



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-EMPLOYEE WELNESS DAY AT THE NLSA PRETORIA CAMPUS ON FRIDAY, 5 JUNE 2026.

CLOSING DATE: 01 June 2026

TIME: 16H00

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 as part of employee wellness is planning to have wellness day at NLSA Pretoria campus for 96 employees on Friday, 5 June 2026.

SCOPE OF WORK

Pax- 96

Breakfast box- TO BE SET UP AND READY AT 08H30

Assorted freshly baked muffins in the following flavours: blueberry, poppyseed, carrot

40g jungle oats bar in the following flavours: x19 berry and x18 milk chocolate

X 100g yoghurt cups in the following flavours: x18 vanilla and x19 strawberry

Tea / coffee served with milk and sugar

Breakfast box to be pre-packaged. One item per box:

X 1 muffin, x 1 jungle oats bar x 1 mini yoghurt with serviette and disposable spoon

Lunch menu- TO BE SET UP AND READY AT 13H00

Yellow savory rice: basmati rice with sautéed onions, sweet robot peppers, and a fragrant blend of spices

Braised Cape Malay steak served with onions and gravy

Grilled Portuguese chicken drumsticks

Greek salad with salad dressing

Roasted medley of vegetables

x 48 assorted 330ml of soft drinks cans

x 48 assorted 330ml of liquifruit cans

Quotation to include:

All cutlery and crockery and table linen

X 7 round black tablecloths

Set up, serving and clear up

To include serviettes, toothpicks, salt/pepper, straws etc

All dishes to be neatly labelled presented in baymarines and served hot, all drinks to be served chilled

Dress code: Professionally neat attire, no hairnets or plastic aprons, chefs attire or all black formal attire

3. NLSA'S RIGHTS

3.1 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.

4.DURATION OF THE PROJECT

Delivery Period

Delivery on Friday, 5 June 2026 AT 08:30 at the NLSA Pretoria campus, 228 Johannes Ramokoase Street, Pretoria Central

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 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 will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the specified campus.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. 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 forms.

Evaluation Stage Two (1): Technical Evaluation

N/a

7. 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 Tshwane	20
And 10 points if bidder not based in Tshwane	10

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; Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9770/9700/81