



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 DESIGN, LAYOUT AND PRODUCTION OF BRANDED CORPORATE MATERIALS.

CLOSING DATE: 14 October 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.
- 1.2 The NLSA in its endeavors to make available national heritage documentaries and much-needed content for people with visual and partial impairments seeks to appoint a service provider for design, layout and production of corporate materials.

SCOPE OF WORK

Branded denim corporate bibs

Fabric- Denim

Logo-full colour embroidered, top right

Size elastic or tags for fastening

Front pocket,

79m in length

Quantity: 30x (different sizes)

Branded glass coaster sets

Size-10x10cm

Number of coasters per set: 4

Type-Glass

Glass thickness: 5mm

Printing-full colour printing, images to be provided by the NLSA (4images)

Packaging: white cardboard box packaging

Shape-Squared

Quantity: 100x

Branded corporate glass bottles

Size-7.5cm w x 24.5cm h x 7.5cm (d)

Material- Glass (bottle) and Stainless steel (lid)

Capacity- 1litre

Branding- one colour, one position side print

Printing-Screen printing

Packaging: White cardboard box

Quantity: 200

Branded Fabric Sock/Slimline Wall Banner- x 3

Size-3x3

Stretch fabric material that easily pulls and fits perfectly over the frame

Dye-sublimation printed graphic to printed on machine-washable stretch fabric and has a zip stitched on the bottom

100% Polyester fabric/ portable aluminum frame -easy to assemble

Full colour print, one sided print

Design and layout to be included/ to include carry bag

Branded Fabric Sock/Slimline pull up banner

Deluxe Slimline Banner: 800mm (W) x 2000mm (H),

Stretch fabric material that easily pulls and fits perfectly over the frame

Dye-sublimation printed graphic to printed on machine-washable stretch fabric and has a zip stitched on the bottom.

100% Polyester fabric/ portable aluminum frame -easy to assemble

Full colour print, one sided print

Design and layout to be included/ to include carry bag

Quantity: 10x

Branded Perspex podium

Size: 400mm wide x 400mm deep x 1130mm high

Design: compact lantern design with built in shelf and cut out handles

Lightweight and portable

NLSA logo to be pad printed on the podium in one colour

Quantity: 3x

Branded tablecloths

Size- Standard- 1.4mx2.4m

Full colour print

Logo to be provided

100% Polyester Mini Matt

Quantity: 5x

2.1 NLSA'S RIGHTS

4.1 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.

3. DURATION OF THE PROJECT

Delivery Period

Delivery 7 working days after purchase order has been issued

4. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidders.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the specified campus.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA

5. 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) and must attach a copy of the most recent report.

Evaluation Stage Two (1): Technical Evaluation N/A

7. Pricing Evaluation (80/20 Preferential Procurement point)

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.

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7.1 Pricing (80/20 preferential procurement Points)

7.2 Specific Goals	Points
Locality: 20 Points if the bidder is in the Gauteng and 10 points if bidder not based in Gauteng (CSD).	20

Provide detailed quotation covering the service to be provided as per the scope of work.

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 Bid Number,
Bid

Description as a Reference; Patience.Shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012)