



## **REQUEST FOR A QUOTATION: Research and printing of the South African Library for the Blind: Centenary Publication -1919-2019**

### **Introduction**

It is generally accepted that the South African Library for the Blind (SALB) has been established in 1919. This was based on the initiatives by Nurse Comber who was stationed in Grahamstown during the flu epidemic for an unknown period until she returned to England early in 1919. It was during this time that she requested Josephine Wood, a resident of Grahamstown, to continue rendering a reading services to the blind people of Grahamstown. The service was based on 100 braille books Nurse Comber apparently requested from England during 1918 or earlier. Ms Wood was initially reluctant to take over the function but agreed to it and from then on the Library grew and developed over a period of 100 years into a proud National Library servicing the library and reading needs of blind and visually impaired people of South Africa

Today the SALB is the only institution of its kind in South Africa and on the African Continent. The Library has a long and interesting history of growth and development with various events, initiatives, people and organisations part of that. In celebration of its 100 years of service delivery to blind and visually impaired people of South Africa as well as Internationally a Centenary publication will be launched during 2019 as part of the planned Centenary celebration events.

### **Purpose of the project**

The purpose of the project is to produce a print-ready manuscript about the 100 year history of the South African Library for the Blind. This will be based on extensive desktop research of various resources in various formats as well as interviews with relevant people. All the information will be presented in an easily readable manuscript that is both authoritative, attractive and entertaining. The manuscript will consist of information and pictures, where appropriate, to enhance the text and the value of the reading experience. The manuscript will also be proof-read and edited and ready for submission to a printer.

### **Broad content coverage**

The manuscript should

- a) tell the story of the SALB over 100 years;
- b) be written in a story-telling manner and not as a factual report;
- c) be presented as a combination of factual information and photos

The manuscript should form the basis of a publications that will be something between a coffee table book and reference source.

### **Specific content coverage**

The following list is not exhaustive and should be expanded based on research findings. It should furthermore be noted that the following topic list does not represent the structure of manuscript. The structure should be determined by the compiler based on the information at hand.

1. History of Nurse Comber (who she; which organisation employed her as a nurse, how did she get to SA and Grahamstown, what did she find in Grahamstown and what was her response until she left Grahamstown.)
2. History of Josephine Ethel Wood. Brief family overview. Significance of the family in Grahamstown and elsewhere. Her biographical information and her broader work in Grahamstown, the Blind Community of South African and then specifically at the SALB. Her various other roles and functions in Grahamstown.
3. History of the SALB building and how it developed over the years including the funding received to purchase the original building.
4. History of the SALB, in terms of
  - a. Collections (anything that may of interest or unique to the collection e.g. interesting titles; most circulated titles; statistics in general)
    - i. Audio material
    - ii. Braille material
    - iii. Tactile material
  - b. Services
  - c. Change of technologies over the years
    - i. Playback devices for members
    - ii. Technologies used by the Library
  - d. Important events
  - e. Important visitors
  - f. Legislative development and process
  - g. Production services
  - h. International activities
  - i. Organisational structure
  - j. Marketing initiative
  - k. Planning initiatives
  - l. Budget developments
5. The impact of the library on the lives of blind and visually impaired people (interviews with a selection of members to provide a personal perspective of the library.)
6. Comments of past and present staff of the Library about matters relating to the Library.
7. Important people in the growth and development of the Library and what they have done – this may be staff or external people.
8. Identification of all staff employed by the Library to list as Annexure with employment dates where possible.
9. The history of the Library over the 100 years should be contextualised and be intertwined with important events and dates of Grahamstown, South Africa and Internationally.

## Sources

The compiler of the manuscript may consult the following resources available at various institutions. The list is not exhaustive and new leads should be followed up as the research progress

1. Records available at
  - a. the SALB
  - b. Rhodes University
  - c. Diocesan School for Girls (Grahamstown)
  - d. Makana Municipality
  - e. National Library of South Africa
  - f. National Archives of South Africa

- g. International organisations
  - h. Any other library in South Africa or Internationally
2. Interviews should be conducted with a broad sample of members. (The Library will assist to draw a sample list.)
  3. Interview should be conducted with the following groups of people/organisations or sources they may have. The applicable people will be determined by the research:
    - a. Librarians
    - b. Library staff: past and present
    - c. Board members: past and present
    - d. Inhabitants of Grahamstown
    - e. Family members of Josephine Wood
    - f. Government officials
    - g. The National File and Video Archive
    - h. SABC (Television and Radio)
    - i. South African National Council for the Blind
    - j. Blind SA
    - k. Institute for the Blind
    - l. Pionier School for the Blind and any of the other 21 Schools for the Blind in South Africa.
    - m. Any other individual or organisation identified during the research that may add value to the content of the manuscript.

The compiler will give due recognition of all sources used as well obtain the necessary approval from people interviewed to use their names and quotes where applicable. The necessary copyright clearance will also be obtained by the compiler to take photos for the manuscript or to use the photos where applicable in the manuscript.

### **Project period**

The compiler of the manuscript will have two (2) years and two months to compile the print-ready manuscript. The project will commence on the 1<sup>st</sup> of July 2016 until 30<sup>th</sup> of September 2018. The print ready manuscript could be delivered to the SALB earlier than October 2018. Earlier delivery will not affect the price accepted to complete the print-ready manuscript.

### **Communication and monitoring**

The compiler of the manuscript shall liaise directly with the Director of the SALB on any matter related to the project. The Chief financial Officer or the Head of Human Resources will serve as alternates if the Director is not available.

Written communication on matters where decisions are required will be followed.

A SALB monitoring team shall be established under the leadership of the Director. The compiler will report about the project on an agreed dates every four months during the project period.

The compiler should submit a draft chapter structure for the manuscript within the first month after being appointed to the project.

### **Manuscript format and delivery date**

The delivery date of the print-ready manuscript is the 30<sup>th</sup> September 2018. A print and electronic copy of the manuscript shall be delivered to the Management of the SALB. The print and graphics used in the manuscript shall be in line with the quality requirements of the Printer. It is the responsibility of the compiler to determine the printing quality requirements from the

SALB approved printer based. The compiler will be responsible to assist if there are any adjustments to be made to the layout or content of the manuscript during the printing process.

### **Copyright**

The compiler of the manuscript shall transfer the copyright of the publication to the South African Library for the Blind in writing and shall have no further claim to the publication. The compiler will be duly recognised in the publication.

### **Quotation requirement**

Individuals/Organisation should quote for the following:

- a. The research, writing and preparation of the final manuscript ready to go to the printers on the date specified above.
- b. The submission of 3 quotations from reputable printers with a recommendation which one to use. The cost of printing the publication is not part of the quotation.
  - a. The quotation for the printing of the publication will be for 200 copies and include colour printing. Printing of additional copies should be possible without delay.
- c. Quotation for any incidental expenses should be qualified and kept to a minimum.
- d. The quotation is for the completion of a print-ready manuscript and not for the project time.

*Note: The following could be budgeted and arranged by SALB within Procurement provisions and based on travel plans*

- e. Air and ground travel in South Africa
- f. Accommodation in South Africa within the provisions of the SALB
- g. One return ticket to the United Kingdom
- h. Reasonable accommodation cost in the United Kingdom for a maximum of 7 nights (extension of these nights must be discussed with the Management of the SALB before any financial commitments are made based on a written motivation)

### **Payment arrangements**

No funds will be paid upfront (however SALB Management will consider part payments upon milestones reached); 75% of the funds will be paid upon submission of the manuscript and if accepted by SALB management on or before the delivery date. The remainder will be paid once the publication has been printed delivered and accepted by the SALB.

### **Terms & Conditions**

The Management of the South African Library for the Blind reserves the right to negotiate conditions to the agreement with the successful applicant that may not be part of the Request for Proposal document. Both parties will agree to these conditions before signing the final Agreement.

The Management of the South African Library for the Blind reserves the right not to accept any bid or proposal or to sign any Agreement related to the Request for Proposal or required project.

All requests for proposals received will be acknowledged in writing. Unsuccessful applicants will be informed in writing after the Adjudication process. SALB Library Management will not engage in any further communication after this notification.

### **Submission Process**

Proposals can be submitted to Natasha Agnew via email at [natasha.agnew@salb.org.za](mailto:natasha.agnew@salb.org.za) or hand-delivered to SA Library for the Blind 112B High Street Grahamstown on 15<sup>th</sup> of April 2016 at 15:00. The sender is responsible to confirm delivery and SALB will confirm receipt only.