



## 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 4 CARDBOARD TOBLERONE DISPLAY AND 35 BANNERS TO THE NATIONAL LIBRARY OF SOUTH AFRICA

**CLOSING DATE: 27 MARCH 2025**

**TIME:11H00**

***NB: All proposal/quotation must be submitted to [Quotations@nlsa.ac.za](mailto: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 twelve (12) wall banners as specified.
- 1.3 The wall banners should be delivered to the NLSA campus in Pretoria.

#### 2. SCOPE OF WORK

- 2.1 **NLSA would like to source quotations for the supply of the following products**  
**Design, layout and production of cardboard Toblerone Display x 4**

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<br>Width of each face of base: 74cm<br>Base height: 10cm<br>Assembled height: 150cm |
| Printing               | Full colour print                                                                                                     |
| Print method           | UV Print Process                                                                                                      |
| Resolution             | 1080dpi                                                                                                               |
| Content to be provided |                                                                                                                       |

## 2.2. **Production of branded slimline fabric pull up banners - 24**

- 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

## 2.3. **Branded Fabric Sock/Slimline Wall Banners- x 9**

Size-3x3m

Stretch fabric material that easily pulls and fits perfectly over the frame

Dye-sublimation printed graphic to printed on machine-washable stretch fabric and has a zip stitched on the bottom.

100% Polyester fabric

Portable aluminium frame -easy to assemble

Full colour print, one sided print  
Design and layout to be included  
To include carry bag

#### **2.4. Branded Fabric Sock/Slimline Wall Banners – X 4**

Size-3x 6m  
Stretch fabric material that easily pulls and fits perfectly over the frame  
Dye-sublimation printed graphic to be printed on machine-washable stretch fabric and has a zip stitched on the bottom.  
100% Polyester fabric  
Portable aluminium frame -easy to assemble  
Full colour print, one sided print  
Design and layout to be included  
To include carry bag

### **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 to write such amendments in good time and any such changes will also be posted on the NLSA's website under the relevant Bid information. Therefore, all prospective bidders must ensure that they visit the website regularly and are kept updated on any amendments before submitting their bid response.

### **4. DURATION OF THE PROJECT**

4.1 The appointed service provider shall supply NLSA with products as indicated within 7 (seven) days after a Purchase Order is issued as per the specifications in the RFQ.

### **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 60 days and may be extended at the discretion of the NLSA.

## **6. EVALUATION CRITERIA**

### **6.1 Pre-evaluation**

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.

## **7. PRICING**

### **7.1.1 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):

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for the price of tender under consideration;

$P_t$  = Price of tender under consideration; and

### **7.1.2 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.

### **7.1.3 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.

## **8 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 Number and bid Description as a Reference; [Judy.Moshige@nlsa.ac.za](mailto:Judy.Moshige@nlsa.ac.za), and [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za), 012 402 3017