



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR CATERING TO BE HELD IN PRETORA

CLOSING DATE: 30 JULY 2025

TIME: 11H00

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

- 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 seeks to appoint a service provider to render catering services at the Pretoria Campus on 01 August 2025.

2. SCOPE OF WORK

- 2.1 Provide Lunch for the Fraud Awareness Day to be held in Pretoria.

EVENT SPECIFICATIONS

VENUE: NLSA Pretoria

Date: 01 August 2025

Quantity: Delegates 100x

One Day Event: 01 August 2025

3x delegates Halaal meal.

Lunch @ 13:00 – 13:45:

- One red meat (beef stew)
- One white meat (roast chicken- thighs and drumsticks)
- Two vegetables
- Two starches (rice and pap)
- 50 x soft drinks (330ml) and 50x liquifruit juices (330ml)

NB. The Service Provider must supply:

- Black/ white tablecloths
- Cutlery (forks, spoons - no plastic)
- White plates,
- serviettes, and toothpicks

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. NLSA'S RIGHTS

4.1 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 event will take 1 day, and it will be communicated to the successful bidder.

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	Bidders based in Pretoria - 20 points, Bidders based outside of Pretoria -10 points.

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; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 402 3017