



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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0001

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Cape Town
8001

TERMS OF REFERENCE / SPECIFICATIONS FOR THE PROCUREMENT OF PROFESSIONAL SERVICES OF FIVE (5) INDEX TO SOUTH AFRICAN PERIODICALS LIBRARIANS AND EDITORS FOR THE NATIONAL LIBRARY OF SOUTH AFRICA – PRETORIA AND CAPE TOWN CAMPUSES

CLOSING DATE: 12 DECEMBER 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 National Library of South Africa as part of inculcating the culture of reading seeks to appoint a service provider to provide 5 X professional service for Index to South African Periodicals Librarians & Editor for the NLSA.

2. SCOPE OF WORK

- 2.1 To manage, edit and promote the ISAP database which provides citation-level indexing of South African periodical literature; to ensure high-quality bibliographic control, indexing standards and timely delivery of indexed records; to oversee editorial workflows, liaise with stakeholders and contribute to the strategic direction of the ISAP sub-Programme.

Core Duties of ISAP Librarians & Editors X 5 at 20 HOURS per week.

Item	Description
Editorial & Indexing Management	☐ Oversee the indexing of articles from South African periodicals (scientific journals, specialist and general interest publications) into ISAP. ☐ Define and enforce indexing standards (terms, controlled vocabulary, classification, abstracting or summarising where required) to ensure consistency, accuracy and discoverability. ☐ Review, edit and validate index records, ensuring metadata standards are met (e.g., authorship, titles, subjects, keywords, abstracts). ☐ Manage workflows for receipt of periodicals, selection (full or selective indexing), indexing, quality control, and database ingestion. ☐ Liaise with the technical/IT staff to ensure smooth transfer of records to external systems (e.g., Sabinet Online, other metadata services) and support export or access mechanisms.
Collection/Content Development	☐ Work with Legal Deposit and Periodicals units to identify and secure periodicals eligible for indexing under the ISAP mandate. ☐ Monitor emerging journals, new titles and special series relevant to South African scholarship/publications and liaise with acquisitions/licensing staff. ☐ Advocate for and implement strategies to increase coverage of South African articles and periodicals in the database.
Quality Assurance and Reporting	☐ Monitor the quality of index records (accuracy, completeness, timeliness) and implement review mechanisms. ☐ Maintain statistics and performance metrics for the indexing service (e.g., number of records added, turnaround times, subject coverage) and prepare monthly/quarterly reports for management. Keep abreast of international best practices in indexing, metadata standards (e.g., MARC21, RDA, linked data) and apply them to improve the service.

	• Metadata Standards and Schema Development • Evaluate and recommend appropriate metadata schemas and controlled vocabularies. • Develop or adapt local metadata application profiles and best practices
Technical and Tool Knowledge Required	☐ Excellent editorial, indexing and metadata skills with strong attention to detail and accuracy. ☐ Strong organisational and project-management ability, with the capacity to juggle multiple tasks to meet deadlines. ☐ Excellent communication (written and verbal) and interpersonal skills — able to liaise with staff, management, stakeholders and external partners. ☐ Analytical and report-writing skills, with ability to prepare statistics and performance metrics. ☐ Comfort with digital technologies, metadata standards, and evolving indexing workflows (including digital periodicals, online publications). ☐ Leadership and team-coaching ability – able to train, motivate and coordinate indexing staff or freelancers.

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 appointed service provider shall make an undertaking that the 5 X **ISAP Librarians and Editors** are delivered, within 14 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, SBD 6.1, SBD 8, and SBD 9 forms.
- 6.1.2. Provide the CVs for the candidates selected.

6.2. Evaluation stage 2:

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

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.

Preservation and Conservation Consumables:

Item		
Item cost inclusive of VAT		
Delivery		

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 Evaluation (80/20 Preferential Procurement point)

7.1 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
100% Black owned	(20 points), Less than 100% Black owned (10 points).

7.3 Provide detailed quotation covering the service to be provided as per scope of work.

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