



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 SERVICE PROVIDER TO PROVIDE ONCE-OFF CATERING SERVICES AT THE UPINGTON COMMUNITY HALL, LOCATED IN UPINGTON, NORTHERN CAPE.

Closing date: 19 FEBRUARY 2026

TIME: 11:00

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.

2. Scope of Work: Catering Services

The National Library of South Africa (NLSA) seeks to appoint a suitably qualified service provider to provide once-off catering services at the **Upington Community Hall**, located in **Upington, Northern Cape**.

The catering service will be required on **Tuesday, 24 February 2026**, and will be limited to a **maximum of 200 people**.

Holding Room Catering (Morning Session)

A holding room will be designated for **20 people**, comprising **principals and dignitaries**. The service provider will be required to provide morning catering for this group, which should include the following:

- Tea and coffee (with milk, sugar, and sweeteners)
- Bottled water (20)
- fruit juice (10)
- Scones and croissants
- Fresh fruit platter (optional but preferred)
- Serviettes, cups, and teaspoons

Main Event Catering (200 People)

- The service provider will be required to provide catering for up to 200 attendees, which may include the following:
- Bottle of water 500ml (still) to be delivered in the morning (400 bottles)
- Lunch (Lamb Chops, Chicken drumsticks, Roasted Bread, 2x salads)
- Vegetarian meal option
- 50 Assorted juices 330ml (100%juices)
- 150 fizzy drinks 330 ml cans (assorted)
- Serviettes and disposable cutlery

Food must be served by clean and neatly dressed staff.

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

- 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 appointed supplier shall make an undertaking to ensure that the delivery be done within 2 days after issuing the Purchase Order.

5. CONDITIONS OF BID

- 5.1. The NLSA reserves the right not to accept the lowest proposal.
- 5.2. The NLSA reserves the right to appoint one or more Bidder.
- 5.3. The NLSA reserves the right not to award the contract.
- 5.4. The NLSA reserves the right to have any documentation submitted by the successful Bidder checked or inspected by any other person or organization.
- 5.5. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 5.6. No upfront Payment will be done by NLSA.
- 5.7. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.8. The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.9. All information shall be treated as confidential in terms of the provisions of POPI Act.

6. EVALUATION CRITERIA

- 6.1 Pre-Evaluation (standard bid documents)
 - 6.1.1 Fully completed SBD 4 and SBD 6.1 forms.
 - 6.1.2 All bidders must be registered on the National Treasury Central Supplier Database.

7. PRICING

Provide a detailed quotation covering the services to be provided as per the scope of work.

7.1 Preference Point System

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

Bid price

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.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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.

Specific Goals-Locality

Specific Goal	Points
Upington Municipality	20
Outside Upington Municipality	10

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

8.Evaluation stage:

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

9. PRICING

9.1. Provide detailed quotation VAT inclusive covering all the items to be supplied as per specification

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: lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za or call (012) 401 9766.