

## **NATIONAL LIBRARY OF SOUTH AFRICA**

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### **TERMS OF REFERENCE FOR CATERING PRETORIA**

**CLOSING DATE: 18 October 2024**

**TIME: 11h00**

#### **1. BACKGROUND**

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards and informed citizenry.

#### **2. SCOPE OF WORK**

The National Library of South Africa (NLSA) requires catering services at the Pretoria campus as follows:

- Catering for 85 staff is provided for 12 weeks (only on a Friday, if the Friday is a public holiday, bring on the Thursday). The meals should be procured from outlets.
  - Lunch should include options between the following:
    - Two-piece/1/4 chicken with chips and a soft drink (please ensure that the meal is halaal certified),
    - Burger and Chips with soft drink (please ensure that the meal is halaal certified),
    - Mini pizza with soft drink (please ensure that the meal is halaal certified),
- Catering should be provided at the Pretoria campus at 11:30am.

#### **3. NLSA'S RIGHTS**

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**

12 Weeks – every Friday

#### **5. CONDITIONS OF RFQ**

- 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.
- All delivery of the requested equipment must be made at the specified campus.
- The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 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.

##### **6.2. Evaluation Stage Two (1): Technical Evaluation**

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)

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- Provide price/rate per record.
- Explanation of how unsuccessful value search will be charged.

### 7.1 Specific Goals

| 7.2 Specific Goals                                                                                                  | Points |
|---------------------------------------------------------------------------------------------------------------------|--------|
| <ul style="list-style-type: none"><li>• Locality: 20 Points if the bidder is based in Pretoria (CSD).</li></ul>     | 20     |
| <ul style="list-style-type: none"><li>• Locality: 10 Points if the bidder is not based in Pretoria (CSD).</li></ul> | 10     |

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

For any RFQ related enquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference; [Judy.Moshige@nlsa.ac.za](mailto:Judy.Moshige@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 9770/9700/81