



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE PRODUCTION OF HANGING BANNERS AT THE PRETORIA CAMPUS

CLOSING DATE: 30 JULY 2026

TIME: 11:00

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

The National Library of South Africa (NLSA) is a premier African institution tasked with the collection, preservation, and dissemination of South Africa's national documentary heritage. As a custodian of this heritage, NLSA promotes awareness, appreciation, and access to published works both nationally and internationally, contributing significantly to the country's cultural development and prosperity. The NLSA operates from its campuses located in Pretoria and Cape Town.

The NLSA seeks to appoint a company to produce hanging banners for the Pretoria Campus

2. SCOPE OF WORK

Hanging Banners

- Banners to be displayed in main foyer of NLSA's Pretoria Campus
- Quantity - 6 to hang side-by-side from the second floor

- Size 1465 mm (w) x 6300 mm (h)
- Finish: Printed banners on mesh to allow light through with mechanism to secure to railing and weighted bottom to ensure consistent linear drop
- Cable ties to be supplied by bidder.

NB: Artwork will be supplied by the NLSA. Bidder to check print readiness of 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

Pre-evaluation (standard bid documents)

- Completed SBD 4 and SBD 6.1 forms.
- All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

Evaluation stage 2:

Only those service providers / contractors who responded exactly as per above scope of work and to the satisfaction of the NLSA shall be considered.

5. PRICING

- 5.1 Provide detailed quotation covering the service to be provided as per scope of work.

6. 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 NLSA's SCM Office.

Email: Quotations@nlsa.ac.za and Lorraine.mongwe@nlsa.ac.za quoting the Bid Number and Bid Description in the subject line.

Call: (012) 401 9770/9700/81 during office hours.