



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY PROMOTIONAL MATERIALS

CLOSING DATE: 27 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

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.

The National Library of South Africa wishes to appoint a service provider to supply promotional materials.

2. SCOPE OF WORK

2.1. Branded Fabric Sock/Slimline Wall Banner

- Size: 6 x 3 metres
- Stretch fabric material that easily pulls and fits perfectly over the frame.
- Dye-sublimation graphic printed on machine-washable stretch fabric and has a zip stitched on the bottom.
- Aluminum frame - Each pole is numbered and interconnects with spring locking clips and shock cord. Fabric skins slip over the assembled frame and is secured with velcro/zip.
- 100% Polyester fabric/ portable aluminum frame - easy to assemble.
- Carry bag to be included.
- Full colour, double-sided print.
- Design and layout to be included.
- Quantity - 2

2.2. Production of branded slimline fabric pull up banners

- Aluminum frame - Each pole is numbered and interconnects with spring locking clips and shock cord. Fabric skins slip over the assembled frame and will be secured with velcro/zip.
- 100% polyester fabric, easy-to-remove and washable.
- Fabric - 240gsm polyester.
- Size: 800mm (W) x 2000mm (H).
- Full colour, double-sided print.
- Durable carry bag to be included.
- Design and layout to be included.
- Quantity: 3

2.3. Design and layout of fold out map brochures

- Fold style: Map Fold (vertical Z-fold followed by a horizontal, "book-style" half-fold).
- Paper Weights: 90gsm inside paper / cover – 130gsm
- Cover finish: Matt laminate
- Dimensions (Unfolded/Flat): 210 x 198mm
- Panel Count: 4pp (4 panels/sides)
- Panel Widths (for Rolling): When using a roll-fold, each panel must be slightly smaller than the previous one to avoid buckling (roughly 3.688" for outer panels and 3.624" for inner panels on an 8.5" x 11" sheet)
- 1/8" (3mm) bleed beyond the trim line.
- Content to be provided by the NLSA.
- Design to be included. Design specification: content to be presented in infographic format on both sides of the brochure.
- Full colour, doubled sided print.

- Quantity: 1000

2.4. Logo Redesign and High-Resolution Deliverables

- Bidders are required to redraw the existing Legal Deposit logo and convert it into high-resolution, print-ready and digital-ready formats. (NLSA to provide the current logo.)
- The final approved logo must be delivered in the following formats:
 - Vector formats: AI, EPS, and SVG
 - High-resolution PDF (print-ready)
 - High-resolution JPEG (minimum 300 dpi)
 - High-resolution PNG (transparent background)
 - Editable source files
 - One colour
- All intellectual property rights of the final approved logo will vest with the National Library of South Africa (NLSA).

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.

4.1. Evaluation stage one (1): Technical Evaluation

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.

5. 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.

6. 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 Description as a reference; Lorraine.mongwe@nlsa.ac.za and Quotations@nlsa.ac.za or 012 401 9766