



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR CATERING SERVICES 11- 14 NOVEMBER 2024

NB. Should you want to submit a quotation, please email it to: Quotations@nlsa.ac.za

CLOSING DATE: 08 NOVEMBER 2024

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 NLSA in its endeavors to make available national heritage documentaries and much-needed content for people with visual and partial impairments seeks to appoint a service provider for catering for the conference and workshop from 11-14 November 2024

2. SCOPE OF WORK

Monday, 11 November 2024

PAX-150

Breakfast: Set up at 07h30

A wide variety of fruits (Fruit salad and whole fruits in bowls)

Mini breakfast wraps

- Meaty: Egg, macon and cheese
Chicken and mayonnaise

- Vegetarian: Crispy potatoes, scrambled eggs, avocado Spinach, mushrooms and cheese

Filter coffee and tea

Juices: Orange, Apple and Breakfast blend

X 150 bottles of 500ml still bottled water

Lunch: Set up at 12h00

Starch: Basmati rice

Protein: Oven grilled hake with a lemon & caper sauce

Beef curry

Grilled Chicken

Vegetables: Grilled potatoes with garlic & herb

Salads: Greek salad and Asian slaw

Vegetarian mains: Butternut & feta cannelloni

Chocolate & ginger brownies with ice cream

Malva with custard

X 75 assorted cold drinks (330ml cans with straws)

X 75 assorted liquid-fruit cans (330ml cans)

X 150 bottles of 500ml still bottled water

All cutlery and crockery and table linen

Tuesday, 12 November 2024

Pax 35

Breakfast: Set up at 07h30

Croissants filled with cheese & tomato

Croissants filled with cheese & egg

Vegetarian

Mini vegetarian quiche

Cherry tomato & mushroom skewers

Filter coffee and tea

Juices: Orange, Apple and Breakfast blend

X 35 bottles of 500ml still bottled water

Lunch: Set up at 12h00

Starch: Rice

Beef lasagna

Protein: Fish curry

Roast beef sirloin

Oven Baked Chicken Breast

Vegetables: Sweet potato and stir fry mix

Salads: Greek salad and 3 beans salad

Vegetarian mains: Chickpea & vegetable curry

Chocolate berries moose cups

X 18 assorted cold drinks (330ml cans with straws)

X18 assorted liqui-fruit cans (330ml cans)

X 35 bottles of 500ml still bottled water

All cutlery and crockery and table linen

Wednesday, 13 November 2024

PAX-35

Breakfast: Set up at 07h30

Fruit skewers (watermelon, pineapple, kiwi, strawberry, grapes)
Freshly bakes scones with the following: (Self-serve)
-strawberry jam, cream, grated cheese
Filter coffee and tea
X 35 bottles of 500ml still bottled water

Lunch: Set up at 12h30

Starch:	Yellow Rice Spaghetti
Protein:	Lemon & Herb Roast Chicken Roast Lamb Gravy
Vegetables:	Pumkin and spinach
Salad:	Carrot & Pineapple Salad Pasta salad

Vegetarian mains: Roasted Broccoli and Cauliflower Steaks

X 18 assorted cold drinks (330ml cans with straws)
X18 assorted liqui-fruit cans (330ml cans)
X 35 bottles of 500ml still bottled water

All cutlery and crockery and table linen

Thursday, 14 November 2024

PAX-35

Breakfast: Set up at 07h30

Macon, cheese and Egg Muffin
Spinach and cheese Muffin
Fruit skewers (watermelon, pineapple, kiwi, strawberry, grapes)
Freshly bakes scones with the following: (Self-serve)
-strawberry jam, cream, grated cheese

Filter coffee and tea
X 35 bottles of 500ml still bottled water

Lunch: Set up at 12h30 (Braai menu)

Starch:	Garlic rolls Braai Pap
Protein:	Chicken thigh skewer Boerewors

Chuck steak
Vegetables: Mini creamy garlic potatoes
Salads: Greek salad and Chakalaka
X 18 assorted cold drinks (330ml cans with straws)
X18 assorted liqui-fruit cans (330ml cans)
X 35 bottles of 500ml still bottled water
All cutlery and crockery and table linen

Quotation to include on the 11 November 2024

All cutlery and crockery and table linen
X 10 black tablecloths and 150 black chair covers
X 50 Black Chairs

11-14th November 2024

Set up, serving and clear up
To include serviettes, toothpicks, salt/pepper etc
All dishes to be neatly labelled(printed)
Dress code: Professionally neat attire, no hairnets or plastic aprons, chefs attire or all black formal attire

Locality: City of Tshwane

2.1 NLSA'S RIGHTS

4.1 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.

3. DURATION OF THE PROJECT

Delivery Period

11 – 14 November 2024

4. 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 Bidders.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.

- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the specified campus.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA

5. EVALUATION CRITERIA

6.1. Pre-evaluation (standard bid documents)

6.1.1. Fully completed SBD 4 and SBD 6.1 forms.

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.

7.1 Pricing (80/20 preferential procurement Points)

7.2 Specific Goals	Points
Locality: 15Points if the bidder is in the City of Tshwane and 5 points if bidder not based in City of Tshwane (CSD).	20

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

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