



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 CATERING SERVICES FOR STRATEGY PLANNING SESSION TO BE HELD IN PRETORIA CAMPUS FOR 09 – 10 SEPTEMBER 2025

NB: All proposal/quotation must be submitted to Quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

CLOSING DATE: 05 September 2025

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 as part of inculcating the culture of reading seeks to appoint a service provider to host trainees, provide breakfast and lunch.

2. SCOPE OF WORK

CATERING SPECIFICATION – HALAAL (40 PEOPLE)

DAY 1 - (9 SEPTEMBER 2025)

BREAKFAST – 09: 45

Freshly baked croissants served with the following two (2) fillings:

- Chicken Mayo
- Cheddar Cheese, Tomato with Lettuce

Fruit Skewers (Pineapple, Grapes, Kiwi & Strawberries)

Tea & Coffee

40x Bottled water

LUNCH – 13:30

Yellow Basmati Rice

Mild Lamb Curry

Grilled Chicken (Thighs & Drumsticks)

Cream Spinach

Butternut

Greek Salad

2x Vegetarian Meals – (Creamy veggie bake – Carrots, Butternut, red onion, cauliflower, zucchini, Garlic, red & yellow peppers) – Baked in 2x individual ovenproof dishes

40x bottled water

40x Assorted drinks

DESSERT: 14:00

Malva Pudding served with custard

DAY 2 – (10 SEPTEMBER 2025)

BREAKFAST - 08:30

Scones served with strawberry jam, cream and grated cheese

Fruit salad served with both plain yoghurt & fruit yoghurt.

Tea & Coffee

40x bottled water

LUNCH – 13:00

Mini garlic Potatoes

Greek Salad

Grilled Fish (Hake)

Crumbled Chicken Schnitzel served with mushroom and cheese sauce

2x Vegetarian meals (Vegetarian Pasta – zucchini, carrots, eggplant, red onion, broccoli with a cheese topping) - Baked in 2x individual ovenproof dishes

40x bottled water

40x Assorted drinks

3 Catering Equipment & Dining Essentials

The caterer must provide:

- 4x round Tablecloths (clean, well-ironed, and appropriate for the event).
- Cutlery and utensils (forks, knives, spoons, serving spoons, tongs, etc.).
- Serviettes/napkins (sufficient supply, high-quality).
- Toothpicks (neatly packed or presented in hygienic containers).
- Chafing dishes, warmers, and serving trays for food presentation.

Service & Presentation

- Professional setup of tables and food stations.
- Timely delivery and arrangement before the event.
- Clearing and cleaning the venue after catering.

Standards & Quality Assurance

- All food must be hygienically prepared and comply with relevant health and safety regulations.
- Table settings must be neat, presentable, and consistent with event standards.
- Equipment, tablecloths, and utensils must be clean and in good condition.
- Agreed menu for the event.
- Complete provision of table settings, tablecloths, utensils, serviettes, and toothpicks.
- Setup, service, and post-event cleaning.

3. NLSA'S RIGHTS

The NLSA is entitled to amend any RFQ conditions, RFQ validity period, RFQ terms of reference, or extend the RFQ's closing date, all before the RFQ 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 strategy session is scheduled for 9 – 10 September 2025. Timelines for setup and service must be strictly adhered to.

5. CONDITIONS OF BID

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to accept part of the offer.
- e. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- f. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- g. No upfront Payment will be done by NLSA.
- h. All delivery of the requested equipment must be made at the specified NLSA campus.
- i. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- j. 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.

6.1.2. Prospective bidders must be registered on the Central Supplier Database.

6.2. Evaluation stage 2:

Only those service providers / contractors who responded exactly as per below scope of work and to the satisfaction of the NLSA shall be considered.

7. PRICING

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

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

8.1 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.

8.2 Specific Goals (maximum of 20 points):

Specific Goals	Points
Locality	20 points companies based in Pretoria 10 Points companies based outside of Pretoria

9. 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; patience.shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81