



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, PRINT AND DELIVER ADMINISTRATION BOOKS IN PRETORIA AND CAPE TOWN CAMPUSES

CLOSING DATE: 03 February 2025

TIME: 11:00

NB. All proposal/quotation 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

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.

2. SCOPE OF WORK

- 1.1 The National Library of South Africa seeks to appoint a Service Provider to design, print and deliver administration books.
- 2.2. The books must be delivered in both campuses, Pretoria, and Cape Town, in accordance with prescribed quantities.

Description	Quantity per campus		Total quantity
	Cape Town	Pretoria	
1. Request books (size = 210mm x 297mm)	250	250	500
2. Request for service books (size = 320mm x 290mm)	50	-	50
3. Request for service books (297mm x 210mm)	50	100	200
4.Courier books (A5=210mm X148mm)		100	100

2.3 The Service Provider must obtain samples from NLSA and upgrade the design to align it with workprocesses.

2.4. The winning Bidder must provide samples of listed items for NLSA to approve before the order Is finalised

ITEM	DESCRIPTION		QUANTITY
1.	Request books	• Finish size = 210mm x 297mm, • Portrait, • 100 Sets per book, • Single Perforation on Binding Edge (Front sheet only), • 3 request slips per page, individually numbered, • Two Perforations required to separate three slips, • Printed black only, • Artwork & Layout design, • Cover printed black one side only on 200gsm, • Board back cover (Greychip) – including flap sheet to fold around into carbonised sheets, • Perfect Bound • Service Provider is required to visit NLSA and view samples.	500

2.	Request for service books	• Request for Services Books • Finish size = 320mm x 290mm, • Portrait, with top binding • Single Perforation on Binding Edge (Front sheet only), • 100 Sets per book, • Individually numbered, • Printed black only, • Artwork & Layout design, • Cover printed black one side only on 200gsm, • Board back cover (Greychip) – including flap sheet to fold around into carbonised sheets,	50
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		• Perfect Bound • Vendor required to visit NLSA and view sample.	
3.	Request for service books	• Request for Services Books • Finish size = 297mm x 210mm, • Landscape, • Single Perforation on Binding Edge (Front sheet only), • Perforations Landscape Front sheet only, • 100 Sets per book, • Individually numbered, • Printed black only, • Artwork & Layout design, • Cover printed black one side only on 200gsm, • Board back cover (Greychip) – including flap sheet to fold around into carbonised sheets, • Perfect Bound • Vendor required to visit NLSA and view sample.	200

4.	Request for courier books	• Request for Courier Books • Finish size: A5 = 210mm x 148mm • Portrait • Each booklet must contain 100 set of white, pink and blue carbonized paper per book – (carbonized paper = a type of coated paper designed to transfer information written on the front onto sheets beneath). • The text differs on each page. • Pages should be arranged in the order above prior for binding, namely: white, pink and blue. • Pages should be numbered per set, e.g. the first set of the white, pink and blue pages will have the same page number, and so will the next set. • The page numbering should commence from 613001. This means that the first book will have a set of pages from 613001-613100, and so forth. • The page range should be labelled on the spine of each book, with a solid black marker. • Printed black only. • Artwork & Layout design. • Cover printed black one side only on 200gsm, • Board back cover (Greychip) – including flap sheet to fold around into carbonized sheets, • Perfect bound • Vendor required to visit NLSA and view sample.	
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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. All Bidders, to whom the Biddocuments have been issued and where the NLSA have 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 RFQ information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their RFQ response to ensure that they are kept updated on any amendments in this regard.

4 DURATION OF THE PROJECT

- 4.1** The appointed service provider shall design, print, and deliver administration books within 30 days after a Purchase Order is issued.

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 organization.

- 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. Delivery of the requested administration books must be made at NLSA, both Pretoria and Cape Town campuses.
- 5.8. The NLSA reserves the right to purchase and request delivery of requested branded items in phases.
- 5.9. RFQ shall be valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.10. The NLSA reserves the right to conduct site visits at the Bidder's corporate offices and/or at client sites if so required.

6. EVALUATION CRITERIA

6.1. Pre evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 4 and SBD 6.1. forms.
- 6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD).

7. Preference Point System

- 7.1. 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 system of which points are awarded to bidders on the basis of:

- 7.2. The bided price (maximum 80 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.

- 7.3. Specific Goals (maximum of 20 points):

- 100% Black owned (20 points), Less than 100% Black owned (10 points) will be confirmed on CSD.

7.4. Pricing

- 7.4.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the goods including any applicable charges.
- 7.4.2. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.
- 7.4.3. **All cost items must be inclusive of VAT.**

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 RFQ Reference Number, RFQ Description as a Reference; quotations@nlsa.ac.za OR (012) 401 9770/9781