



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 THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY PROMOTIONAL MATERIALS

CLOSING DATE: 05 MARCH 2026

TIME: 11H00

NB: All proposals/quotations must be submitted to Quotations@nlsa.ac.za. Kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

1. BACKGROUND

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 National Library of South Africa wishes to appoint a service provider to supply promotional materials.

2. SCOPE OF WORK

2.1. Branded Fabric Sock/Slimline Wall Banner

- Size: 6 x 3 metres
- Stretch fabric material that easily pulls and fits perfectly over the frame.
- Dye-sublimation graphic printed on machine-washable stretch fabric and has a zip stitched on the bottom.
- Aluminum frame - Each pole is numbered and interconnects with spring locking clips and shock cord. Fabric skins slip over the assembled frame and is secured with velcro/zip.
- 100% Polyester fabric/ portable aluminum frame - easy to assemble.
- Carry bag to be included.
- Full colour, double-sided print.
- Design and layout to be included.
- Quantity - 2

2.2. Production of branded slimline fabric pull up banners

- Aluminum frame - Each pole is numbered and interconnects with spring locking clips and shock cord. Fabric skins slip over the assembled frame and will be secured with velcro/zip.
- 100% polyester fabric, easy-to-remove and washable.
- Fabric - 240gsm polyester.
- Size: 800mm (W) x 2000mm (H).
- Full colour, double-sided print.
- Durable carry bag to be included.
- Design and layout to be included.
- Quantity: 3

2.3. Procurement of branded USB Pen set

- Executive 16GB USB Flash Drive and Pen Set
- Branding for pen: www.nlsa.ac.za
- Branding for USB: NLS logo
- Packaging: black box
- Printing: one colour print
- Design and layout to be included.
- Quantity: 250

2.4. Design and layout of fold out map brochures

- Fold style: Map Fold (vertical Z-fold followed by a horizontal, "book-style" half-fold).
- Paper Weights: 90gsm inside paper / cover – 130gsm
- Cover finish: Matt laminate

- Dimensions (Unfolded/Flat): 210 x 198mm
- Panel Count: 4pp (4 panels/sides)
- Panel Widths (for Rolling): When using a roll-fold, each panel must be slightly smaller than the previous one to avoid buckling (roughly 3.688" for outer panels and 3.624" for inner panels on an 8.5" x 11" sheet)
- 1/8" (3mm) bleed beyond the trim line.
- Content to be provided by the NLSA.
- Design to be included. Design specification: content to be presented in infographic format on both sides of the brochure.
- Full colour, doubled sided print.
- Quantity: 1000

2.5. Logo Redesign and High-Resolution Deliverables

- Bidders are required to redraw the existing Legal Deposit logo and convert it into high-resolution, print-ready and digital-ready formats. (NLSA to provide the current logo.)
- The final approved logo must be delivered in the following formats:
 - Vector formats: AI, EPS, and SVG
 - High-resolution PDF (print-ready)
 - High-resolution JPEG (minimum 300 dpi)
 - High-resolution PNG (transparent background)
 - Editable source files
 - One colour
- All intellectual property rights of the final approved logo will vest with the National Library of South Africa (NLSA).

2.6. High-Resolution Photography of the following Legal Deposit libraries

- Provide high-resolution professional photographs of Legal Deposit libraries. The photographs will be used in the banner and brochure designs. The legal deposit libraries are located in the following areas:

○ Adelaide Tambo Public Library Corner of Charles and West Burger Street, Bloemfontein, 9301	○ South African Library for the Blind 112B High Street, Makhanda (Grahamstown), 6140
○ Constitutional Court Library Hospital Street, Constitutional Hill Braamfontein, 2017	○ Bessie Head Library 260 Church Street, Pietermaritzburg, 3201
○ Library of Parliament	○ National Film, Video and Sound

Parliament Building, Parliament Street, Cape Town, 8001	Archives (NFA) Corner of Madiba and Thabo Sehume Street, Pretoria, 0001
○ National Library of South Africa (Pretoria Campus) 228 Johannes Ramokhoase Street, Pretoria CBD, 0001	○ National Library of South Africa (Cape Town Campus) 5 Queen Victoria Street, Cape Town, 8000

- The bidder must appoint and utilise qualified local photographers within each of the above-mentioned areas to capture the required images.
- The NLSA will not be responsible for any travel, accommodation, subsistence, or related logistical costs incurred by the bidder or appointed photographers.
- Photographs must:
 - Be high-resolution (minimum 300 dpi for print use)
 - Be suitable for both print and digital publication
 - Be delivered in JPEG, PNG, and RAW/editable formats
 - At least 15 photographs per library are required
- All photographic material produced under this bid shall become the property of the NLSA, with full usage rights granted to the NLSA for promotional, archival, and institutional purposes.

3. NLSA'S RIGHTS

3.1. 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.

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 Bidder.
- 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 organisation.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront payments will be done by NLSA.

- The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.

5. EVALUATION CRITERIA

Pre-evaluation (standard bid documents)

- Completed SBD 4 and SBD 6.1 forms.
- All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

6. Technical Criteria

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 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. Signed reference letters must be on company letterhead and contain the following information: - Client - Scope of work - Date of the project 1 Reference letter = 10 points 2 Reference letters = 20 points 3 Reference letters = 30 points 4 Reference letters = 40 points 5 Reference letters = 50 points							50	

2.	Graphic Designer Provide CV of designer indicating relevant design qualification and years of design experience. Please attach copy of the qualification. Graphic designer with recognised qualification and 5 years of experience = 50 points Graphic designer with recognised qualification and 3 years of experience = 30 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							50	
B)	PRICE							100	
C)	THRESHOLD FUNCTIONALITY							70	

7. PREFERENCE POINT SYSTEM

Pricing (80/20 preferential procurement Points)

- 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. Identified Specific Goals and their weights:

Locality - Bidders based in Gauteng Province = 20 Points

Bidders based outside Gauteng Province = 10 Points

Locality will be confirmed on bidders' CSD registration.

8. ENQUIRIES

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

For any RFQ related enquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; Judy.Moshige@nlsa.ac.za And quotations@nlsa.ac.za OR (012) 402 3017