



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 PRODUCTION (INCLUDING LAYOUT) OF BRANDED CORPORATE PROMOTIONAL MATERIALS.

CLOSING DATE: 03 MARCH 2026

TIME: 11H00

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 for production (including layout) of branded corporate promotional materials.

2. SCOPE OF WORK

2.1. Production of branded slimline fabric pull up banners -10

Aluminum frame- Each pole is numbered & interconnects with spring locking clips & shock cord Fabric skins slip over the assembled frame and secured with velcro/zip

One-sided print, 100% polyester fabric, Full-color dye sublimation print

- Easy-to-remove and washable materials

- Size: 2440mm (W) x 2220mm (H), Double Sided
- Fabric-240gsm polyester
- Durable carry bag included
- Design and layout to be provided

2.2 Production of Branded Corporate Notepads-500

Size-A5 (14.8x21cm)

Paper gsm-80 gsm, back board -200gsm

One-sided print (full colour print), pages-20 pages per notepad

Artwork to be provided

Glue finishing

2.3 Branded Pens-500

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,

2.4 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

2.5 Branded Perspex clear podium 2

Acrylic podium

Top 500mm x 400mm

Height-1200mm

Material-6mm clear

NLSA logo to be branded on the podium (logo to be provided)

Branding in one colour- white

3. NLSA'S RIGHTS

3.1. 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

4.1 To be completed and delivered by mid-March 2026 at NLSA PTA campus, 228 Johannes Ramokoase Street, Pretoria.

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

Pre-evaluation (standard bid documents)

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

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 in the City of Tshwane	20 Points
• If the bidder is not based in the City of Tshwane.	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 send 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