



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT IS EXTENDED TO PROSPECTIVE SERVICE PROVIDERS TO RECRUIT A SUITABLY QUALIFIED HR GENERALIST ON A FIVE-MONTH FIXED TERM CONTRACT

CLOSING DATE: 21 October 2024

TIME: 14H00

NB. Note that Saturday will be treated as a normal working day. Should you want to submit a quotation, please email it to: Quotations@nlsa.ac.za

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 seeks to appoint a service provider to recruit an HR Generalist for a period of five months to be based on the NLSA's Pretoria Campus.

2. SCOPE OF WORK

- 2.1 Recruit a suitably qualified HR Generalist who meets the requirements of the position as per the attached advertisement.
- 2.2 Place the successful candidate on a five-month fixed-term contract on the NLSA's Pretoria Campus.
- 2.3 Ensure that the appointed person is subjected to a background verification including criminal checks.
- 2.4 Pay the successful candidate on a monthly basis.

3. NLSA'S RIGHTS

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. CONDITIONS OF RFQ

- 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. Quotations shall remain valid for a period of 30 days, and may be extended at the discretion of the NLSA.
- h. All information shall be treated as confidential in terms of the provisions of POPI Act.

5. EVALUATION CRITERIA

Pre-evaluation:

- 5.1 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 5.2 Complete SBD 4 and 6.1 forms.

6. EVALUATION STAGE TWO (2): TECHNICAL EVALUATION

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 position 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 • CV of lead recruiter demonstrating five years of relevant experience - 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	
	Minimum point to pass at this stage		70	

7. EVALUATION STAGE THREE: PRICING AND SPECIFIC GOALS EVALUATION

7.1 Pricing (80/20 preferential procurement 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.

7.2 Specific Goals	
Locality - CSD registration will be used to validate locality	10 points if the service provider is based in Gauteng. 5 points if the service provider is based outside of Gauteng.
100% Black ownership - CSD registration will be used to validate the percentage of Black ownership	10 points if the bidding company has 100% black ownership. 5 points if the bidding company has less than 100% black ownership

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

8. ENQUIRIES

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

Forward RFQ related enquiries to the following email address quoting the Bid Number and Description as a Reference: lebogang.maleka@nlsa.ac.za and quotations@nlsa.ac.za. Alternatively, call (012) 402 3017 during office hours.