.za OR (012) 402 3017