



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

REQUEST FOR QUOTATIONS

**TERMS OF REFERENCE FOR CATERING SERVICES AT MATSAMO PUBLIC LIBRARY,
SCHOEMANSDAL, NKOMAZI LOCAL MUNICIPALITY, MPUMALANGA.**

CLOSING DATE: 28 January 2026

TIME: 11H00

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.

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

2. Scope of Work

- 2.1. The NLSA seeks to appoint a service provider to provide once-off catering services at the venue, Matsamo Public Library, Schoemansdal, Nkomazi Local Municipality, Mpumalanga
- 2.2. The catering services will be required on Wednesday, 4 February 2026 and will be limited to 200 people (50 VIP's and 150 guests)
- 2.3. Catering will be served as follows:
- Still bottled Water x200
- Food packs for kids: 100x Packs of Sandwiches (Brown & White bread)
- Sandwich fillings: Ham, cheese & tomato and Egg and Mayo.
 - Juice and bananas x 100 each

Lunch to be served at 13h00 at Matsamo Public Library, Schoemansdal, Nkomazi Local Municipality, Mpumalanga, and it will be as follows:

Lunch: Hot meals x 100 guests (50 VIP)
Roasted quarter leg chicken + Extra mild Beef stew
2 x Veggies/ Butternut and creamy spinach
Pap & Samp
Chakalaka
50 Assorted Juices 330ml (100%juices)
50 fizzy drinks 330 ml cans (assorted)

100 x Lunch Packs for kids:
Roasted quarter leg chicken, fried chips, roll and juice

Please include the following for 200 people:

- Serviettes, toothpicks, salt and pepper sachets, crockery (100x Dinner plates & cutlery.)
- 1x Mini single wall Deco

Food must be served by clean and neatly dressed staff.

PREPARATION AND STANDARDS

The meals and beverages served will be of high quality and prepared in a clean and hygienic manner in accordance with all health and safety regulations.

3. NLSA'S RIGHTS

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the 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 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

4. CONDITIONS OF RFQ

- 4.1 The NLSA reserves the right not to accept the lowest proposal.
- 4.2 The NLSA reserves the right to appoint one or more Bidder.
- 4.3 The NLSA reserves the right to have any documentation, submitted by the successful bidder checked or inspected by any other person or organisation.
- 4.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 4.5 No upfront Payment will be done by NLSA.
- 4.6 The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

5.EVALUATION CRITERIA

Pre evaluation (standard bid documents)

- 5.1 Completed SBD 4 and 6.1 forms
- 5.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 5.3 Proof of business address.

6. QUOTATIONS

Service providers will include together with relevant documents (Evaluation Criteria) a quotation of the title as indicated.

7.SPECIFIC GOALS:

Locality: The supplier must be residing within the vicinity of Nkomazi Local Municipality, Mpumalanga.

Locality	Scores
Nkomazi Municipality	20 Points
Outside Nkomazi Municipality	10 Points

8. ENQUIRIES

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

Please address all RFQ-related enquiries to the following email addresses, quoting the description as a Reference: Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za or call (012) 401 3017.