



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 STORIES AROUND THE FIRE NATIONAL LIBRARY OF SOUTH AFRICA CAPE TOWN CAMPUS.

CLOSING DATE: 02 October 2025

TIME: 11H00

NB: All proposals/quotations 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 seeks to appoint a qualified service provider (or consortium of providers) to conceptualise, produce, and implement a multidimensional exhibition and live engagement programme titled Stories Around the Fire. The appointed bidder will be responsible for exhibition design, digital storytelling installations, branding, and facilitation of community engagement.

2. Scope of Work

The appointed service provider will be expected to deliver the following:

2.1 Exhibition Design and Production

- Design, produce/ print, construct and install a visually engaging, accessible and culturally appropriate exhibition.
- Custom-build an interactive Storytelling Fire Space for in-person engagement.
- Create the Language and Literacy Wall highlighting South African languages, facts, and quotes.

2.2 Digital Content

- Design and install a minimum of 3 interactive digital booths.
- Include pre-recorded oral history clips, author interviews, and community voices.
- Ensure accessibility features (subtitles, language translations, touch-screen navigation).

2.3 Branding, Signage and Educational Materials

- Develop a visual identity and branding pack for the exhibition.
- Design and produce signage: banners, directional arrows, educational boards.
- Deliver printed and digital educational leaflet.

3. Technical Requirements

Component	Minimum Requirement
Exhibition Design	3D render, floor plan, layout, lighting and material schedule
Storytelling Space Setup	Custom fire-themed design; seating for 20 people; ambient lighting and sound
Digital Booth Technology	Touchscreens, headphones, audio-visual hardware, captioned content
Accessibility	Comply with Universal Design Principles and South African accessibility guidelines
Branding and Marketing Collateral	Editable files (PDF, AI, INDD), minimum 10 printed designs banners, 10 easels

3. Expected Deliverables and Timeframes

Deliverable	Due Date
Final Exhibition Concept and 3D Mockups	15 October 2025
Completion of Setup and Testing	30 November 2025
Delivery of Printed and Digital Materials	25 November 2025

4.NLSA'S RIGHTS

4.1 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.

5. DURATION OF THE PROJECT

5.1 The appointed service provider shall make an undertaking that the delivery shall be concluded withing 30 days after issuing the Purchase Order.

6 CONDITIONS OF RFQ

6.1 The NLSA reserves the right not to accept the lowest proposal.

6.2 The NLSA reserves the right to appoint one or more Bidders.

6.3 The NLSA reserves the right not to award the contract.

6.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

6.5 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

6.6 No upfront Payment will be done by NLSA.

6.7 The quotation is valid for a period of 30 days and may be extended at the discretion of the NLSA.

7. SCM COMPLIANCE

Pre-evaluation (standard bid documents)

7.1 Fully Completed SBD 4 and SBD 6.1, forms.

7.2 All bidders must be registered on the National Treasury Central Supplier Database.

8. Evaluation stage one (1): Technical Evaluation

Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

No		Weight	Point	Score
1.	Experience of Service Provider in rendering required services. Provide contactable reference letters for similar work done within the past five years (5) The letters must be on the client's letterhead and must include the referee's name, signature, contact number and the scope of work • 5 or more years of relevant experience = 5 Points • 4 years' relevant experience = 4 Points • 3 years of relevant experience 3 Points • 2 years' relevant experience = 2 Points • 1 year of relevant experience = 1 Point. • 0 relevant experience = 0 Point. NB. If a reference letter does not meet all the requirements listed, it will not be considered.	40		
2	Detailed Proposal A detailed proposal clearly outlining the following: • Proposal detailing the following: implementation plan, timelines, support, communication plan and risk methodology. • Providing a detailed proposal with implementation plan, timelines, support, communication plan and risk methodology = 5 points • Providing a detailed proposal with four of the required elements = 4 points • Providing a detailed proposal with three of the required elements = 3 points • Providing a detailed proposal with two of the required elements = 2 points • Providing a detailed proposal with one of the required elements = 1 point	30		

	Failure to submit detailed proposal with requirements listed = 0 points			
3	Relevant Experience Bidders must provide a detailed CVs of key staff members. 5 or more years of relevant experience = 5 Points 4 years relevant experience = 4 Points 3 years of relevant experience 3 Points 2 years relevant experience = 2 Points 1 year of relevant experience = 1 Point. 0 relevant experience = 0 Point	30		
	TOTAL POINTS		100	
	Minimum points to pass this evaluation stage		70	

9. Preference Point System

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: -

- 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.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

Identified Specific Goals and their weights:

- **Companies with 100% Black ownership**
- 20 points if the service provider has 100% black ownership.
- 10 points if the service provider has less than 100% black ownership

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

10. Pricing

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

10.2 All cost items must be inclusive of VAT.

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; Patience.Shiburi@nlsa.ac.za or quotations@nlsa.ac.za OR (012) 401 9770/9700/81