



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE TO REQUEST QUOTATIONS TO SUPPLY TROPHIES, MEDALS, AND CERTIFICATES TO THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)

CLOSING DATE: 07 AUGUST 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
- 1.2 The National Library of South Africa (NLSA) wished to appoint a service provider to supply books

2. SCOPE OF WORK

- 2.1 The Funda Mzantsi 16th Championship 2026 would like to source quotations for the supply and delivery of trophies, medals, and certificates which will be presented to the Funda Mzantsi 2026 category winners.

Item	Description	Quantity
Purchase of Trophies for the Funda Mzantsi Championship 2025		
1.	- 35 cm high -Perspex + engraved + Electrified= engraved plates (Perspex or glass)	11
2.	- 30 cm high -Festival glass + engraved plates (Perspex or glass)	11
3.	- 25 high- Global Crystal Pillar trophy + engraved plates (Perspex or glass)	44
4.	- Gold medals with insert (65mm)	55
5.	- Silver medals with insert (65 mm)	55
6.	- Bronze medals with insert (65 mm)	55
7.	- 35 cm Forest Green medal Ribbons (with logos)	165
8.	- A4 framed certificates; Poster Size: 297 x 210mm certificates (with logos)	44
9.	Total Items	440

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 appointed service provider shall supply NLSA with trophies, medals, and certificates within 30 days after a Purchase Order is issued as per the specifications in the RFQ.
- 4.2 Recommended bidder should provide NLSA with samples to be approved before production.

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 Bidder.
- 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 a period of 60 days and may be extended at the discretion of the NLSA.

6. EVALUATION CRITERIA

6.1 Stage one: Pre-evaluation (SCM Compliance)

6.1.1 Fully completed SBD 4, SBD 6.1 forms.

6.1.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

6.2 Evaluation Stage 2: Evaluation Stage Two (2): Technical Evaluation

Only those service providers/contractors who respond exactly as per the scope of work and to the satisfaction of the NLSA shall be considered. Bidders must score 60 points or more out of a total 100 points allocated for Functional Criteria. Bidders that score less than 60 points will be disqualified and will not be evaluated further.

No	Element	Weight	Score
	Technical		
1.	Bidders Reference Letters: - 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 • 30 points = 4 contactable references with all the above requirements met, • 20 points = 3 contactable references with all the above requirements met, • 10 points = 1 to 2 contactable references with all the above requirements met, • 0 Point =.0 contactable references with the above requirements met.	30	

2.	Graphic Designer Experience: Provide a detailed CV of the Graphic Designer the bidder will be working with to produce the quality certificate and their qualifications: - 5- and 6-years graphic design work experience and above with certified qualification = 20 - 4 years graphic design work experience and above with certified qualification = 15 - 2 - 3 years graphic design work experience and above with certified qualification = 10 - 1 years graphic design work experience and above with certified qualification = 5 - 0 Years graphic design work experience and above with certified qualification = 0	20	
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4

Quality of trophy sample

Bidder must deliver a sample product of work produced within the past 5 years. Sample must be delivered to the NLSA at the Pretoria campus within 5 days of the bid closing date:

50

Quality	Grade Description	score
Excellent	Product exceeds all specifications. Premium materials, outstanding workmanship, superior finish, and exceptional durability.	5
Very Good	Product meets all specifications with high-quality materials and workmanship. Only minor imperfections, if any	4
Good	Product meets the required specifications and is fit for purpose with acceptable quality and finish	3
Moderate	Product partially meets the specifications. Quality, finish, or durability is acceptable but requires improvement	2
Poor	Product does not meet the required specifications. Inferior materials, poor workmanship, or significant defects	0

7. PRICING

7.1.1 Provide a detailed quotation as per the required title.

7.1.2 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):

8.1.1 Bid price

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.

8.1.2 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.

= Points scored for the price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin =
$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$
 Price of lowest acceptable tender.

8. EQUITIES

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 to; Patience.Shiburi@nlsa.ac.za and Lorraine.Mongwe@nlsa.ac.za, or call 012 401 9700/81