



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street

5 Queen Victoria Street

Private Bag X397

Cape Town

Pretoria

8001

0001

TERMS OF REFERENCE/SPECIFICATIONS FOR PRODUCTION OF BRANDED NLSA PULL UP BANNERS, BACK PACKS AND POP-UP BANNERS

CLOSING DATE: 28 October 2024

TIME: 12h00

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 seeks to appoint a service provider to print, and supply branded executive Pull-up, backpacks and pop-up banners

2. SCOPE OF WORK

2.1 Production of Executive Stand Banner (X2)

- Simple pull up mechanism allows for effortless setup and takedown
- Durable, high quality PVC material ensures a long-lasting and sturdy display
- One sided print
- Quantity: 2
- Size-2.1m x 850mm

- Portable lightweight & compact design
- Adjustable height, telescopic pole adjusts to accommodate different ceiling heights
- Sturdy base, wide, heavy base prevents the banner from tipping over
- Full color printing
- To include black carry bag

2.2 Legend Sublimated Pop-Up Banner 2m X 1m (X4)

- Weight: 3.2kg
- 1 x frame: fibre rod • assembled size: 2 x 1 x 0.4m
- bag: polyester oxford • size: 85cm dia • twist and fold to fit into bag
- 2 x pop-up skins included • polyester display fabric • visual size: 1.98 x 0.9m • crease resistant, lightweight,
- easy setup
- accessories: 4 x ground spikes: steel
- legend range
- Quantity: 4

2.3 Supply of branded Back Packs

- Back Packs (30)
- One colour print-NLSA Logo
- Branding method-Screen print
- Material-600
- Colour-Black
- Quantity: 30

NB: The NLSA to provide artwork

3. NLSA'S RIGHTS

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

4. DURATION OF THE PROJECT

- 4.1 The appointed service provider shall make an undertaking that the turnaround time to supply and deliver is within 4 days.

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 Bidders.
- 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 be applicable 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 done by NLSA.
- 5.9 The quotation is valid for a period of 90 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, SBD 6.1, forms.
- 6.1.2 The bidder must be registered on the Central Supplier Database (CSD).

6.2 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.

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

Preference Point System

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to 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):

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.

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

Where-

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: 20 Points if the bidder is in the Gauteng and 10 points if bidder not based in Gauteng (CSD).	20

8. ENQUIRIES

All enquiries regarding this tender must be directed to the SCM Office:

For any Bid related enquiries please sent to the following email address quoting the Bid Number.

Description as a Reference; Judy.Moshige@nlsa.ac.za OR (012) 401 9700/9766/402 3017