

NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF BRANDED PROMOTIONAL MATERIALS

CLOSING DATE: 07 MARCH 2024

TIME:11H00



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




1. BACKGROUND



- 1.1 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

- 2.1 The National Library of South Africa seeks to appoint a service provider to produce or procure; supply and deliver quality branded promotional material.
- 2.2 The goods must be delivered to NLSA Pretoria Campus in accordance with prescribed quantities.
- 2.3 Only the recommended Bidder must provide samples of listed items for NLSA to approve before the order is finalised.

ITEM	DESCRIPTION		QUANTITY
1.	Pen	 <ul style="list-style-type: none"> • Branding: #SALibraries • One colour and sided print (Black or White) • Ink – Black • Barrel colour – Silver Grey. • Grip colour – Navy blue, Black • Diameter – 1.3 cm. • Length - 14cm. • Retractable point. 	5000 (2500 Black, 2500 Navy Blue)
2.	Pencil	 <ul style="list-style-type: none"> • Branding: #SALibraries • One sided and colour print (White) • Lead colour – Black • Lead size - 3mm core. • Length – 17.5cm. • Casing - wooden • Colour – Black • Hexagonal shape • With an eraser at the base of the pencil. 	5000

3.	Pencil case	 <ul style="list-style-type: none"> • Branding: printed 1 side <ul style="list-style-type: none"> ○ #SALibraries ○ #SALibraries logo full colours. • Colour - Navy blue, Black. • 1 zipper - Same as case colour or different: Navy blue, Green, Red, Mustard, Black. • Height – 20cm. • Length – 22cm. • Material – Polyester and waterproofed. • With carry strap. 	5000 (2500 Black, 2500 Navy Blue)
4.	Ruler	 <ul style="list-style-type: none"> • Branding: #SALibraries (one colour print) • Material – Plastic • Length - 15 cm • Readings must be in millimetres and centimetres. • Colour – Navy blue, Green, Red, Black. 	5000
5.	Lanyard		5000

		<ul style="list-style-type: none"> • Wording: #SALibraries • Black. • Length – 45cm • Width – 1.5cm • Material - Polyester 	
6.	Tote bag	 <ul style="list-style-type: none"> • Two-sided print: Side 1: What are you reading? Side 2: #SALibraries logo one colour print • Colour: Navy blue, Green, Red, Mustard, Black. • 33 cm wide; 44cm height (size excludes carry handles) • Material: Polyester. • 2 carry handles – 60cm when folded. 	5000 (1000 Navy blue, 1000 Green, 1000 Red, 1000 Mustard, 1000 Black.)
7.	Wrist bands	 <ul style="list-style-type: none"> • Debossed different messages on individual bands: - <ul style="list-style-type: none"> ○ Message 1: #SALibraries - I LOVE TO READ ○ Message 2 : #SALibraries - LET'S READ TOGETHER • Colour: Navy blue, Green, Red, Mustard, Black. • Material: Silicone. • Message font type: Arial 	5000 Messages (Children = Message 1: 2000 Message 2: 2000 Adults = Message 1: 500 Message 2: 500)

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 Bid documents 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 supply and deliver the required branded material 21 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 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. Delivery of the requested branded items must be made at NLSA, Pretoria 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 copyright of the logo for branding resides with the NLSA and shall not be shared with any parties.



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. Technical Evaluation

7.1. Bidders are expected tick **Yes/No** on the below table to indicate if the goods to be delivered are as per the specifications requested. Failure to quote as per the specification will automatically disqualify the Bidder from proceeding to the next evaluation stage which is Pricing.

Item	Requirement	Technical specification	Quantity	Yes/No
1.	Pen	 <ul style="list-style-type: none"> • Branding: #SALibraries • One colour and sided print (Black or White) • Ink – Black • Barrel colour – Silver Grey. • Grip colour – Navy blue, Black • Diameter – 1.3 cm. • Length - 14cm. • Retractable point. 	5000 (2500 Black, 2500 Navy Blue)	
2.	Pencil	 <ul style="list-style-type: none"> • Branding: #SALibraries • One sided and colour print (White) • Lead colour – Black • Lead size - 3mm core. • Length – 17.5cm. • Casing - wooden • Colour – Black 	5000	

		<ul style="list-style-type: none"> Hexagonal shape With an eraser at the base of the pencil. 		
3.	Pencil case	 <ul style="list-style-type: none"> Branding: printed 1 side <ul style="list-style-type: none"> #SALibraries #SALibraries logo full colours. Colour - Navy blue, Black. 1 zipper - Same as case colour or different: Navy blue, Green, Red, Mustard, Black. Height – 20cm. Length – 22cm. Material – Polyester and waterproofed. With carry strap. 	5000 (2500 Black, 2500 Navy Blue)	
4.	Ruler	 <ul style="list-style-type: none"> Branding: #SALibraries (one colour print) Material – Plastic Length - 15 cm Readings must be in millimetres and centimetres. Colour – Navy blue, Green, Red, Black. 	5000	

5.	Lanyard	 <ul style="list-style-type: none"> • Wording: #SALibraries • Black. • Length – 45cm • Width – 1.5cm • Material - Polyester 	5000	
6.	Tote bag	 <ul style="list-style-type: none"> • Two-sided print: Side 1: What are you reading? Side 2: #SALibraries logo one colour print • Colour: Navy blue, Green, Red, Mustard, Black. • 33 cm wide; 44cm height (size excludes carry handles) • Material: Polyester. • 2 carry handles – 60cm when folded. 	5000 (1000 Navy blue, 1000 Green, 1000 Red, 1000 Mustard, 1000 Black.)	
7.	Wrist band	 <ul style="list-style-type: none"> • Debossed different messages on individual bands: - <ul style="list-style-type: none"> ○ Message 1: #SALibraries - I LOVE TO READ 	5000 Messages (Children = Message 1: 2000 Message 2: 2000	

		<ul style="list-style-type: none"> ○ Message 2 : #SALibraries - LET'S READ TOGETHER • Colour: Navy blue, Green, Red, Mustard, Black. • Material: Silicone. • Message font type: Arial 	Adults = Message 1: 500 Message 2: 500)	
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8. Preference Point System

8.1 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 in terms of which points are awarded to bidders based on:

8.2 The bidding 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.

8.3 Specific Goals (maximum of 20 points):

- 100% Black owned companies (20 points).
- Less than 100% Black owned companies (10 points).

7.3.4. All cost items must be inclusive of VAT.

Item	Description	Quantity	Unit price inclusive of VAT	Cost per transaction (including VAT and escalation costs)
			R	R
1.	Pen <ul style="list-style-type: none"> • Branding: #SALibraries • One colour and sided print (Black or White) • Ink – Black • Barrel colour – Silver Grey. • Grip colour – Navy blue, Black • Diameter – 1.3 cm. • Length - 14cm. • Retractable point. 	5000 (2500 Black, 2500 Navy Blue)		
2.	Pencil <ul style="list-style-type: none"> • Branding: #SALibraries • One sided and colour print (White) • Lead colour – Black • Lead size - 3mm core. • Length – 17.5cm. • Casing - wooden • Colour – Black • Hexagonal shape • With an eraser at the base of the pencil. 	5000		
3.	Pencil case <ul style="list-style-type: none"> • Branding: printed 1 side <ul style="list-style-type: none"> ○ #SALibraries ○ #SALibraries logo full colours. • Colour - Navy blue, Black. • 1 zipper - Same as case colour or different: Navy blue, Green, Red, Mustard, Black. • Height – 20cm. • Length – 22cm. • Material – Polyester and waterproofed. 	5000 (2500 Black, 2500 Navy Blue)		

	<ul style="list-style-type: none"> • With carry strap. 			
4.	Ruler <ul style="list-style-type: none"> • Branding: #SALibraries (one colour print) • Material – Plastic • Length - 15 cm • Readings must be in millimetres and centimetres. • Colour – Navy blue, Green, Red, Black. 	5000		
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	<ul style="list-style-type: none"> • Material: Silicone. • Message font type: Arial 	Adults = Message 1: 500 Message 2: 500)		
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NB: Quotation must provide a pricing schedule which clearly sets out the cost of providing the goods including any applicable charges.

NB: The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

9. 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; Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766/9700/81