



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street

Private Bag X397

Pretoria

0001

5 Queen Victoria Street

Cape Town

8001

TERMS OF REFERENCE/SPECIFICATIONS FOR PROCUREMENT OF NLSA MOBILE EXHIBITION TOOLKIT PROMOTIONAL MATERIALS

Should you wish to deliver Bid documents, please note that the NLSA's working hours are from **08h00 to 17h00** on weekdays. Upon the submission of the Bid Documents Service Providers are requested to sign the register at reception.

Bid No: NLSA 04/2025-2026

COMPULSORY BRIEFING SESSION N/A

CLOSING DATE: 29 January 2025

TIME: 11H00

BID DOCUMENTS ARE AVAILABLE ON

- NLSA website (www.nlsa.ac.za/tenders-and-procurement)

NB. Completed Bid Documents must be deposited at the following address.

ADDRESS	CLOSING DATE	TIME
NLSA Pretoria Campus, 228 Johannes Ramokhoase Street, Pretoria CBD.	29 January 2026	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 (NLSA) is mandated to preserve, promote, and provide access to South Africa's documentary heritage, while advancing literacy and reading culture. To enhance its outreach, exhibitions, and public engagement initiatives, the NLSA requires a Mobile Exhibition Toolkit.
- 1.3. This toolkit will support exhibitions, displays, workshops, conferences, and community outreach across all NLSA campuses and public venues. It will showcase NLSA collections, programmes, services, and literacy initiatives, including Legal Deposit, Interlibrary Loans (ILL), and heritage promotion activities.

2. SCOPE OF WORK

- 2.1. The National Library of South Africa seeks to appoint a qualified service provider to brand, supply, and deliver promotional materials for the NLSA Mobile Exhibition Toolkit, ensuring it is fully equipped, portable, and ready for deployment at exhibitions, conferences, and community events.
- 2.2. **Brand all promotional items** according to NLSA corporate identity guidelines.
- 2.3. Supply all promotional materials, equipment, and exhibition items as per the specifications.
- 2.4. Deliver the complete toolkit to all NLSA campuses, the toolkit must be delivered at both Pretoria and Cape Town campuses

Pretoria Campus

228 Johannes Ramokhoase Street

Private Bag X397

Pretoria

0001

Cape Town Campus

5 Queen Victoria Street

Cape Town

8001

- 2.5. All items must be of quality, durable, portable, and suitable for repeated use.
- 2.6. Provide training or guidance on the use, assembly, and storage of items where required.
- 2.7. Outdoor items must be weather-resistant.
- 2.8. Digital devices must support interactive displays and standard presentation software.
- 2.9. Warranty and maintenance arrangements for electronic equipment must be included.
- 2.10. Supplier must ensure safe delivery, handling, and setup of all items.
- 2.11. Suppliers are advised to view the correct samples or images of items to be procured.
- 2.12. **Required Deliverables:** Indicate with **YES OR NO**, your capacity to deliver as per the item listed in the table immediately below.

ITEM	DESCRIPTION		QUANTITY		YES/NO
			PTA	CT	
1.	Woven nylon sleeves	- Woven nylon sleeve holds small cylindrical metal weights like sausage links (approx. 1/8" diameter; approx. 1/3" long) and weigh 200 grams per meter. - Weights can be cut to length with a scissor, by simply cutting between individual weights.	1	1	
2.	Heavy duty weight bags	Heavy-duty weight bags, water repellent, usually polyester denier fabric.	50	50	

		The fabric is wrapped around a 1.5 mil polybag containing 1.5 pounds of micrograin steel pellets. Black and white required.			
3.	Wedges of varying sizes	- Wedges of varying sizes and angles. - This allows you to select the appropriate ones to fit the lay of the book. - The wedges have a one piece bent construction of 0.1875" acrylic.	14 degrees angle (1" x4" x4") = 25 Total = 25	14 degrees angle (1" x4" x4") = 25 Total = 25	
4.	Wedges of varying sizes	- Wedges of varying sizes and angles. - This allows you to select the appropriate ones to fit the lay of the book. - The wedges have a one piece bent construction of 0.1875" acrylic.	10 degrees angle (1"x 2"x 2.5") = 25 Total = 25	10 degrees angle (1"x 2"x 2.5") = 25 Total = 25	
5.	Book pillows	Book pillow contains polystyrene beads or inert ethafoam crystals encased in a heat-sealed Tyvek cover for durability.	A5 x 10	A5 x 10	
6.	Book pillows	Book pillow contains polystyrene beads or inert ethafoam crystals encased in a heat-sealed Tyvek cover for durability.	A4 x10	A4 x10	
7.	Book pillows	Book pillow contains polystyrene beads or inert ethafoam crystals encased in a	A3 x 10	A3 x 10	

		heat-sealed Tyvek cover for durability.			
8.	Book pillows	Book pillow contains polystyrene beads or inert ethafoam crystals encased in a heat-sealed Tyvek cover for durability.	A2 x 10	A2 x 10	
9.	Acrylic poster holders	- A4: 210 x 297 x 2mm - Portrait - Double-sided holder - T-shape - Must allow graphics to be easily interchanged. - Colour: transparent	10	10	
10.	Acrylic poster holders	- A4: 210 x 297 x 2mm - Portrait - Double-sided holder - L-shape - Must allow graphics to be easily interchanged. - Colour: transparent	10	10	
11.	Acrylic poster holders	- A3: 297 x 420 x 2mm - Portrait - Double-sided holder - T-shape - Must allow graphics to be easily interchanged. - Colour: transparent	10	10	
12.	Acrylic Book Picture Frame Plate Stand	- Strong and durable material, made of high-quality acrylic with good transparency - Rounded corners - Size: 15 x 13 x 20cm, thickness 8mm	10	10	

		- Weight: 65g - Only the stand, not including other items			
13.	Acrylic Book Stand – A shaped	- A4 acrylic book stand - For a book up to 30mm thickness. - Clear UHI Book Stand - A-shaped frame that supports a book in an upright position - Elegant Laser cut polished edges UHI Acrylic Book Stand for A4 Books. - For a book up to 30mm thickness. - Size 27 x 21 x 26cm.	10	10	
14.	Branded NLSA gazebo/tent (foldable, weather-resistant)	- Material: Skin - Water Resistant Polyester & 600D - Foldable frame - Aluminium - Bag - Polyester Oxford - Toolkit - Rubber, Wood, Nylon & Steel - Size: Long Full-Wall Skin - 6m (w) x 1.9m (h) (front and back) - Frame - 6m (w) x 3m (l) - Bag - 158cm (l) x 28cm (w) x 43cm (h)	2	2	
15.	Branded NLSA gazebo/tent (foldable, weather-resistant)	- Material: Skin - Water Resistant Polyester & 600D - Foldable frame - Aluminium - Bag - Polyester Oxford - Toolkit - Rubber, Wood, Nylon & Steel - Size: Half-Wall Skin - 3m (w) x 1m (l) (on 2 sides)	2	2	

		• Full-Wall Skin - 3m (w) x 1.9m (l) (at the back) • Frame - 3m (w) x 3m (l) • Bag - 158cm (l) x 28cm (w) x 28cm (h)			
16.	Banner: Pull-up banners	• Content to be provided before delivery • Size: 120 x 200cm • Single-sided design • Chrome end-cap base with a supporting pole (executive stand / base) • Non-curl PVC print • Carry bag for easy transport	10	10	
17.	Banner: Tri tower banners	• Size: 1m x 2m • 3-Sided print • Material: PVC • Aluminium Frame • Must include a carrier bag	2	2	
18.	Banner: wind spinners	• Content to be provided before delivery • Visual Size 1.2m (h) x 500mm (w) x 2 1.2m (h) x 500mm (w) x 2 • Graphic Panel Full colour self-adhesive vinyl print x 2 • Must include a carrier bag • Packaging Size 1230mm x 520mm x 100mm • Weight 11 kg	2	2	
19.	Banners: Slimline	• Content to be provided before delivery • Size: 1000mm x 2280mm • Aluminium frame	15	15	

		• Double-sided branding • 100% polyester fabric • Full-color dye sublimation print • Easy-to-remove and washable materials			
20.	Banners: wall banner	• Content to be provided • Frame: Aluminium cross bar • Fabric: 100% Polyester Banner weave • Print and Carry Bag Material: Skin - Polyester Frame - Aluminium Bag - Polyester Oxford • Size: Skin - 3m (w) x 2.25m (l) Frame - 3m (w) x 2.25m (l) x 0.3m (d) Bag - 29cm (w) x 85cm (l) x 27cm (d)	2	2	
21.	Portable tables	• Type: pre-assembled folding table heavy duty • Size: 1.8m (can seat 8 people) • Material: Plastic, with steel legs • Colour – White / cream • Shape: rectangle • Width: 1800 cm • Height: 74 cm • Depth: 74 cm • Weight: 11 kg	4	4	
22.	Tablecloths	• Spandex stretch slip -over tablecloth • Size when fitted on the rectangular shaped table: 1800 x 750mm • Printing: front, and on two sides	4	4	

		No logo but with NLSA colours)			
23.	Tablecloths	- Spandex stretch slip -over tablecloth - Size when fitted on the rectangular shaped table: 1800 x 750mm - Printing: front, and on two sides - With NLSA logo	1	1	
24.	Chairs	- Foldable heavy-duty chairs - Moulded plastic with powder coated steel legs - Colour: white / cream - Width: 1800 cm - Height: 74 cm - Depth: 74 cm - Weight: 11 kg - Maximum Weight Capacity: 150 kg	5	5	
25.	Digital display screen	- Size: 75" - Resolution: 4K UHD (3840 × 2160) - Touch Input: 20-point multi-touch, < 10 ms latency - OS & System: Must support Windows OS, Linux, Android OS, HarmonyOS, - Quad-core CPU, 4–8 GB RAM, 32–64 GB storage - Connectivity: HDMI, USB-C, USB, RJ45, Wi-Fi, OPS slot - Audio: Integrated stereo speakers - Features: Whiteboarding, annotation, wireless sharing	1	1	

		• Build: Slim bezel, tempered glass • Display: interactive display unit, • stylus pens: 2 • Remote control • Power cable, • Can be mounted on wall / stand • Brightness: ~350–400 nits • Anti-glare tempered glass • Touch & Writing • Infrared multi-touch, up to 20 points • Writing latency: < 10 ms • Supports pen + finger input • Built-in whiteboarding and annotation software • System & Performance • CPU: Quad-core processor • RAM: 4–8 GB (depending on configuration) • Storage: 32–64 GB • Connectivity: HDMI, USB-C, USB 3.0/2.0, RJ45 Ethernet • Dual-band Wi-Fi • OPS slot for additional expansion • Audio & Collaboration • Integrated stereo speakers • Wireless screen sharing (multi-device casting supported) • Compatible with mainstream conferencing apps			
26.	TV stand	• Height adjustable steel TV Cart10-10"	1	1	

		• Tilt screen size to accommodate 37 to 80" screens • Max weight: up to 60kg • Max vesa: 600 X 400mm with Lockable Castors.			
27.	E-reading devices / tablets for digital sign-ups	• Height: 177.53 mm • Width: 262.63 mm • Depth: 6.1 mm • Weight: Approx. 515 g (including the battery) • Size: 11.5 inches* • Screen-to-body ratio: 86% • Resolution: 2456 × 1600, 256 PPI • Colour: 16.7 million colours saturation, 100% sRGB (typical value) • Type: TFT LCD (IPS), up to 120 Hz refresh rate; 60/90/120 Hz smart refresh rate • Touch Screen: Multi-touch, supports a maximum of 10 contact points during touch • OS & System: Must support Windows OS, Linux, Android OS, HarmonyOS • Memory: RAM: 8 GB • ROM: 256 GB • Rear Camera: 13 MP (f/1.8 aperture, AF) • Image resolution of the rear camera: 4160 × 3120 pixels • Video recording of the rear camera: 1920 × 1080 pixels	2	2	

		• Rear camera capture mode: Beauty/Panorama/Audio Control/Timer/Time-Lapse/Watermark/Documents/AI Lens • Front Camera: 8 MP (f/2.0 aperture, fixed focal length) • Image resolution of the front camera: 3264 × 2448 pixels • Video recording of the front camera: 1920 × 1080 pixels • Front camera capture mode: Beauty/Mirror reflection/Audio Control/Timer/Time-Lapse/Watermark • Battery: 10,100 mAh (typical value) • Standard charger: 10V/4A charger • Quick charging: The tablet supports 10V/4A (Max) fast charging and is compatible with 10V/2.25A, 9V/2A fast charging. • Wi-Fi: 802.11a/b/g/n/ac/ax, 2 × 2 MIMO • WLAN Frequency: 2.4 GHz and 5 GHz • Bluetooth: Bluetooth 5.2, BLE, SBC, AAC, LDAC HD Audio are supported. • Bluetooth File Transfer • PC Data Synchronization • OTG: maximum output current 1A/5V			
--	--	---	--	--	--

		• USB: Type-C, USB 2.0 • 2 microphones • 4 speakers • Audio file format: .mp3, .mp4, .3gp, .ogg, .amr, .aac, .flac, .wav, .midi • Video file format: .mp4, .3gp • Type-C Cable × 1 • Polishing Cloth • Smart keyboard			
28.	Portable Projector	• Full HDMI Quality • DLP • Full 3D • XGA (1024x768) • Integrated 10w speaker • Lumens: 4 000 ANSI. • Contrast Ratio 22 000:1 • Throw Ratio 1.94:1 - 2.16:1 • Throw Distance: 1m - 12m • Optical Zoom: 1.1x • Aspect ratio: 4:3 native, • Noise level: 27dB (Typical) / 29dB (Max) • Lamp life hours (up to) 6000 (Bright), 12000 (Dynamic), 10000 (Eco), 15000 (Eco+) • Includes Kensington lock • Power supply: 100 - 240V, 50-60Hz • Standby Power Consumption: 0.5W • Dimensions: 316 x 244 x 108MM • Net weight: Kg	1	1	

		• Input ○ 1 x HDMI 1.4a 3D support ○ 1 x VGA (YPbPr/RGB) ○ 1 x Composite video ○ 1 x Audio 3.5mm • Output: ○ 1 x HDMI 1.4a 3D support ○ 1 x VGA (YPbPr/RGB) ○ 1 x Composite video ○ 1 x Audio 3.5mm • Control: ○ RS232 • AC power cord • Remote control • Battery • Basic user manual • Must come with protective case and desktop stand			
29.	Portable screen for projector	• Screen projector size: 2.4m x 2.4m • Tripod screen large 4:3 professional presentation display • Retractable design	1	1	
30.	Projector pen	• Laser PPT Flip Pen. • 2.4G wireless technology • Effective distance 10m. • Page up / page down, • Volume plus / volume minus, laser presentation function. • Simple operation, easy to use. • Power supply: 3.7V (lithium battery).	1	1	

		• Support system: Windows, Android, Linux, Mac OS and others.			
31.	Portable speaker with two mics	• Hybrid PA15B - 15" - Portable • With retractable handle, wheels and side handle. • Battery operated 15" full range, • with Bluetooth - USB, • FM Radio, • Wireless VHF • Microphone & IR Remote – Control: Bass, mid & treble EQ Controls - Aux Input RCA & 3.5mm Jack, • External Mic Input & line XLR output. • 75 Watt - RMS. • Battery Duty Cycle - 6 Hour at Max Output - Bluetooth/USB/SD, EQ Controls, 6-hour battery life • 1x Power supply • 2 x Wireless handheld • 2 x Mic clip	1 speaker and 2 mics	1 speaker and 2 mics	
32.	Surge protection plugs	• High Surge Protection: 1200 joules • 250V/16A maximum load • Socket type: standard 2 pin and 3 pin sockets,	2	2	
33.	Extension cords	• 25m 16 Amp Steel Extension Reel with High Level Surge Protection 16 A • Heavy duty	4	4	

		• Socket type: standard 2 pin and 3 pin sockets • Maximum Current: 16 A • Maximum Voltage: 220 V			
34.	Multi-plugs	• 12 Way High Surge Protector Multi-plug • Colour: White • Type: Multi-plugs • Power Cord Length: 0.5 m • No. of sockets: 12 • Socket type: standard 2 pin and 3 pin sockets	2	2	
35.	Portable inverter	• Portable Inverter Power Station • South African Plugs • With a 518Wh lithium Portable Power Station. • Portable rechargeable lithium battery generators • Lithium battery power: 518Wh/144400mAh battery capacity, 500W Rated Power and 1000W Surge Power from the pure-sine wave AC port. • Weight: 6kg • Easy-carry handle. • Multiple output ports: charge mainstream electronics and small appliances, including Smartphone's, tablets, laptops, cameras, drones, etc. • All-in-one portable power station which includes three USB ports, AC outlet and 12V car output.	1	1	

		• Can recharge the power station three ways: AC outlet, DC carport or via optional solar panels. • With LCD screen displays charge/discharge data and battery life status. • Unlimited green power bundle which can work with compatible solar panels to perform as a solar kit or solar generator. • Must have additional South African 2-prong to 3-prong outlet adapter.			
36.	NLSA brochures	• Size: A4 • Tri-fold brochure • Content will be provided on eight different areas	3000	3000	
37.	Pens	• One colour and sided print (Black or White) • Ink – Black • Barrel colour – Silver Grey. • Grip colour – Navy blue, Black • Diameter – 1.3 cm. • Length - 14cm. • Retractable point.	500	500	
38.	Folders	• Paper presentation folders • Size: A4 • Content to be provided • Matt lamination • With double sided pockets	500	500	
39.	Notepads	• Sheet size: A5 • No. pages: 80	500	500	

		• 21.3L x 14.7W x 1.5Th cm • Cover: cardboard with lining • With attached book marker • With elastic band to hold pages together • Cover colour: Black • Line spacing: 5mm			
40.	Bookmarks	• Text and images will be provided • Size: 20 x 6cm • Printed on both sides • Glossy paper • With ribbon attached (1 puncher hole at the middle top) • Ribbon: 15cm when folded • Ribbon colour: masturd, lime	1000	1000	
41.	Business cards	• No of sides: Double Sided • Orientation: Horizontal • Lamination: Gloss • Corner Type: Rounded corners • Standard size – 8.5 x 5.4 cm	800	500	
42.	Tote bags	• Size: 30 x 30 x 6cm Material: Jute & Cotton Tote • A large jute storage compartment with button closure, • Long cotton carry handle to wear over your shoulder • A front cotton pouch for added storage space. • Colour: natural tone	250	250	
43.	USBs	• Axis Glint Flash Drive (swivel)	200	200	

		- Material: USB - Soft Touch ABS & Metal - Presentation Case - PP - Size: USB - 5.5cm (l) x 2cm (w) x 1cm (h) Presentation Case - 7cm (l) x 2.6cm (w) x 1.5cm (h) - Capacity: 8 GB			
44.	Keychains	- Material: Zinc Alloy & Polished Nickel Plating - Size: 5.7cm (l) x 2.3cm (w) x 0.7cm (h) - Packaged AND - Material: Zinc Alloy & Polished Nickel Plating - Size: 5cm (d) x 0.7cm (h) - Packaged	250	250	
45.	Name badges	Names to be provided	23	15	
46.	Pencil case	- Material: 600D - Size: 34cm (l) x 12cm (h) - Colour: blue, black, green, navy, orange, yellow	300	300	
47.	Highlighters	5 in 1 highlighters set - Material: Plastic - Size: Case - 12.7cm x 8cm x 2.2cm Highlighter - 14cm x 5.8cm x 1cm - The plastic set in carry box and - Highlighter colours: green, pink, yellow, blue and orange highlighters, each with a white	300	300	

		square barrel and colour-indicative tips.			
48.	Ruler	• Material – Plastic • Length - 30 cm • Readings must be in millimetres and centimetres. • Colour – Navy blue, Green, Red, Black.	300	300	
49.	Water bottles	• Material: Plastic (BPA Free) with part of stainless steel • Size: 8cm x 26cm • Capacity: 800ml • Blue, red, green (100 each colour) • With Foldable Drinking Spout • A transparent plastic body • A dome lid cap • A removable carry ring	300	300	
50.	Storage containers	• Clip and lockable storage box with lid • With wheels • Transparent • Side handles	25 L x 4	25 L x 4	
51.	Storage containers	• Clip and lockable storage box with lid • With wheels • Transparent • Side handles	50 L x 2	50 L x 2	
52.	Storage containers	• Clip and lockable storage box with lid • With wheels • Transparent • Side handles	100 L x 2	100 L x 2	

53.	A4 Metal Portable Brochure Folding Zigzag	• Foldable aluminium zigzag brochure stand for exhibitions • Size: A4 • Overall Size (h x w x d): 1540 x 275 x 365 mm • Closed Size (h x w x d): 180 × 350 × 470 mm • No. of shelves: 6 Portrait (3 each side) • Weight: 7.6 kg • Carrier bag / case	1	1	
54.	Wooden Easel Tripod Stand	• Height: 175 cm • Base Width: 55 cm • Depth: 75 cm • Holds canvases up to 50 cm wide • Thickness of Support: 3.5 cm • Adjustable height • Adjustable design for various angles • Stable with a footprint of 60cm x 75 cm	15	15	
55.	A0 clip frame on a stand	• A0 Clip Frame 40mm - Natural Anodized • A0 Single Sided Lollipop O Base Stand -40 mm • Colour: silver • The display stand is made from a tubular steel pole and a spun metal base and fitted with aluminum clip frames • Must allow graphics to be easily interchanged.	5	5	

56.	A0 clip frame without a stand	• A0 Natural anodized single sided clip frame • Light weight 60mm aluminum frame profile • The overall frame size 1253 x 905mm and holds a 1189 x 841mm print. • Colour: silver • Must allow graphics to be easily interchanged.	15	15	
57.	Jamboree backpack	• Material: 600D • Size: 29cm (w) x 14cm (d) x 40cm (h) • With black zip, trim and pocket detail for a contrasting design. • Main zippered compartment with a zipper that runs from the back to the front • A front slip pocket, • Side mesh pocket • Top carry handle • With adjustable shoulder straps which are padded for maximum comfort.	300	300	
58.	Horizontal triple file / brochure holder	• Material: Plastic • Colour: Clear Crystal • Special feature: 3 staggered compartments provide easy visibility of documents • Product dimensions: 11.5D x 33W x 29.3H cm • Number of shelves: 3 • Finish type: polished • Assembly required: no	2	2	

		• Mounting type: tabletop, wall mount • Must include one set of screws and anchors • Product Dimensions: 13" X 4 1/2" X 11 1/2"			
--	--	---	--	--	--

3. NLSA'S RIGHTS

3.1. The NLSA is entitled to amend any Bid Conditions, Bid validity period, Bid terms of reference, or extend the Bid's closing date, all before the Bid closing date. All Bidders, to whom the quotation 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 quotations 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 Mobile Exhibition Toolkit is delivered, within 60 days after a Purchase Order is issued.

5. CONDITIONS OF THE BID

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 accept part of the offer.

5.5. NLSA reserves the right to accept or reject any quotation.

5.6. NLSA may amend the TOR or extend the closing date before the deadline.

5.7. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

- 5.8. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.9. No upfront payment will be done by NLSA.
- 5.10. All delivery of the requested Mobile Exhibition Toolkit must be made at the specified NLSA campus. Delivery costs will be borne by the service provider.
- 5.11. The NLSA reserves the right to purchase and request delivery of the Mobile Exhibition Toolkit in phases.
- 5.12. The Bid shall remain valid for a period of 90 days, and may be extended at the discretion of the NLSA
- 5.13. The copyright of the logo for branding resides with the NLSA and shall not be shared with any parties.

6. EVALUATION CRITERIA

6.1. Pre evaluation (standard bid documents)

- 6.1.1. Fully completed SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms. All Bidders must be registered on the National Treasury Central Supplier Database (CSD).

NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.

6.2. Submission format

- 6.2.1. Bid proposals should be submitted in the format as indicated below:

NB! One (1) signed original Bid document and One (1) signed electronic copy on a USB or CD (PDF protected with a code).

6.3. Evaluation Criteria Stage 1: Technical Evaluation

6.3.1. Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points on Technical Evaluation, to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the Bidder from proceeding to the next evaluation stage which is Pricing.

No		Weight	Point	Score
1.	Experience of the service provider in providing similar services as required by the NLSA in the supply and delivery of Mobile Exhibition Toolkit. Provide five (5) contactable reference letters of the service provided within the past five (5) years. The reference letters must be on a signed company's letterhead including, contact name(s), address, phone number, date or period of the contracted project, a brief description of the services that you provided and the level of satisfaction from the client. • 5 and more reference letters with all the required elements listed = 60 points • 4 reference letters with all the required elements listed = 48 points • 3 reference letters with all the required elements listed = 36 points • 2 reference letters with all the required elements listed = 24 points • 1 reference letter with all the required elements listed = 12 points • 0 reference letters = 0 points NB. If a reference letter does not meet all the requirements listed, it will not be considered.	60		
2.	A detailed proposal with photos or a catalogue of items to be supplied.	40		

	The proposal must cover all the items you are submitting the Bid for as per scope of work in section 2.12 above • A proposal with 100% of items ticked as Yes in section 2.12 = 40 points • A proposal with less than 100% of items ticked as Yes in section 2.12 = 0 point			
	TOTAL POINTS		100	
	Minimum points to pass this evaluation stage		70	

6.4. Evaluation Criteria Stage 2: Pricing

6.4.1. Only those Bidders who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

6.4.2. Preference Point System

6.4.2.1. 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:

6.4.3. The bidding price (maximum 80 points)

6.4.3.1. 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.

6.4.4. Specific Goals (maximum of 20 points):

Company Ownership:

Companies with 100% black ownership will receive 20 points.

Companies with less than 100% black ownership will receive 10 points

NB: Submit sworn affidavit or certified BEE certificate as evidence.

6.4.5. Quotation must provide a pricing schedule which clearly sets out the cost of providing the goods including any applicable charges.

6.4.6. Provide detailed quotation covering the service to be provided as per scope of work.

6.4.7. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

6.4.8. All cost items must be inclusive of VAT:

Item	Description	Quantity	Cost per transaction including VAT
			R
1.	Woven nylon sleeves	2	
2.	Heavy duty weight bags	100	
3.	Wedges of varying sizes	50	
4.	Wedges of varying sizes	50	
5.	Book pillows	20	
6.	Book pillows	20	
7.	Book pillows	20	
8.	Book pillows	20	
9.	Acrylic poster holders	20	
10.	Acrylic poster holders	20	
11.	Acrylic poster holders	20	
12.	Acrylic Book Picture Frame Plate Stand	20	

13.	Acrylic Book Stand – A shaped	20	
14.	Branded NLSA gazebo/tent (foldable, weather-resistant)	4	
15.	Branded NLSA gazebo/tent (foldable, weather-resistant)	4	
16.	Banner: Pull-up banners	20	
17.	Banner: Tri tower banners	4	
18.	Banner: wind spinners	4	
19.	Banners: Slimline	30	
20.	Banners: wall banner	4	
21.	Portable tables	8	
22.	Tablecloths	8	
23.	Tablecloths	2	
24.	Chairs	10	
25.	Digital display screen	2	
26.	TV stand	2	
27.	E-reading devices / tablets for digital sign-ups	4	
28.	Portable Projector	2	
29.	Portable screen for projector	2	
30.	Projector pen	2	
31.	Portable speaker with two mics	2 speakers; 4 mics	
32.	Surge protection plugs	4	
33.	Extension cords	8	
34.	Multi-plugs	4	
35.	Portable inverter	2	
36.	NLSA brochures	6000	
37.	Pens	1000	
38.	Folders	1000	
39.	Notepads	1000	
40.	Bookmarks	2000	
41.	Business cards	1300	
42.	Tote bags	500	
43.	USBs	400	

44.	Keychains	500	
45.	Name badges	38	
46.	Pencil case	600	
47.	Highlighters	600	
48.	Ruler	600	
49.	Water bottles	600	
50.	Storage containers	8	
51.	Storage containers	4	
52.	Storage containers	4	
53.	A4 Metal Portable Brochure Folding Zigzag	2	
54.	Wooden Easel Tripod Stand	30	
55.	A0 clip frame on a stand	10	
56.	A0 clip frame without a stand	30	
57.	Jamboree backpack	600	
58.	Horizontal triple file / brochure holder	4	
59.	Delivery cost Pretoria	-	
60.	Delivery cost Cape Town	-	
TOTAL			

7. ENQUIRIES

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

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

Description as a Reference; kenny.netshiongolwe@nlsa.ac.za OR (012) 401 9770/9700/81