



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 BRANDED CORPORATE MATERIALS

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.

CLOSING DATE: 27 October 2025

TIME: 11H00

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 NLSA seeks to appoint a service provider for design, layout and production of corporate materials.

2. SCOPE OF WORK

1. Branded A5 notebook (Soft cover)

- Material: Thermo PU
- Size: 24cm (l) x 17.4cm (w) x 1.3cm (h)
- Capacity: 80 Sheets / 160 Lined Page

Quantity: 200 (NLSA to provide artwork)



2. 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

Banner to include carry bag

NLSA to provide artwork

Quantity: 5x (NLSA to provide artwork)



3. Corporate branded pens

Altitude Strobe Ball Pen

Ink-Black

Pen point-Ball pen

Branding-one sided, one colour,

Silver accents

Colours-Navy blue,

Branding-on upper barrel of pen

Quantity: 200 (NLSA to provide artwork)



4. Branded Fabric Sock/Slimline Wall Banner

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

Quantity: 1 (NLSA to provide artwork)



5. Branded Vacuum Flask Set Vacuum Flask 500 ml Flask

- Bottle Type: Flask
- Made of: Stainless Steel
- Capacity: 500 ml

Quantity: 200 (NLSA to provide artwork)



6. Branded Okiyo Kachi Jute & Cotton Tote

- Material: Cotton & Jute
- Size: Bag - 31cm (w) x 13cm (d) x 31cm (h)
Front Pocket - 28.5cm (w) x 16cm (h)

Quantity: 200 (NLSA to provide artwork)



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

4.1 Pre-evaluation (standard bid documents)

- Fully completed SBD 4 and SBD .6.1 forms.
- All bidders must be registered on the National Treasury Central Supplier Database.

5. EVALUATION CRITERIA

5.1 Pre evaluation (standard bid documents)

- Fully Completed, SBD 4, SBD 6.1, forms.
- The bidder must be registered on the Central Supplier Database (CSD).

6.2 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.

6. PRICING

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:

Locality - Bidders based in Gauteng Province = 20 Points

Bidders based outside Gauteng Province = 10 Points

Locality will be confirmed on bidders' CSD registration.

7. 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; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81

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