



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PERFORM RESPONSE HANDLING, SCREENING AND SHORTLISTING FOR SEVEN POSITIONS AT THE NATIONAL LIBRARY OF SOUTH AFRICA.

CLOSING DATE: 27 JUNE 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 requires the services of a service provider to perform response handling, screening and shortlisting of seven positions at the National Library of South Africa.

2. SCOPE OF WORK

- 2.1 Service provider is to:
 - 2.1.1. Receive all applications for the seven positions from the NLSA.
 - 2.1.2. Capture all applications as per the requirements of the position.

- 2.1.3. Screen all applications against the requirements of the position and the NLSA's Employment Equity target for each position.
- 2.1.4. Shortlist at least 10 to 15 applications (depending on the total number of applications) that best meet the requirements of the position.
- 2.1.5. Present the spreadsheet of all applications and the shortlisted applications to the NLSA's recruitment panel via MS Teams. Answer any questions the panel may have around the shortlisting. The meetings will be organised by the NLSA's internal HR team.

2.2. The service provider is to meet the deadlines set for each position.

Position Number	Number of Applications	Delivery Timelines
1	260	8 days from receipt of applications
2	200	6 days from receipt of applications
3	135	4 days from receipt of applications
4	130	4 days from receipt of applications
5	130	4 days from receipt of applications
6	120	3 days from receipt of applications
7	110	3 days from receipt of applications

2.3. The service provider is to have the following requirements in order to successfully deliver on the scope of work:

- Qualified and sufficient number of data capturers for this project to be able to deliver in line with the following timelines.
- Reliable and efficient tools of trade.
- Fast and reliable data connection.
- Active email address to receive the applications.
- Sufficient computer space/storage capacity to be able to handle the high volume of applications sent.

2.4. The service provider will implement the NLSA's Employment Equity Plan in the shortlisting process.

2.5. The service provider is to document their processes and supply this, together with all supporting documentation, to the NLSA at the end of the process.

3. DURATION OF THE CONTRACT

The duration of the contract is four weeks.

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

No.	Element	Weight	Points	Score
	Technical criteria			100
1.	Experience of Service provider in rendering this service 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, 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	Proposal Provide methodology of how the service provider meets the requirements in order to render the service to the NLSA. Proposal to provide the following: - Names and CVs of the data capturers - Tools of trade: list of equipment - Timeframes: demonstrate how the timeframes will be met - Team Lead: CV of the team lead indicating at least 5 years of experience in recruitment ▪ Methodology with all four points covered = 50 points ▪ Methodology with three points covered = 30 points ▪ Methodology with two points covered = 10 points ▪ No methodology, methodology not covering any of the points, team lead has less than 5 years of recruitment experience, or irrelevant methodology = 0 points	50		
	TOTAL POINTS		100	
	Minimum points to pass to the next stage		60	

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

7. 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