



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-NLSA BOARD MEETING ON 29 JULY 2024

CLOSING DATE: 26 July 2024

TIME: 11H00

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

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

Catering services for NLSA Board Meeting on 29/07/2024:

Pax: 20

Breakfast: Set up to be done at 08h00

X20 muesli cups with yoghurt (10 plain/ 10 strawberry)

Assorted freshly baked croissants with the following fillings:

*Chicken Mayo

*Lettuce, mozzarella cheese, ham

*Lettuce, mozzarella cheese, tomato

X20 fruit sticks with the following fruits: Strawberry, grape, kiwi, pineapple

Filter coffee & individually wrapped tea bags

X20 still bottled water

Lunch: Set up to be done at 12h30

Traditional mutton/lamb curry served with white basmati rice

Grilled barbeque drumsticks

Creamy spinach and butternut

Greek salad

X10 330ml cans of assorted soft drinks

X10 330ml cans of assorted liquifruit

2.1 NLSA'S RIGHTS

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

To be delivered on 29/2/2024 and a receipt of an official purpose order.

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 reserves the right to accept part of the offer.
- 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 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

5. EVALUATION CRITERIA

Pre-evaluation (standard bid documents)

Fully completed SBD 4 and SBD 6.1 forms.

6 Prospective bidder's must be registered on Central Supplier Database.

Evaluation Stage Two (1): Technical Evaluation

Requirement	Technical Specification	Yes/No
Catering services Pax: 20	<u>Breakfast: Set up to be done at 08h00</u> X20 muesli cups with yoghurt (10 plain/ 10 strawberry) Assorted freshly baked croissants with the following fillings: *Chicken Mayo *Lettuce, mozzarella cheese, ham *Lettuce, mozzarella cheese, tomato X20 fruit sticks with the following fruits: Strawberry, grape, kiwi, pineapple Filter coffee & individually wrapped tea bags X20 still bottled water <u>Lunch: Set up to be done at 12h30</u> Traditional mutton/lamb curry served with white basmati rice Grilled barbeque drumsticks Creamy spinach and butternut Greek salad X10 330ml cans of assorted soft drinks X10 330ml cans of assorted liquifruit Locality-Gauteng <u>Quotation to include:</u> ALL cutlery and crockery, set up, serving and clear up Glasses, straws and serviettes Neatly labelled dishes Neat, hygienic and professional staff service, hygienic and professional staff dress	

Only those service providers/contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

6. 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 Gauteng and 10 points if bidder not based in Gauteng (Bidders are requested to submitted municipal rates/ lease agreement in the name of the company to claim specific goals. Where municipal rates are not in the name of the company, bidders are requested to submit municipal rates and affidavit confirm where the company operates).	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; quotations@nlsa.ac.za OR (012) 401 9770/9700/81