



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 PRODUCITON OF VARIOUS BRANDED CORPORATE ITEMS

CLOSING DATE: 24 MARCH 2025

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 NLSA in its endeavors to make available national heritage documentaries and much-needed content for people with visual and partial impairments seeks to appoint a service provider to produce various branded corporate items.

2. SCOPE OF WORK

- **Branded Pens -1000**

Altitude Picasso Ball Pen

Plastic upper barrel

One colour and sided branding

Rubber lower barrel

Metal clip

Black German ink refill

Colours: Black. Red, Navy blue, Orange

- **Production of Branded Corporate Notepads-1000**

Size-A5 (14.8x21cm)

Paper gsm-80 gsm

Backboard -200gsm

One sided print (full colour print)

Pages-20 pages per notepad

Artwork to be provided

Glue finishing

- **Branded Cotton Tote Bags-1000**

Made from 120gsm natural cotton

Bag Handles: 60cm x 2cm

Colour -light beige / cream colour, not white

Branding options: Two colour print, one sided

Product Dimension: 42cm (h) x 38cm (w)

- **Production of thick paper board branded bookmarks-1000**

Size:5.08cm x 15.24cm

Paper GSM-300

Brilliant white paper

Double sided full colour print

Spot UV finish

Artwork to be provided

- **Design, layout and production of cardboard Toblerone Display-2**

Free standing 3-sided cardboard totem display stand with custom printing

Novel 3-sided design

Can be viewed from multiple angles

Made from cardboard - 100% recyclable

Scratch-resistance Medium scratch resistance

Material 2mm E fluted Cardboard

Dimensions (HxWxD) Width of each face of tower: 40cm
Width of each face of base: 74cm
Base height: 10cm
Assembled height: 150cm

Printing Full colour print

Print method UV Print Process

Resolution 1080dpi

Content to be provided

3. NLSA'S RIGHTS

The NLSA is entitled to amend any RFQ conditions, validity period, terms of reference, or extend the closing date, before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA has 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 quotation response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

Delivery Period

7 working days after the Purchase Order has been given

5. 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 Bidders.
- 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 organization.

- 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 specified campus.
- 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 60 days and may be extended at the discretion of the NLSA

6. EVALUATION CRITERIA

6.1. Pre-evaluation (standard bid documents)

6.1.1. Fully completed SBD 4 and SBD 6.1 forms.

Evaluation Stage Two (1): Technical Evaluation

Requirement	Technical Specification	Yes/No
	N/A	

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

7. Pricing Evaluation (80/20 Preferential Procurement point)

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.

7.1 Pricing (80/20 preferential procurement Points)

7.2 Specific Goals	Points
Locality: if the bidder is based in Gauteng Province (proof of address will be verified on CSD)	20 points

Based outside of Gauteng Province	10 points
---	-----------

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

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