



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street

Private Bag X397

Pretoria

0001

5 Queen Victoria Street

Cape Town

8001

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF THE ANNUAL PERFORMANCE PLAN, ANNUAL REPORT, STRATEGIC PLAN AND SHAREHOLDER'S COMPACT.

CLOSING DATE: 05 June 2024

TIME: 11:00

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

1. BACKGROUND

1.1. National Library of South Africa (NLSA), 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.

2. SCOPE OF WORK

The following strategic documents are to be designed and printed.

Annual Performance Plan
Design, layout and printing
Due: March 2025

Size of document	A4, portrait
Number of pages	67 numbered pages excluding four cover pages
Quantity	Please provide two printing quotes – one for printing 50 documents and the second for printing 100 documents
Colour, design and layout	Full colour throughout
Design	Two design concepts to be submitted. Content to be laid out in the approved concept. Photographs and final edited content will be supplied.
Type of binding	PUR Binding
Finishing	Shrink wrapped
Cover specification	Cover printed on 300gsm Cover finish: matt laminate
Inside pages specifications	Inner pages printed on 128gsm gloss

Annual Report
Edit, design, layout and printing
Due: August 2024

Design	Three design concepts are to be presented for approval of one concept which will guide the layout of the Report. The Annual Financial Statements are to be edited, designed and laid out. Photographs will be supplied.
Size of document	A4, portrait
Format and number of pages	Landscape. Approximately 160 page (plus 4 cover pages)
Quantity	100 printed copies
CD copies	Annual Report artwork duplicated on 10 branded CDs in clear plastic covers
Editing and proof reading	Editing and proof reading of the content (about 100 A4 pages) and Annual Financial statements (about 60 A4 pages). Edits to be tracked for NLSA's approval.
Cover page	Front and back covers (inside and outside covers will have text and/or images)
Cover specification	Cover printed on 300gsm Cover finish: matt laminate

Colour, design and layout	Full colour throughout
Type of binding	PUR Binding
Finishing	Shrink wrapped.

**Shareholder's Compact
Design, layout and printing
Due: February 2025**

Quantity	2
Printing specification Size of booklet	A4
Orientation	Portrait
Cover stock	Invecote 300gsm cover
Colour	Full colour throughout
Inner pages	120gsm
Binding	Professional Bound
Number of pages	160 pages including four cover pages.

**Strategic Plan
Design, layout and printing
Due: March 2025**

Quantity	100
Printing specification Size of booklet	A4
Orientation	Landscape
Cover stock	Invecote 300gsm cover
Cover specification	Matt laminate
Colour	Full colour throughout
Inner pages	120gsm
Binding	PUR binding.
Number of pages	50 pages including four cover pages.
Duplication	8 branded CDs with the document duplicated on them.

3. NLSA'S RIGHTS

3.1. 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.

4. DURATION OF THE PROJECT

4.1. The contract will commence once the NLSA has issued the official Purchase Order.

5. CONDITIONS OF RFQ

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 NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

5.6. No upfront Payment will be done by NLSA.

5.7. Maintenance of the robots must be done at the NLSA Cape Town and Pretoria campuses.

5.8. The quotation is valid for a period of 30 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1. Mandatory

6.1.1. Bidders must submit at least three samples of Annual Reports or Strategic documents which they have developed together with their Bids.

NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.

6.2. Pre evaluation (standard bid documents)

6.2.1. Fully completed SBD 4 and SBD 6.1, forms.

6.2.2. Prospective bidders must be registered on Central Supplier Database.

6.3. Evaluation stage one (1): Technical Evaluation

The 80/20 preference point system will be used to evaluate price and B-BBEE points. The proposals received will be evaluated on the following criteria.

NO.	ELEMENT	0	1	2	3	4	5	WEI- GHT	SCORE
A)	TECHNICAL							100	
* Please note that only Bidders scoring 70/100 and more will be evaluated further on price and other goals.									
1.	Relevant Experience The service provider is to have more than five years of proven experience with projects of a similar nature, i.e. printing strategic publications. Please provide the following information: - Client - Scope of work - Date of the project 1 year of relevant experience = 1 point 2 years of relevant experience = 2 points 3 years of relevant experience = 3 points 4 years of relevant experience = 4 points 5 or more years of relevant experience = 5 points							70	

2.	Graphic Designer							
	Provide profile/CV of designer, with copy of qualification, that will work on this project.						30	
	Graphic designer with recognised qualification and 3 years of experience = 30 points							
	Graphic designer with recognised qualification and 2 years of experience = 20 points							
	Graphic designer with recognised qualification and 1 year of experience = 10 points							
	Graphic designer with no recognised qualification and less than one year of experience = 0 points							
B) PRICE							100	
C) THRESHOLD FUNCTIONALITY							70	

6.4. Preference Point System

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: -

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

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.

- Specific Goals (maximum of 20 points): -

• Specific Goals – Ownership	Points
Locality	20 Points for companies that are based in Gauteng
	10 points for companies that are outside Gauteng

NB: All cost items must be inclusive of VAT.

- Quotation must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.
- The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

7. ENQUIRIES

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

For any RFQ related enquiries please sent to the following email address quoting the RFQ Reference Number, Bid. Description as a Reference; Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766/9700/81