



## 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 TRANSLATION OF EXHIBITION CONTENT FROM ENGLISH INTO FIVE SOUTH AFRICAN LANGUAGES

**CLOSING DATE: 23 October 2024**

**TIME: 11H00**

**NB. Should you want to submit a quotation, please submit to the email: [Quotations@nlsa.ac.za](mailto: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.

The exhibition content has been developed in English and needs to be translated into five South African languages.

## **2. SCOPE OF WORK**

A total of 2 840 words are to be translated from English into:

- Afrikaans
- isiXhosa
- Zulu
- Sepedi
- Tsonga

High-level attention to detail is required, and sensitivity with regard to social engagement around the themes.

The translation is to be understood by all audiences including school learners.

The successful service provider is to take responsibility for quality and accuracy of translation and in ensuring that there are no grammatical or typographical errors.

The translations must have content themes/messaging accuracy.

Some sections of text may need to be rewritten in another language to ensure that the content and its meaning is similar across all languages i.e. word for word translation will not be accurate and will not illustrate nuanced ideas.

Each translated text to be subject to two (2) native language reviews and associated revisions.

## **3. 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

## **4. 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.

## 5. 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 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|--------|-------|
| <b>TECHNICAL</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |   |   |   |   |        |       |
| 1.               | <b>Bidders Experience</b><br><br>Provide reference letters on official letterhead for translation work successfully rendered in the last five years.<br><br>Reference letters to be on official letterhead, include scope of work, date when work was done/completed, quality of the work done, referee's name, signature and contact details. <ul style="list-style-type: none"> <li>• 5 contactable reference letters with all the above requirements met = 50 points</li> <li>• 4 contactable reference letters with all the above requirements met = 40 points</li> <li>• 3 contactable reference letters with all the above requirements met = 30 points</li> <li>• 2 contactable reference letters with all the above requirements met = 20 points</li> <li>• 1 contactable reference letter with all the above requirements met = 10 points</li> <li>• No reference letters or reference letters do not contain the above requirements = 0 points</li> </ul> |   |   |   |   |   |   | 50     |       |
| 2.               | <b>Project Proposal</b><br><br>Provide methodology and timeframes of how the project will be completed in five days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |   |   |   |   |   | 25     |       |

[illegible]

## 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:

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

Ps = Points scored for price of tender under consideration;

Pt = 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. PRICING**

7.1 Please provide detailed, itemized quotation as per the following:

| Specification                                 | Price in Rands |
|-----------------------------------------------|----------------|
| 2 840 English words translated into Afrikaans |                |
| 2 840 English words translated into isiXhosa  |                |
| 2 840 English words translated into Zulu      |                |
| 2 840 English words translated into Sepedi    |                |
| 2 840 English words translated into Tsonga    |                |
| 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](mailto:Judy.Moshige@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 9770/3017