



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN AND LAYOUT EVENTS & CAMPAIGN POSTERS FOR THE NATIONAL LIBRARY OF SOUTH AFRICA.

CLOSING DATE: 15 March 2024

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 National Library of South Africa seeks to acquire an email archiving and email security tool.

2. SCOPE OF WORK

2.1 The service provider to be appointed to design and layout of posters for the National Library of South Africa by 30 March 2024.

Design and Layout Of various campaigns and events	<ul style="list-style-type: none"> The supplier will design, Layout and Produce the following banners: 	
	Design and layout of poster for various campaigns and events.	
	Specification:	
	Size	A0
	Colour	Full Colour
	Layout	Portrait
	Designs	16 different designs
	Edits	Allow for 3 Edits per artwork
	Poster Themes	To be discussed in session with the appointed Service Provider
The appointed bidder will be required to submit artwork samples before edit sessions (Themes and content will be supplied)		

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 The appointed service provider shall make an undertaking to design and layout poster artworks within 21 Working days.

5. CONDITIONS OF BID

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- 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 organization.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 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.

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

7.1 The bided price (maximum 80 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.

7.2 Specific Goals (maximum of 20 points):

Specific Goals	Points
100% Black owned	20 points if the bidder is 100% Black owned. 10 points if the bidder is less than 100% Black owned. Proof – CSD report

7.3 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; Lebogang.Maleka@nlsa.ac.za or quotations@nlsa.ac.za OR (012) 402 3017

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