



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT AND PRINTING OF THE ANNUAL PERFORMANCE PLAN, ANNUAL REPORT AND SHAREHOLDER'S COMPACT.

CLOSING DATE: 17 March 2026

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

2. SCOPE OF WORK

The following strategic documents are to be designed and printed.

Annual Performance Plan
Design, layout and printing
Due: March 2027

Size of document	A4, portrait
Number of pages	67 numbered pages excluding four cover pages
Quantity	Please provide two printing quotes – one for printing 50 documents and the second for printing 100 documents
Colour, design and layout	Full colour throughout
Design	Two design concepts to be submitted. Content to be laid out in the approved concept. Photographs and final edited content will be supplied.
Type of binding	PUR Binding
Finishing	Shrink wrapped
Cover specification	Cover printed on 300gsm Cover finish: matt laminate
Inside pages specifications	Inner pages printed on 128gsm gloss

Annual Report
Edit, design, layout and printing
Due: August 2026

Design	Three design concepts are to be presented for approval of one concept which will guide the layout of the Report. The Annual Financial Statements are to be edited, designed and laid out. Photographs will be supplied.
Size of document	A4, portrait
Format and number of pages	Landscape. Approximately 160 page (plus 4 cover pages)
Quantity	100 printed copies
CD copies	Annual Report artwork duplicated on 10 branded CDs in clear plastic covers
Editing and proof reading	Editing and proof reading of the content (about 100 A4 pages) and Annual Financial statements (about 60 A4 pages). Edits to be tracked for NLSA's approval.
Cover page	Front and back covers (inside and outside covers will have text and/or images)
Cover specification	Cover printed on 300gsm Cover finish: matt laminate

Colour, design and layout	Full colour throughout
Type of binding	PUR Binding
Finishing	Shrink wrapped.

Shareholder's Compact Design, layout and printing Due: February 2027	
Quantity	2
Printing specification Size of booklet	A4
Orientation	Portrait
Cover stock	Invecote 300gsm cover
Colour	Full colour throughout
Inner pages	120gsm
Binding	Professional Bound
Number of pages	160 pages including four cover pages.

3. NLSA'S RIGHTS

- 3.1 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. All Bidders, to whom the Bid documents have been issued and where the NLSA has a 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 Bid response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

- 4.1. The contract will commence once the NLSA has issued the official Purchase Order

5. CONDITIONS OF RFQ

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

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

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

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

5.5 The General Conditions of Contract will apply to this Bid.

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

5.7 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.

5.8 No upfront Payment will be made by NLSA.

5.9 The quotations shall remain valid for 60 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1 Mandatory

6.1.1 Bidders must submit at least three samples of Annual Reports or Strategic documents which they have developed together with their Bids.

NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.

7. PRE-EVALUATION

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

7.3 Evaluation stage one (1): Technical Evaluation

The 80/20 preference point system will be used to evaluate price and B-BBEE points. The proposals received will be evaluated on the following criteria.

NO.	ELEMENT	0	1	2	3	4	5	WEI- GHT	SCORE
A)	TECHNICAL							100	
* Please note that only Bidders scoring 70/100 and more will be evaluated further on price and other goals.									

1.	Relevant Experience The service provider is to provide reference letters demonstrating proven experience with projects of a similar nature, i.e. printing strategic publications. Reference letter must be signed and contain the following information: - Client letterhead - Scope of work 1 Reference letter = 15 points 2 Reference letters = 30 points 3 Reference letters = 45 points 4 Reference letters = 60 points 5 Reference letters or more = 75 points						75	
----	---	--	--	--	--	--	----	--

2. Graphic Designer	Provide profile/CV of designer, with a certified copy of qualifications, that will work on this project. Graphic designer with recognised qualifications and 3 years of experience = 25 points Graphic designer with recognised qualifications and 2 years of experience = 15 points Graphic designer with recognised qualification and 1 year of experience = 10 points Graphic designer with no recognised qualification and less than one year of experience = 0 points								25	
B) PRICE									100	
C) THRESHOLD FUNCTIONALITY									70	

8 PRICING

8.1.1 Provide a detailed quotation as per the required title.

8.1.2 Preference Point System

In terms of Regulation, 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 about 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):

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

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.

8.1.3 Bid price

The following formula will be used to calculate the points out of 80/20 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

8.1.4 Specific Goals (maximum of 20 points): -

20 points for 100% Black-owned companies,

10 points if the company is not 100% black-owned.

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

NB: All cost items must be inclusive of VAT.

- Quotation must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.
- The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

9. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any bid-related enquiries, please send them to the following email address, quoting the Bid Number and Bid Description as a reference; Judy.Moshige@nlsa.ac.za and Quotations@nlsa.ac.za or 012 402 3017

