



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 & BOARD MEETING TO BE HELD IN CAPE TOWN CENTRE FOR THE BOOK (22 – 23 April 2026)

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: 10 April 2026

TIME: 15H00

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 – (13 PEOPLE)

DAY 1 - (22 APRIL 2026) - BREAKFAST – 10:30

Light Breakfast

Mini puff pastry with jam & cream (All guests)

Chicken spring rolls (*for 11 guests*)

Vegetable spring rolls (*for 2 vegetarian guests*)

Fresh fruit platter

Beverages

Coffee & tea

15x Water Bottles

LUNCH – 13:00

Main Proteins (*for 11 Guests*)

Beef Stew

Grilled chicken thighs & drumsticks

Vegetarian Main (2 Guests)

Grilled halloumi with roasted vegetables

Starch

Savory rice

Sides

Roasted butternut

Creamed spinach

Green salad (dressing on the side)

Beverages

15x Assorted soft drinks & juice

15x Water Bottles

DAY 2 – (23 April 2026) - BREAKFAST - 10:30

Light Breakfast

Mini spinach & feta quiches (All 13 guests)

Mini croissants with grated cheddar cheese, tomato & chicken mayo (All 13 guests)

LUNCH – 13:00

Main Proteins (*for 11 guests*)

Creamy pan-seared hake

Grilled chicken thighs & drumsticks

Vegetarian Main (2 Guests)

Creamy mushroom & cheese pasta bake

Starch

Savory rice

Sides

Roasted vegetables

Mild chakalaka

Green salad (dressing on the side)

15x Assorted drinks & juice

15X Bottled Water

3 Catering Equipment & Dining Essentials

The caterer is required to provide catering services for a total of 15 guests (of which 2 are vegetarians).

Strictly no nuts or nut-based ingredients in any meals and avoid cross-contamination with nuts during preparation.

Clearly label vegetarian meals.

Cutlery and utensils (forks, knives, spoons, serving spoons, tongs, etc.).

Crockery and glassware (plates, bowls, cups, mugs, glasses, 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 of the venue after catering.

Standards & Quality Assurance

All food must be hygienically prepared and comply with relevant health and safety regulations.

Equipment and utensils must be clean and in good condition.

Agreed menu for both dates.

Setup, service, and post-event cleaning.

3. NLSA'S RIGHTS

3.1 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 sessions are scheduled for 22 – 23 April 2026. 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 if the bidder is in the City of Cape Town	20
and 10 points if bidder not based in City of Cape Town (CSD).	10

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