



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria
Cape Town
8001

BID DESCRIPTION

Expression of Interest (EOI) to render catering services at the National Library of South Africa's Pretoria Campus and Centre for the Book in Cape Town and to operate a Kiosk on the Pretoria Campus

TENDER NO: NLSA.CATERER&KIOSK11/2017

CLOSING DATE: 09 FEBRUARY 2018

TIME: 11h00

COMPULSORY BRIEFING SESSION

Pretoria Campus

VENUE : Auditorium
DATE : 15 December 2017
TIME : 10h00

NB. Note that Saturday will be treated as a normal working day. Should you want to submit your bid documents, please note that the NLSA opens at **08H30** and closes at **16H00**. Upon the submission of the bid documents Service Providers are requested to sign the register at the Reception.

BID DOCUMENTS ARE AVAILABLE ON:

- NLSA website (www.nlsa.ac.za)
- National Treasury website (www.e-tenders.gov.za)

NB. Completed Bid Documents must be deposited in the Tender Box at the NLSA, 75 Thabo Sehume Street, Pretoria CBD before the closing date and time of **Friday, 09 February 2018 at 11h00**

1. PURPOSE OF THE INVITATION

The National Library of South Africa (NLSA) aims to contract with an established catering company for the provision of catering services to clients that hire venues at the NLSA's Pretoria Campus and Centre for the Book in Cape Town. The NLSA currently rents its facilities to a variety of clients including government departments, private entities, professional associations and community groups who wish to host events, meetings, and conferences. The need to provide catering services to these clients was identified and confirmed. It is with this that the NLSA invites suitably qualified and experienced catering companies to provide catering services at two of the NLSA's sites.

2. BACKGROUND

The National Library of South Africa, hereafter referred to as NLSA, is a world-class African national library and information hub. We build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards an informed citizenry.

The NLSA has modern venues at its Pretoria Campus and heritage site venues at its Centre for the Book in Cape Town which are currently made available for hire to a variety of clients including government departments, private entities, professional associations and community groups. The venues on the Pretoria Campus includes a 300 seater auditorium and various meeting and conference rooms with standard conferencing equipment, video conferencing facilities, a kitchen and kiosk. The venues at the Centre for the Book include a main hall which can accommodate 190 people seated, 300 standing and 120 for a gala dinner. A committee room is also available for meetings, conferences and smaller events.

The NLSA's current offerings do not include catering for events hosted at our venues and there is a demand for catering services. Furthermore the NLSA hosts more than 500 library users per day and this presents an opportunity to operate a successful Kiosk on the Pretoria Campus.

It is our objective to contract with an established entity to provide catering services to clients hosted in our venues. The selected service provider will also operate the Kiosk on the Pretoria Campus for own gain. The Kiosk is aimed primarily at serving as a retail outlet for Library Users and the NLSA staff.

The NLSA shall make available a preparatory kitchen for use by the selected service provider at our two sites.

2. SCOPE OF SERVICES REQUIRED

The scope of service will primarily include, but not be limited to, the following which will be agreed upon by the NLSA and the selected Service Provider:

- a) To render catering services for events hosted at both the Pretoria Campus and Centre for the Book in Cape Town.
- b) To operate a retail outlet (Kiosk) on the Pretoria Campus.
- c) To set and communicate catering packages including menus and pricing upfront to the NLSA.
- d) To provide the NLSA with marketing material/content to market the catering services related to venue hire.

3. SPECIFICATION REQUIREMENTS

Mandatory service requirements

- a) The Service Provider shall provide and maintain a valid health certification for operating a kitchen/or for the supply of prepared food.

- b) The Service Provider shall annually submit to the NLSA the most recent verification completed by an appropriate authority who has the power to certify that the Service Provider may continue with operations.
- c) The Service Provider must at all times have in full time employment at least one qualified Chef registered with the South African Chefs Association (SACA).
- d) The Service Provider must prove and maintain the ability to service clients at both the Pretoria Campus and Centre for the Book simultaneously.

4. DURATION

The selected Service Provider shall be contracted for a three year period subject to an annual review. The contract shall commence on the date of signing the Agreement, and may be terminated according to the conditions and terms set in the Agreement.

5. RETURNABLES

Interested parties must submit the following documents in response to this invitation for consideration by the NLSA:

- A company profile showing a proven track record in the catering business
- Verifiable referral letters
- CVs and qualifications of the key personnel to be appointed on this contract
- Proof of an existing certified kitchen
- A copy of a valid Health Certificate
- A detailed methodology/proposal setting clearly how the objectives, as explained in the background information, will be achieved including the scope of service
- Tax Compliance Certificate / equivalent proof
- BBBEE rating certificate
- Declaration of Interest – SBD4
- Certificate of Independent Bid Determination – SBD 9

6. FUNCTIONALITY EVALUATION CRITERIA

A two stage evaluation will be applied in the evaluation of proposal.

Failure to submit all the documents specified shall render the Proposal non-responsive and will be disqualified.

a. Initial Screening

All Proposals shall be subjected to Stage 01 of the evaluation process. During this phase Proposals shall be reviewed to determine compliance with tax matters, conflict of interest and whether the required documents as specified under Returnables have been submitted with the proposal on or before the closing date and time.

b. Two Stage Evaluation

Stage 01: Functionality

Minimum Points for bidder to proceed to Stage Two	70 out of 100 Points
Purpose	To assess the technical know-how and experience of the potential Service Provider to deliver professional catering services.

Bidders who fail to score 70 points for Functionality will be considered as having submitted a non-responsive bid and will not be further evaluated.

Stage 02: Interview Selection

Bidders will be invited to deliver a presentation of their proposal to the NLSA. This will constitute the last and final selection.

No.	Functionality Criteria	Weight
1.	Proven record in the events management and catering business <ul style="list-style-type: none"> • 5 – More than 10 years of relevant experience • 4 – 6 to 9 years of relevant experience • 2 – 3 and 5 years of relevant experience • 1 - 1 to 2 years of relevant experience • 0 – No experience shown 	10
2.	Experienced personnel who will be working specifically on this partnership <ul style="list-style-type: none"> • 5 – A professionally qualified chef with over ten years of experience and more than 3 support staff • 4 – A professionally qualified chef with over five years of experience and 3 support staff • 3 – A professionally qualified chef with less than five years of experience and less than three support staff • 0 – No professionally qualified chef 	20
3.	Existing certified kitchen and valid Health Certificate 5 – An existing certified kitchen and a valid Health Certificate 3 – A certified kitchen or valid Health Certificate 0 – No certified kitchen and no valid Health Certificate	20
4	Methodology/proposal 5 – Detailed proposal including an implementation plan, marketing plan, staffing plan and menus 4 – Proposal including an implementation plan and/or marketing plan 3 – Adequate proposal including an implementation plan 0 – No proposal	25

5	Valid BBBEE rating level 5 – Level 1 or 2 4 – Level 3 or 4 3 – Level 5 or 6 2 – Level 7 or 8 – Non-compliant contributor	25
	Total	100

7. BRIEFING AND SITE VISIT

Interested bidders are invited to a briefing and site visit on **15 December 2017** and **25 January 2018** at the NLSA's Pretoria Campus, second floor auditorium, 228 Johannes Ramokhoase Street, Pretoria.

8. SUBMISSION

Submissions in the form of one original and four copies must be deposited in the NLSA's tender box on the ground floor of the NLSA's Pretoria Campus, 75 Thabo Sehume Street, Pretoria CBD by 16H00 on 9 February 2018.

Service providers are requested to please sign the register when depositing their submissions.

Please note that no late submissions will be accepted.

9. OTHER CONDITION

The service provider will be responsible for keeping the kitchen and kiosk clean.

10. ENQUIRIES

Please refer all enquiries pertaining to the technical specification to:

Manager: Marketing & Communications

Mr. Muponisi
Nkuna

NLSA

012 401 9711

muponisi.nkuna@nlsa.ac.za

All enquiries regarding bid documents must be directed to the SCM Office:

Manager: Supply Chain Management

Miss Lydia Maleka

NLSA

(012) 401 9765

lydia.maleka@nlsa.ac.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
 Name of state institution at which you or
 the person connected to the bidder is employed :
 Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain **YES / NO** the appropriate authority to undertake remunerative work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO** document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

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.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED
 (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH

23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....
Position

.....
Name of bidder

May 2011

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

