



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 PRETORIA CAMPUS (26 – 27 May 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: 22 MAY 2026

TIME: 11H00

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 is looking for catering services for a 2-day Board Meeting. The catering must be of a high standard.

2. MANDATORY REQUIREMENT

- 2.1 The Caterer to have a valid Certificate of Acceptability issued by the local municipality verifying that the food premises where the caterer prepares the food complies with health and safety standards.

2. SCOPE OF WORK (Strictly No Nuts)

CATERING SPECIFICATION – (20 PEOPLE)

DAY 1 - (26 May 2026) - BREAKFAST – Ready 08:30 AM

Breakfast

Assorted Breakfast Danishes (sweet pastry)

Chicken spring rolls

Cocktail Chicken Kebabs

Fruit Kebabs (Kiwi, Strawberry, Cantaloupe, Pineapple & Grapes)

Beverages

Filter Coffee & tea (White Sugar, Brown sugar, Rooibos tea, Ceylon tea, Sweetener & honey)

20x 500ml bottled water

LUNCH – Ready at 12:00**Main Proteins**

Beef Stew

Grilled chicken thighs & drumsticks

Starch

Savory rice

Sides

Roasted butternut

Creamed spinach

Green salad (dressing on the side)

Beverages

20x Cans (10x Assorted Soda & 10x Fruit juice)

20x 500ml Bottled water

CATERING SPECIFICATION – (20 PEOPLE)**DAY 2 – (27 May 2026) - BREAKFAST – Ready at 08:30 AM****Light Breakfast**

Butter Scones Served with jam, cream and butter.

Mini croissants with grated cheddar cheese, tomato & chicken mayo

Fruit Platter

Beverages

Filter Coffee & tea (White Sugar, Brown sugar, Rooibos tea, Ceylon tea, Sweetener & honey)

20x 500ml bottled water

LUNCH – Ready at 12:00**Main Proteins**

Creamy pan-seared hake

Mild Chicken Curry

Starch

Basmati rice

Sides

Roasted vegetables

Salsa (Tomato, red onion & cilantro)

Green salad

Beverages

20x Cans (10x Assorted Soda & 10x Fruit juice)

20x 500ml Bottled water

4. Catering Equipment & Dining Essentials

The caterer is required to provide catering services for a total of 20 guests and to be present throughout the sessions.

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

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

White 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 – the food must be served hot.

Service & Presentation

Professional setup of tables and food stations.

Timely delivery and arrangement before the event.

Clearing and cleaning 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 26 – 27 May 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
Locality: 20 Points if the bidder is in the City of Tshwane and 10 points if bidder not based in City of Tshwane	10 Points

- The Central Supplier Database report will provide evidence of Locality status.

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