



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 TO REQUEST QUOTATION FOR CATERING SERVICES TO THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)

CLOSING DATE: 13 February 2025

TIME:16H00

BRIEFING: No

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

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

The NLSA seeks to appoint a services provider to provide 1-day catering services for a Book Club Establishment and Sustainability Workshop to be held in the City of Mhlathuze, KwaZulu Natal. The exact address and venue will be provided to the service provider.

The catering services will be required on the 25 February 2025.

The catering will be limited to seventy-five (75) people and should consist of the following:

LUNCH@14H00

- One red meat (beef stew)
- One white meat (roast chicken- thighs and drumsticks)
- Two vegetables
- Two starches (rice and samp/dumpling)
- 40 x soft drinks (330ml) and 35 x liquifruit juices (330ml)
- 75 x Water (500ml)

Venue address: City of Mhlathuze, KwaZulu Natal. Exact address will be confirmed with supplier.

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. EVALUATION CRITERIA

Mandatory-Pre-evaluation:

- 3.1 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 3.2 Health and safety certificate
- 3.3. Complete SBD 4 and 6.1 forms

NB: Failure to submit the documents listed above shall result in the disqualification of your bid.

4. QUOTATIONS

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

5. EVALUATION STAGE TWO (2): TECHNICAL EVALUATION

No technical evaluation will be done, the requirement is to submit a quotation with the relevant documents as per the evaluation criteria.

6. 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.

7. CONDITIONS OF RFQ

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

8. SPECIFIC GOALS

- Locality = 20 Points if the bidder is in Mhlathuze and 10 points if the bidder not based in Mhlathuze (10 points).

10 ENQUIRIES

All inquiries regarding this BID must be directed to the SCM Officer:

For any BID related inquiries please send 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 9766/9770