



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 21-23 OCTOBER 2024

CLOSING DATE: 17 October 2024

TIME: 12h00

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 NLSA new Board Induction from 21-23 October 2024.

2. SCOPE OF WORK

PAX-25

Monday, 21 October 2024

Breakfast: Set up at 07h30

X1 large bowl of muesli, 1x large bowl of fruit salad, x1 yoghurt

Croissants filled with the following fillings:

-lettuce, mozzarella cheese, tomato and cucumber

-lettuce, mozzarella cheese, sandwich ham and tomato

Filter coffee and tea

X 25 bottles of 500ml still bottled water

Lunch: Set up at 12h00

Savory yellow basmati rice
Crumbed chicken schnitzel served with both cheese sauce and mushroom sauce as options
Corn on the cob/ grilled hake fillet with tartar sauce
Greek salad / salad dressing
Freshly baked chocolate brownies
Cheesy vegetable bake (carrots, butternut, red onion, brussels sprouts, cauliflower, zucchini, garlic, red, yellow, green peppers
X 15 assorted cold drinks (330ml cans with straws)
X10 assorted liqui-fruit cans (330ml cans)
X 25 bottles of 500ml still bottled water

Tuesday, 22 October 2024

Breakfast: Set up at 07h30
Mini English muffins with the following toppings:
-Pastrami ham and grated mozzarella cheese and cherry tomato
-Lettuce, grated mozzarella cheese with avo and cherry tomatoes

Freshly baked banana bread, with individual mini salted butter tubs
Variety of Jungle Oats protein chocolate/cereal bars
Filter coffee and tea
X 25 bottles of 500ml still bottled water

Lunch: Set up at 12h00

White basmati rice
Traditional chicken curry
Carrot Salad
Creamy vegetarian Pasta bake with zucchinis, carrots, celery, eggplant, red onion and broccoli with a cheese topping
Salmon stuffed avocados with a creamy dressing made from tangy Greek yogurt, mayo and spicy Dijon mustard studded with crunchy celery.
Chocolate berries moose cups
X 15 assorted cold drinks (330ml cans with straws)
X10 assorted liqui-fruit cans (330ml cans)
X 25 bottles of 500ml still bottled water

Wednesday, 23 October 2024

Breakfast: Set up at 07h30
Fruit skewers (watermelon, pineapple, kiwi, strawberry, grapes)
Freshly baked scones with the following: (Self-serve)
-strawberry jam, cream, grated cheese
Assorted freshly baked muffins in the following flavours:

- Blueberry
- Vanilla
- Popiseed
- Carrot

Filter coffee and tea
X 25 bottles of 500ml still bottled water

Lunch: Set up at 12h30 (Braai menu)

Mini cocktail rolls
Mini garlic potatoes
Tender lamb chops
Stuffed mushroom (big portobello mushrooms) for Vegetarian

Boerewors
Chicken thigh skewer
Coleslaw / Chakalaka
Assorted Magnums ice-creams
X 15 assorted cold drinks (330ml cans with straws)
X10 assorted liqui-fruit cans (330ml cans)
X 25 bottles of 500ml still bottled water

Quotation to include:

All cutlery and crockery and table linen
X 3 black tablecloths and 25 black chair covers
Set up, serving and clear up
Please note we have one member highly allergic to peanuts, nothing with peanuts
We also have x2 Vegetarians
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
For more information or queries contact Shade Pietersen on 012 401 9712 / 079 123 5188/
shade.pietersen@nlsa.ac.za

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

21-23 October 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.

Evaluation Stage Two (1): Technical Evaluation

N/A

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: 20 Points if the bidder is in the City of Tshwane and 10 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; judy.moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766/9700/402 3017