



NATIONAL LIBRARY OF SOUTH AFRICA

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0001

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PROVISION OF SERVICES FOR THE IMPLEMENTATION OF A CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME FOR EMERGING LIBRARY LEADERS ON ICT SKILLS AND THE FIFTH INDUSTRIAL REVOLUTION (5IR)

Should you wish to deliver Bid documents, please note that the NLSA's working hours are from **08h00** to **17h00** on weekdays. Upon the submission of the Bid Documents Service Providers are requested to sign the register at reception.

Bid No: NLSA06/2025-2026

COMPULSORY BRIEFING SESSION N/A

CLOSING DATE: 29 January 2026

TIME: 11H00

BID DOCUMENTS ARE AVAILABLE ON

- NLSA website (www.nlsa.ac.za/tenders-and-procurement)

NB. Completed Bid Documents must be deposited at the following address.

ADDRESS	CLOSING DATE	TIME
NLSA Pretoria Campus, 228 Johannes Ramokhoase Street, Pretoria CBD.	29 January 2026	11H00

1. BACKGROUND

1.1. The National Library of South Africa (NLSA), mandated to collect, preserve and make accessible South Africa's documentary heritage, continues to play a pivotal role in advancing library development and professional excellence within the Library and Information Services (LIS) sector.

As libraries evolve into digital and knowledge-driven institutions, there is a growing need for librarians to acquire modern ICT competencies, artificial intelligence (AI) literacy, and strategic innovation skills aligned with the Fifth Industrial Revolution (5IR).

1.2. In response, the NLSA seeks to appoint a qualified service provider to offer a blended Continuing Professional Development (CPD) Programme for Emerging Library Leaders on ICT Skills and 5IR, aimed at empowering professionals to lead digital transformation within libraries and communities.

2. SCOPE OF WORK

2.1. Programme Design and Delivery

2.1.1. Offer a comprehensive Continuing Professional Development (CPD) curriculum integrating modern ICT competencies, Artificial Intelligence (AI) applications, and Fifth Industrial Revolution (5IR) technologies relevant to the Library and Information Services (LIS) sector.

2.1.2. Offer and deliver blended (in-person and virtual) block training sessions per cohort annually, conducted over a six-month cycle.

2.1.3. Ensure that all courses are aligned with SAQA standards and accredited by ETDP SETA. The service provider must be an accredited training provider or formally partner with one that holds ETDP SETA accreditation for the relevant learning areas.

2.1.4. Facilitate interactive and practical learning interventions, including workshops, expert-led sessions, case studies, peer learning, and applied ICT projects.

2.1.5. Train 20 participants per cohort annually over a three-year period (2026–2028), reaching a total of 60 participants.

2.1.6. Ensure each participant earns a minimum of 4 CPD points upon successful completion, accredited by a recognized professional body.

2.2. Curriculum Focus Areas

2.2.1. The CPD Programme should cover, but not be limited to, the following thematic areas:

- 2.2.1.1. ICT Trends in the Library and Information Services Sector
- 2.2.1.2. Artificial Intelligence (AI) and 5IR Applications in Libraries
- 2.2.1.3. Cloud-Based Library Management Systems and Infrastructure
- 2.2.1.4. Cybersecurity, Data Protection, and Digital Ethics
- 2.2.1.5. Digital Inclusion, Accessibility, and Sustainability
- 2.2.1.6. ICT Project Management, Strategic Planning, and Innovation
- 2.2.1.7. Partnerships, Advocacy, and Marketing for Digital Transformation
- 2.2.1.8. Fundraising and Proposal Development for ICT Initiatives
- 2.2.1.9. Monitoring, Evaluation, and Impact Assessment of ICT Projects

2.3. Logistical and Operational Requirements

- 2.3.1. Develop and provide training schedules, participant manuals, attendance registers, and assessment instruments in line with SAQA and ETDP SETA requirements.
- 2.3.2. Arrange for training venues that:
- 2.3.3. Are fully equipped with reliable Wi-Fi/internet connectivity;
- 2.3.4. Can comfortably accommodate all participants; and
- 2.3.5. Are accessible, inclusive, and conducive to learning.
- 2.3.6. Provide all training materials, digital learning tools, and equipment necessary for the delivery of both in-person and virtual sessions.
- 2.3.7. Maintain comprehensive records of attendance, assessments, and participant feedback for reporting and quality assurance purposes.
- 2.3.8. Submit progress reports after each training block and a comprehensive final completion report per cohort, detailing achievements, participant performance, and lessons learned.

2.4. Outcomes, indicators and alignment

Component	Elements
Outcome	To promote universal access to information and South Africa's documentary heritage

Component	Elements
Output Indicator	Enhanced research support and capacity building in the LIS sector
DSAC Priority	A transformed, capable, and professional arts, culture, and heritage sector
National Priority	Building a capable, ethical, and developmental state

2.5. Functionality and technical fit

Component	Minimum Requirement
Training Facilities	Reliable internet access, ICT equipment, and suitable classrooms
Content Areas	ICT trends in the LIS, project management, collaborations & partnerships, advocacy & L Marketing, developing funding proposals, as well as monitoring and evaluation of ICT projects
Team Leader Qualification	More than 5 Years of experience delivering ICT/5IR CPD training or equivalent in the LIS environment
Institutional Accreditation	Must be a registered South African higher education institution

3. NLSA'S RIGHTS

- 3.1.1. The NLSA is entitled to amend any tender conditions, tender validity period, tender Terms of Reference, or extend the tender's closing date, all before the tender closing date.
- 3.1.2. All Bidders, to whom the Bid documents have been issued and whom 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.
- 3.1.3. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

- 4.1. The duration of the contract is 36 months.

5. CONDITIONS OF THE BID

- 5.1. The NLSA reserves the right not to accept the lowest proposal.
- 5.2. The NLSA reserves the right to appoint one or more Bidders.
- 5.3. The NLSA reserves the right not to award the contract.
- 5.4. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.5. The General Conditions of Contract will be applicable to this Bid.
- 5.6. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7. No upfront Payment will be done by NLSA.
- 5.8. The bid is valid for a period of 90 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 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms.
- 6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD)

NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.

6.2. Mandatory requirement

- 6.2.1 Bidders are required to submit ETDP SETA accredited certificate.

NB: Failure to submit the above certification will result in disqualification.

6.3. Submission format

- 6.3.1. Bid proposals should be submitted in the format as indicated below:

NB! One (1) signed original Bid document and One (1) signed electronic copy on a USB or CD (PDF protected with a code).

- 6.3.2. Bidders will be evaluated in two stages. First stage will be the technical evaluation, the second stage be the price evaluation.

6.4. Evaluation stage one (1): Technical Evaluation

6.4.1. Bidders are expected to obtain a minimum of seventy (70) 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		Weight	Point	Score
1.	<p>Experience of the Service Provider in rendering required services.</p> <p>Provide reference letters on a similar courses offered within the past five (5) years. The reference letters must be on a signed company's letterhead including, contact name(s), address, phone number, date or period of the contracted project, a brief description of courses offered.</p> <ul style="list-style-type: none">• 5 or more years of relevant experience = 30 Points• 4 years of relevant experience = 24 Points• 3 years of relevant experience = 18 Points• 2 years of relevant experience = 12 Points• 1 year of relevant experience = 6 Points.• 0 years of relevant experience or no letter submitted = 0 Point. <p>NB. If a reference letter does not meet all the requirements listed, it will not be considered.</p>	30		
2.	<p>Detailed proposal</p> <p>Bidders must provide a detailed proposal clearly outlining the following: -</p> <p>Implementation plan, timelines, support, communication plan and risk methodology.</p> <ul style="list-style-type: none">• A proposal with implementation plan, timelines, support, communication plan and risk methodology = 40 points• Providing a detailed proposal with four of the required elements = 32 points	40		

	<ul style="list-style-type: none"> • Providing a detailed proposal with three of the required elements = 24 points • Providing a detailed proposal with two of the required elements = 16 points • Providing a detailed proposal with one of the required elements = 8 points • Failure to submit a detailed proposal with requirements listed = 0 points 			
3.	Experience of a Project Coordinator Bidders must provide detailed CV of a Project Coordinator with a minimum of 5 years relevant experience. <ul style="list-style-type: none"> • Project Coordinator with 5 years of relevant experience = 15 points • Project Coordinator with 4 years of relevant experience = 12 Points • Project Coordinator with 3 years of relevant experience 9 Points • Project Coordinator with 2 years of relevant experience = 6 Points • Project Coordinator with 1 year of relevant experience = 3 Points. • Project Coordinator with 0 years of relevant experience, or no CVs attached = 0 Point 	15		
4.	Experience of a Project Facilitator Bidders must provide detailed CV of a Project Coordinator with a minimum of 5 years relevant experience. <ul style="list-style-type: none"> • Project Facilitator with 5 years of relevant experience = 15 points • Project Facilitator with 4 years of relevant experience = 12 Points • Project Facilitator with 3 years of relevant experience 9 Points 	15		

	<ul style="list-style-type: none"> • Project Facilitator with 2 years of relevant experience = 6 Points • Project Facilitator with 1 year of relevant experience = 3 Points. • Project Facilitator with 0 years of relevant experience, or no CVs attached = 0 Point 			
	TOTAL POINTS	100		
	Minimum points to pass this evaluation stage	70		

6.5. Evaluation Criteria Stage Two (2): Pricing

6.5.1. Only those Bidders who passed the first stage shall be considered.

6.5.2. Preference Point System

6.5.2.1. 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 based on:

6.5.3. The bidding price (maximum 80 points)

6.5.3.1. 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.

6.5.4. Specific Goals (maximum of 20 points):

Company Ownership:

- Companies with 100% black ownership will receive 20 points.

Companies with less than 100% black ownership will receive 10 points

NB: Submit sworn affidavit or certified BEE certificate as evidence.

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

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

6.5.7. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

6.5.8. **All cost items must be inclusive of VAT:**

Item	Description	Quantity	Unit price year 1 (Inclusive of VAT)	Unit price year 2 (Inclusive of VAT)	Unit price year 3 (Inclusive of VAT)
			R	R	R
1.	Training - Library leaders	20 per six-month cycle			
2.	Training material	-			
3.	Trainer fees	-			
4.	Venue costs	-			
5.	Certification	-			
6.	Other	-			
TOTAL INCLUSIVE OF VAT					

7. ENQUIRIES

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

For any Bid related enquiries please send to the following email address quoting the Bid Number. Description as a Reference; kenny.netshiongolwe@nlsa.ac.za OR (012) 401 9770/9700/81