



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: 18 November 2024

TIME:16h00

NB. Should you want to submit a quotation, please email it to: 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

The NLSA seeks to appoint a services provider to provide 1-day catering services for the Launch of Setswana and Sesotho Children's Books Catalogue event to be held at National Library of South Africa, 228 Johannes Ramokhoase Street, Pretoria,0002.

The catering services will be required on the 20 November 2024.

Food to be Halaal compliant

The catering will be limited to sixty people (60) people and should consist of the following:

Set up to be done by 08h00

Breakfast @ 8h30:

- Tea (Normal tea (Glen tea) & Rooibos tea) and Coffee (Nescafe Classic) with milk (fresh and powder) and sugar sachets (brown and white)

- x100 bottles of still water (500ml)
- Freshly baked assorted muffins (flavours to include Blueberry, Carrot, Vanilla, Poppiseed)

Set up to be done by 13h00

Lunch@13H30

- Mini beef & chicken burgers with all burger garnish
- Mini vegetarian burgers with all garnishes
- Mini prego steak rolls served with prego sauce and braised onion
- Mini spinach and feta quiche
- Spicy chicken strips with a honey glaze/mustard dip sauce
- Beef meatballs on a stick served with a barbeque sauce
- Medium sized samoosa with the 2 fillings: curry beef and cheese and corn
- Vegetable spring rolls with a dip sauce
- Parmesan Puffed Pastry Bread Sticks
- Mini Italian pasta salad cups with a rainbow of veggies, and mozzarella pearls tossed in Italian dressing and feta cheese
- Fruit Platter- fruit skewers with the following fruit- strawberry, kiwi, watermelon, grapes and pineapple
- 30 x assorted soft drink cans (330ml) and 30 x 100% assorted juice (Liquifruit) (330ml)
- 8 x black roundtable tablecloths for the tables
- 60 x black chair covers

Quotation to include:

Set up, serving and clear up

Service provider to be neatly and professionally dressed, no hairnets, no jeans and slops, professional / formal dress attire, clean and professional appearance

To include serviettes, straws and toothpicks

All food to be neatly labelled

Quotation to include all cutlery and crockery (side plates for finger fork lunch)

Venue address: National Library of South Africa, 228 Johannes Ramokhoase Street, Pretoria,0002.

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

3.1 Bidder must be Halaal compliant (submit a certificate).

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

SCM Pre-evaluation:

3.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

3.3 Health and safety certificate

3.4. Complete SBD 4 and 6.1 forms

4. QUOTATIONS

Service providers will include together with relevant documents and 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 Pretoria and 10 points if bidder is not based in Pretoria (10 points).

NB: Central Supplier Database report will be used to verify the above.

10 ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

Please address all RFQ-related enquiries to the following email addresses, quoting the description as a Reference: quotations@nlsa.ac.za or Judy.Moshige@nlsa.ac.za or call (012) 401 9700/9766 .