



## 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 CATERING SERVICES AT THE NLSA CAPE TOWN

**CAMPUS ON FRIDAY, 13 FEBRUARY 2026.**

***NB: All proposal/quotation must be submitted to [Quotations@nlsa.ac.za](mailto: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: 11 FEBRUARY 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 in its endeavors to make available national heritage documentaries and much-needed content for people with visual and partial impairments seeks to appoint a service provider for catering services for catering services at the NLSA Cape Town campus on Friday, 13 February 2026.

### 2. SCOPE OF WORK

**Catering date: Friday, 13 February 2026**

**Friday, 13 February 2026**

**Set up: 07h30**

X20 Tea and coffee

X37 assorted Liquifruit juice cans-330ml

Muslei cups served with yoghurt (20xstrawberry yoghurt / x17 plain yoghurt)

Assorted freshly baked muffins in the following flavours:

Blueberry, chocolate chip, Chocolate and Carrot

Assorted toasted sandwiches with the following fillings:(each to be served and labelled individually)

\*Chicken Mayo

\*Cheese, Tomato,

Fruit skewers with the following fruits-kiwi, strawberry, pineapple, back melon and grapes

**Quotation to include:**

All cutlery and crockery and table linen

X4 black tablecloths

Set up, serving and clear up

To include serviettes, toothpicks, salt/pepper etc

All dishes to be neatly labelled(printed), each toasted sandwich filling to be served separately

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

**Service provider to practice good hygiene at all times**

**ALL FOOD STRICTLY HALAAL, HALALA**

## **NLSA'S RIGHTS**

**4.1** 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.

### 3. DURATION OF THE PROJECT

#### Delivery Period

Delivery on Friday, 13 February 2026 at NLSA Cape Town campus

5 Queen Victoria Street, Cape Town

Food set up-07h30

Breakfast to be served at 09h00 sharp

### 4. 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

### 5. EVALUATION CRITERIA

N/a

#### 6.1. Pre-evaluation (standard bid documents)

6.1.1. Fully completed SBD 4 and SBD 6.1 forms.

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

### 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:

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

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

7.1 Pricing (80/20 preferential procurement Points)

| 7.2 Specific Goals | Points |
|--------------------|--------|
|--------------------|--------|

|                                                                                                                 |    |
|-----------------------------------------------------------------------------------------------------------------|----|
| Locality:                                                                                                       |    |
| <ul style="list-style-type: none"> <li>20 Points if the bidder is in the City of Cape Town</li> </ul>           | 20 |
| <ul style="list-style-type: none"> <li>and 10 points if bidder not based in City of Cape Town (CSD).</li> </ul> | 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; [Patience.Shiburi@nlsa.ac.za](mailto:Patience.Shiburi@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 9770/9700/81