



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 - TWO DAYS PROGRAMME FOR THE 2025 DISABILITY RIGHTS AWARENESS MONTH AT CENTRE FOR THE BOOK IN CAPE TOWN.

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: 26 November 2025

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 National Library of South Africa will be hosting Disability Right Awareness Month to promote a reading culture to provide access to information on the 2 – 3 December 2025 in Cape Town as part of the two day's programme: Day one, 120 guests lunch and Day two, 60 guests tea and lunch.

2. Scope of Work

- 2.1. The NLSA seeks to appoint a service provider to provide once-off catering services for two day's programme. The venues for the two-day programme are as follows:
- Day one**, on 2 December 2025: the formal programme of the Disability Right Awareness Programme will be held at the **Iziko Auditorium**, 25 Queen Victoria Street, Cape Town, **for 120 guests**.
 - Day two**, on 3 December: the workshop will take place at the Centre for the Book, 62 Queen Victoria Street, Cape Town, **for 60 guests**.
- 2.2. Day one, 2 December 2025 will be LUNCH to be served at 13h00 at Iziko Auditorium, 25 Queen Victoria Street, Cape Town
- 2.3. The menu for day one will be as follows:
- Roasted Chicken (leg & thigh) for 120
 - Beef stew for 120
 - 2 x Veggies - Butternut and creamy spinach.
 - Two Starch: Stamp + Rice
 - Chakalaka / Bean Salad
 - Bottled water for 120 people: 500ml (still) to be served during proceedings and should be delivered earlier.
 - 60 x Juices 330ml (100%juices) served with meal.
 - 60 x Choice assorted drinks 330 ml cans served with meal.
- 2.4. N.B. Please include the following for 120 guests:
- Serviettes, toothpicks, salt and pepper sachets, white dinner plates & cutlery with well dressed serving point.
- 2.5. Food must be served by clean and neatly dressed staff.

Workshop 3 December 2025 at the Centre for the Book, 62 Queen Victoria Street, Cape Town,

- 2.6. **Breakfast** to be served at 8:00 am: Tea, Coffee, Sugar, Milk, Muffins, Scones, Butter & Jam. Bottled water 500ml (still) x for **60guests**
- 2.7. **Lunch** to be served at 13h00: Roasted quarter leg chicken + Extra mild Beef stew 2 x Veggies/ Butternut and creamy spinach Rice + Steam bread Chakalaka/ Bean Salad 60 Assorted Juices 330ml (100%juices) 60 fizzy drinks 330 ml cans (assorted)
- 2.8. N.B. include the following for 60 guests:
Serviettes, toothpicks, salt and pepper sachets, white dinner plates & cutlery with a well dress serving point.

2.9. Food must be served by clean and neatly dressed staff.

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

The Catering Service will be delivery on Tuesday, 2 December 2025 as **Day One** and Wednesday, 3 December 2025 **Day Two**

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 Bidders.
- 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. All delivery of the requested equipment must be made at the specified campus.
- 5.8. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.9. 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.
- 6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report

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 the City of Cape Town	20
and 10 points if bidder not based in City of Cape Town (CSD).	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 and quotations@nlsa.ac.za OR (012) 401 9770/9700/81