



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE TO REQUEST QUOTATIONS TO SUPPLY TROPHIES, MEDALS, AND CERTIFICATES TO THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)

CLOSING DATE: 07 AUGUST 2025

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

- 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

2. SCOPE OF WORK

- 2.1 The Funda Mzantsi 15th Championship 2025 would like to source quotations for the supply of trophies, medals, and certificates which will be presented to the Funda Mzantsi 2025 category winners.

Purchase of Trophies for the Funda Mzantsi Championship 2025

Item	Description	Quantity
1.	- 35 cm high -Perspex + engraved + Electrified= engraved plates (Perspex or glass)	11
2.	- 30 cm high -Festival glass + engraved plates (Perspex or glass)	11
3.	- 25 high- Global Crystal Pillar trophy + engraved plates (Perspex or glass)	44
4.	- Gold medals with insert (65mm)	55
5.	- Silver medals with insert (65 mm)	55
6.	- Bronze medals with insert (65 mm)	55
7.	- 35 cm Forest Green medal Ribbons (with logos)	165
8.	- A4 framed certificates; Poster Size: 297 x 210mm certificates (with logos)	44
9.	Total Items	440

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 has a 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 Bid 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 NLSA with trophies, medals, and certificates within 30 days after a Purchase Order is issued as per the specifications in the RFQ.

4.2. Recommended bidder should provide NLSA with samples to be approved before production.

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 Bidder.

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 General Conditions of Contract will apply to this Bid.
- 5.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- 5.8 No upfront Payment will be made by NLSA.
- 5.9 The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1 Pre-evaluation

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

7. PRICING

- 7.1.1 Provide a detailed quotation as per the required title.

P_s = Points scored for the price of tender under consideration;

P_t = Price of tender under consideration; and

P_{min} =
$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$
 Price of lowest acceptable tender.

7.1.2 Preference Point System

In terms of Regulation, 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 about 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 :

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 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.

7.1.3 Specific Goals (maximum of 20 points): -

20 points for 100% Black-owned South African companies,

10 points if the company is not 100% black owned.

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

8 ENQUIRIES.

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

For any bid-related enquiries, please send them to the following email address, quoting the Bid Description as a reference to; Judy.Moshige@nlsa.ac.za, and Quotations@nlsa.ac.za, or call 012 402 3017