



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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TERMS OF REFERENCE

**PROCUREMENT OF SUBSCRIPTION TO THE LEGAL
DATABASE FOR SOUTH AFRICAN LAW, FOR A
PERIOD OF 12 MONTHS**

1. BACKGROUND

The Library under the Knowledge Management and Business Intelligence Directorate (KM&BI) provide continuous supply of information products and other subscriptions which include services from various research databases to support Business Units within the Department.

2. AIM OF THE PROJECT

The Library under Knowledge Management requires a service provider that will provide Legal database for South African Law with current awareness services to the Department of Public Works and Infrastructure. This subscription must include support to the Departmental staff for a period of 12 months.

3. SERVICE PROVIDER REQUIREMENTS

The following criteria will be used to appoint a suitable service provider:

- To provide a sound history in the information industry for 26 years and over.
- A firmly established organisation in facilitating electronic access to information.
- A company with a long track record of experience and effectiveness in addressing the diverse needs of a large and continually growing client base, spanning the corporate, academic and government markets.
- To perform the Services with the highest standards of professional and ethical competence and integrity.
- A Legal database that is a good retrieval database in providing current awareness of information in the Library in terms of Legal services, Risk Management, Corporate, Labour Relations, and Acts in Legal matters, Finance, Human Resources etc. and just any other unit in the organization that needs access to the latest legislation or commentary in their line of business.
- It should offer access most current and up-to-date legislations, regulations, case law, text books and other information related thereto. It is therefore inconceivable for any legal unit to even exist without latest legal materials, as law is based on new developments and continuous changes which are relevant for the success of failure of one's case.
- It should combines advanced technology, global and local sources and convenient services to uniquely address specific user needs. It is a strategic solution that

enables the Library to offer product and service combinations that address specific user needs and fit in to their existing workflow.

- The database should offer unlimited access to other remote branches (i.e. Regional Offices coverage) from one single point which is, Head Office. It has 24/7 access to vital information through the Intranet and Protocol (IP) fixing.
- The Legal database services should come in the form of access to intranet that has to be easily accessed and necessary support to departmental staff must be provided.

4. LIST OF LEGAL DATA SERVICES/ PRODUCTS

1. All SA Law Reports from 1947
2. Amlers prec of Pleading
3. Bill of Rights Compendium
4. Business Contracts Compendium
5. Civil Procedure in the Magistrates Courts
6. Civil Procedure in the Superior Courts
7. Competition Law of South Africa
8. Conveyancing Practice Guide
9. Dictionary legal words and phrase
10. Agency law
11. Essential Evidence
12. Evictions & Rental Claims
13. Explaining the Occupational Health and Safety Act
14. Hiemstra's Criminal Procedure
15. High Court Motion Procedure: A Practical Guide
16. Insolvency Law
17. Labour Law Through the Cases
18. Law of Collisions in South Africa
19. Law of Contract in South Africa
20. Law of Evidence
21. Law of Property
22. LAWSA
23. Legal Citator
24. Litigation Skills for Lawyers
25. Norman Law of Purchase & Sale
26. Corporate governance
27. Practical Guidan SA Compet act 2ed
28. Dispute Resolution
29. Insolvency Law
30. Prescription in SA
31. Sa constitutional law bill rights
32. National Legislation SA
33. Valuers manual

34. Transfer and bond cost
35. Trust law and practice
36. Unjustified Enrich
37. De Rebus
38. Statutes Interpretation
39. IR Network cash
40. Criminal law Damages
41. Indact Estate agency Aff
42. Summary judgment
43. Employ law JNL
44. Fand P construction
45. Norman law purchase sale
46. Inact orom access infor
47. PG Business
48. PG Dispute resolution
49. Current law
50. Indact POPI
51. F and P Complete set 27 volumes
52. Practical drafting skills
53. Competition law
54. Consumer protect law SA
55. Henochs companies
56. King IV report
57. SA Income Tax guide
58. SA Financial plan handbook

5. PROJECT TIME FRAME

The estimated timeframe is twelve months (12 Months)

6. CONTACT DETAILS

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