

REPORTING OF PROCUREMENT BY OTHER MEANS, VARIATIONS AND EXPANSIONS OF CONTRACTS

ANNEXURE B

Full Name of National/ Provincial Institution: National Library of South Africa

Name of Accounting Officer / Delegated Official: CEO: Dr. Ralph Links

Director/ Chief Director: SGM: Seiso Thodi

Telephone number and email address: seiso.thodi@nla.ac.za

Date: 07 July 2028

REPORTING OF PROCUREMENT BY OTHER MEANS

NO	Project Description	Name of Supplier	Contract Number	Reason for the procurement by other means	Value of contract	Award Date	Contract start date	Contract expiry
1	Renewal of SABINET Licence for 5 months	SABINET	N/A	SOLE SUPPLIER	R1 764 442.86	19/05/2028	N/A	N/A

No	Project Description	Name of Supplier	Contract Number	Reason for expansion or variation of contract	Value of expansion or variation	Value of previous contract	Award Date	Contract start date	Contract expiry

The Accounting Officer/ Authority confirms that the information captured in this report is a true reflection of the approved procurement by other means and the approved expansions and variations of contracts.

ACCOUNTING OFFICER/ AUTHORITY SIGNATURE



REQUEST FOR DEVIATION

From the Supply Chain Management Policy of the National Library of South Africa
in Terms of PFMA SCM Instruction No. 03 of 2021/2022

Reference Number: _____ (To be completed by SCM)

A. REQUESTER'S DETAILS

Requesting Department: Bibliographic Services and Collections Management

Requester's Name: Mr Stephen Shai

Requester's Designation/Position: Manager: BSCM

I hereby request the Chief Financial Officer or Chief Executive Officer to approve a deviation in terms of section 16A6.4 to 16A6.6 of the National Treasury Regulations for the following reasons (tick whichever is applicable):

a) Limited bidding i.e., sole supplier (Please provide confirmation)	X
b) Written price quotations within the threshold determined by the National Treasury instructions	
c) Procurement that occurs in emergency situations and urgent cases, i.e., where there is a threat to life or unforeseen circumstances	
d) Other means as per policy: (provide details under motivation)	

Motivation for approval for payment SABINET services

SABINET is the sole provider of library management system World Share Management Services (WMS), research databases and ContentDM. Library management system is essential tool used to create bibliographic records of library collection and making it discoverable to library users. The library management system is the key dependent of two strategic objectives of NLSA 2025 – 2023 Strategic Plan, namely *percentage of collection received, catalogued and made available on WMS, and number of images digitized and availed on NLSA website.*

SABINET is the sole provider of library management system (WMS), ContentDM that the NLSA is currently using and a sole service provider for a variety of research database used by library users. It is therefore impractical to find another service provider to provide same services. It is thereby requested that NLSA renew SABINET subscription

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for of 5 months from April 2026 to August 2026 as the subscription lapsed in April 2026. NLSA is currently going through a tender process to procure a library management system.

Recommendation

It is recommended that the Chief Executive Officer approve the renewal of the SABINET subscription for a period of 5 months starting from April 2026 to August 2026.

This is however limited as follows:

Supplier(s): SABINET

Nodes: R1 76 442,96

Total Amount: R1 76 442,96

Period: 5 months

Vote number: N/A

Budget available: Yes

Action plan to prevent the deviation recurring:

SABINET is the sole service provider for the research databases, WMS library management system and ContentDM that the NLSA is currently utilising. A tender process is currently underway for procurement of a library management system. However, Sabinet, remains the sole service provider for all other databases listed in the attachement.

Submitted by

Leten Stephen Shai

Mr Stephen Shai

Manager: BSCM

B. BUDGET CONFIRMATION

CONFIRMED		NOT CONFIRMED	
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Signed by: Lebaone Lerato Phoebe Lobe
Signed at: 2026-06-02 11:01:38 +02:00
Reason: Witnessing Lebaone Lerato Phoe

Ms Lobe

Ms Lebaone Lobe

02/06/26

Date

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C. EXECUTIVE DIRECTOR

RECOMMENDED		NOT RECOMMENDED	
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Comments:

NAM 109

02/06/26

Signature of Executive Director

Date

D. SUPPLY CHAIN MANAGEMENT

RECOMMENDED		NOT RECOMMENDED	
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Comments:

Signed by: TSHIFHUMULO KENNY NET
Signed on: 2026-06-02 14:06:36 +02:00
Reason: Witnessing TSHIFHUMULO KEN

[Signature]

02/06/26

Signature of Manager SCM

Date

E. CHIEF FINANCIAL OFFICER

RECOMMENDED		NOT RECOMMENDED	
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Comments:

Signed by: David Seelso Tlali
Signed on: 2026-06-02 14:25:06 +02:00
Reason: Witnessing David Seelso Tlali

Seelso Tlali

02/06/26

Signature of Chief Financial Officer

Date

F. CHIEF EXECUTIVE OFFICER

APPROVED		NOT APPROVED	
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Comments:

Signed by: Ralph Roland Links
Signed at: 2026-06-03 08:28:58 +02:00
Reason: Witnessing Ralph Roland Links



Signature of Chief Executive Officer

03/08/26

Date

G. LEGISLATION REQUIREMENTS

PFMA provides for circumstances in which a service provider may be appointed by other means other than an open public tender process. These instances are commonly referred to as deviations and are provided for in section 16A6.4 to 16A6.6 of the National Treasury Regulations. If in a specific case, it is impractical to invite competitive bidding, the Accounting Authority may procure the required goods and/or services by **other means**, provided that the reasons for deviating from inviting competitive bids must be recorded and approved by the Accounting Authority.

Procurement by other means included:

- Limited bidding i.e., Sole supplier
- Written price quotations within the threshold determined by the National Treasury instructions and,
- Procurement that occurs in emergency situations and urgent cases i.e., where there is a threat to life or unforeseen circumstances.

COMPLIANCE CHECKLIST

	Yes/No
Completed SBD1 form – to be completed if a supplier is foreign / based in another country	
Fully completed SBD4 form	
Fully completed SBD6.1 form	
Registration on Central Supplier Database	
Tax compliance	
Verification that the supplier is not a restricted supplier and tender defaulter	

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Sole supplier confirmation letter i.e., if a bidder is a sole supplier	
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