



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR DESIGN OF THE 2024/25 ANNUAL PERFORMANCE PLAN FOR THE NATIONAL LIBRARY OF SOUTH AFRICA

CLOSING DATE: 26 JANUARY 2024

TIME: 11h00

1. BACKGROUND

- 1.1 The National Library of South Africa, 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.
- 1.2 The NLSA in its endeavors to make available national heritage documentaries and much-needed content for people with visual and partial impairments seeks to appoint a service provider for design of the 2024/25 Annual Performance Plan for the National Library of South Africa.

2. SCOPE OF WORK

Design	Create two design concepts. Layout the content in the approved concept. Supply artwork in pdf format. Allow for two rounds of edits.
Size of document	A4, portrait
Number of pages	Approximately 70 pages (including 4 cover pages)
Colour, design and layout	Full colour throughout

- Edited content will be supplied. Content will be supplied in MS Word format made up of text and tables.
- Provide detailed quotation covering the service to be provided as per the scope of work.

2.1 **NLSA'S RIGHTS**

The NLSA is entitled to amend any RFQ conditions, validity period, terms of reference, or extend the closing date, before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA has 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. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their quotation response to ensure that they are kept updated on any amendments in this regard.

3. **DURATION OF THE PROJECT**

Delivery Period

The timeframes for this project are tight. A draft will be required at 12H00 on Monday, 29 January 2024 and the final document by 30 January 2024. Please allow for one round of edits. Bidders should take the tight deadlines into account as it will require working outside of business hours.

4. **CONDITIONS OF BID**

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront Payment will be done by NLSA.
- All delivery of the requested equipment must be made at the specified campus.
- The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA

5. EVALUATION CRITERIA

6.1. Pre-evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4 and SBD 6.1 forms.
- 6.1.2. Prospective bidders must be registered on Central Supplier Database

Evaluation Stage Two (1): Technical Evaluation

Requirement	Technical Specification	Yes/No
Design of the 2024/25 Annual Performance Plan for the NLSA	<p><u>Design:</u></p> <p>Create two design concepts.</p> <p>Layout the content in the approved concept.</p> <p>Supply artwork in pdf format. Allow for two rounds of edits.</p> <p>Size of Document- A4Portrait</p> <p>No of pages: Approximately 70 pages including 4 cover pages</p> <p>Colour layout and design: Full colour throughout</p>	

Only those service providers/contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

7. Pricing Evaluation (80/20 Preferential Procurement point)

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

7.1 Specific goals

7.2 Specific Goals	Points
<ul style="list-style-type: none">• Locality – 20 Points	<ul style="list-style-type: none">• 20 Points if the bidder is within City of Tshwane• 10 Points if the bidder is in the City of Tshwane

NB: Bidders must submit their company rates and taxes/ lease agreements to claim specific goals.

8. 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 Bid Number, Bid Description as a Reference; Patience.Shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81