



public works  
& infrastructure

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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 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 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 Resource 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, regulation, case law and other information related thereto. It is therefore inconceivable for any legal unit to even exist without latest materials, as

law is based on new developments and continuous changes which are relevant for the success or failure of one's case.

- It should combine advanced technology, global and local sources and convenient service 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 to departmental staff must be provided.

#### **4. LIST OF LEGAL DATA SERVICES/PRODUCT**

1. Lexis premium
2. Amler's Precedents of Pleadings
3. Business Contracts Compendium
4. F&P BP: Full set
5. Bill of Rights Compendium
6. Civil Procedure in Magistrates Court BP
7. Civil Procedure Superior Courts BP
8. Competition Law of SA BP
9. Corporate Governance: Essential Guide for SA
10. Companies BP
11. Consumer Protection Law in SA BP
12. Criminal law BP
13. Current Law BP
14. Dictionary Legal Words & Phrases BP
15. Practical Drafting Skills
16. Employment Law journal
17. Essential Evidence BP
18. Eviction & Rental Claims
19. Henochsberg on Companies 71/2008
20. Hiemstra Criminal Procedure

21. High Court Motion Procedure
22. Meskin's Insolvency Law
23. IR Network
24. Labour Law through the cases
25. Law of Collisions in SA
26. Practical Guidance: BP Insolvency
27. Christie Law of Contract in SA
28. SA Financial Planning Handbook
29. Transfer@Bond Costs
30. Practical Guidance: BP Labour Public Sec
31. 5 Labour Pocket Library new
32. 4 Protection of Personal Information Act Pocket latest (POPIA)
33. 4 Protection of Information Act Latest edition (PAIA)
34. 5 South Africa Constitution Latest edition

## **5. PROJECT TIME FRAME**

The estimated timeframe is twelve months (12 months)

## **6. CONTACT DETAILS**

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