



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 THE PRINTING OF EXHIBITION COLLATERAL

CLOSING DATE: 23 October 2024

TIME: 11H00

NB. Should you want to submit a quotation, please submit to the email: Quotations@nlsa.ac.za

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 is hosting an exhibition to celebrate GLAM institutions and 30 Years of Democracy. The exhibition will be launched in December 2024 in Pretoria and will be open till the end of March 2025.

2. SCOPE OF WORK

The NLSA is seeking the services of an experienced printer to print and prepare the exhibition collateral.

Bidders are to note that the items that are required are for a four-month exhibition at a National Institution in Pretoria CBD and not a one-day event. Only high end, gallery-grade quality art print with impeccable color accuracy, fine detail, durable materials and professional finishing will be considered.

Print ready files will be supplied to the successful bidder. The successful bidder will be required to install the exhibition over two days in December 2024. Bidders are to include a contingency fee of R10 000 in their quotation.

3. SPECIFICATION OF COLLATERAL TO BE PRINTED

Please see the detailed specification list attached. The specification list is to be used for the purposes of preparing your quotation.

Please note that dimensions may shift slightly. Final dimensions will be supplied upon award of contract with print ready files.

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 Bidder.
- 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 organisation.
- 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 NLSA.
- 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 30 days, and may be extended at the discretion of the NLSA

5. EVALUATION CRITERIA

4.1 Pre-evaluation (standard bid documents)

4.1.1 Fully completed SBD 4 and SBD .6.1 forms.

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

6. EVALUATION CRITERIA

Evaluation Stage Two (2): Technical Evaluation

Bidders are expected to obtain a minimum of **seventy (70) percent** out of one hundred (100) points on Technical Evaluation, 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, which is Pricing.

NO.	ELEMENT	0	1	2	3	4	5	WEIGHT	SCORE
TECHNICAL									
1.	Sample of image printed Sample supplied demonstrates high-end, gallery-grade quality exhibition prints with impeccable color accuracy, fine detail, with professional finishing, showcasing exceptional presentation. - Does not meet criteria = 0 point - Successfully meets criteria = 40 points							40	
2.	Relevant Printing Experience Bidders are to have at least 10 years of experience in the printing industry. Submit company profile documenting years of printing experience. 1 to 4 years of printing experience = 0 point 5 to 6 years of printing experience = 5 points 7 to 9 years of printing experience =10 points 10 + years of printing experience =15 points							15	
	Bidders are to have experience with at least five exhibition installations. Submit portfolio of exhibition installations with the following information: client, scope of work, date of the installation, venue of the installation							15	

	no exhibition installation or submission not relevant = 0 points								
	1 to 2 exhibition installations = 5 points 3 to 4 exhibition installations = 10 points - or more exhibition installations = 15 points								
3.	Turnaround time Bidders to demonstrate their ability to meet the turnaround time of 7 working days to print and prepare the collateral. Bidders to include the installation dates and the print production turnaround time in their project plan. - No commitment has been made = 0 points - Has committed to 2+ days more than the requested turnaround time = 10 points - Has committed to meet the turnaround time = 20 points. - Has committed to deliver earlier than needed = 30 points						30		
TOTAL									100

7. 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:

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

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = 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. PRICING

7.1 Provide detailed quotation as per the following:

SPECIFICATION	QUANTITY	PRICE IN RANDS
Printing of title panels - 1600 (w) x 2400 (h)	2	
Printing of zigzag content panels – 1205 (w) x 2000 (h)	16	
Printing of content panels – 930 (w) x 2400 (h)	20	
Printing of content panels – 875 (w) x 550 (h)	4	
Printing of banners – 1465 (w) x 6300 (h)	6	
Perspex overlays – +/- 300mm x 1200 x 3mm	8	
Cut out GLAM logos in Perspex – 3mm neon yellow, pink or clear Perspex +/- 500 x 30mm	6	
Preparation of interior of display cases – back, sides and bottom – 250 (h) to 90 (h) at front x 900 (w) x 700 (deep)	20	
Intro Panels: kick plates 1600 (w) x 100 (h)	2	
Zig Zag Content Panels: kick plates 1205 (w) x 100 (h)	16	
Installation on site in Pretoria CBD	2 days	
Contingency fee		R10 000
Sub Total		
VAT		
Total		

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; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017