



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
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0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY PPA SYSTEM FOR CAPE TOWN EXHIBITION LAUNCH FOR 23 APRIL 2026

CLOSING DATE: 16 April 2026

TIME: 11H00

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

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.

The National Library of South Africa wishes to appoint a service provider to supply PA System for an exhibition launch in Cape Town

2. SCOPE OF WORK

2.1. **Supply for PPA SYSTEM FOR Cape Town Exhibition**

Quantity	Item
4	tops (Speakers)
3	single base bins
1	monitor speaker
3	cordless mics
1	Mic stand
3	stands for speakers
2	Sound technicians on site

- 1 base bin and 2 tops to be placed at the 1st floor so long cabling required to reach the first floor (Length estimation 80m – 130m).
- Mixer and amps required for sound connections and sound technician on site

3. 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.

4. 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.

4.2 Evaluation stage one (1): Technical Evaluation

N/A

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

5. 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.

Identified Specific Goals and their weights:

Specific Goals

Locality:	
• 20 Points if the bidder is in the City of Cape Town	20
• and 10 points if bidder not based in City of Cape Town	10

- The Central Supplier Database report will provide evidence of Black Ownership status.

6. 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 RFQ Reference Number, Bid. Description as a Reference; Patience.Shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017