



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE TO REQUEST QUOTATIONS TO PROVIDE CATERING SERVICES FOR LUNCH ON THE 28 AUGUST 2024 AT IZIKO AUDITORIUM IN CAPE TOWN

CLOSING DATE: 23 AUGUST 2024

TIME: 11H00

RFQ No:

NB. *Should you want to submit a quotation, please submit it to the email: Quotations@nlsa.ac.za*

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

The NLSA seeks to appoint a service provider to provide once off catering services on Wednesday 28 August 2024, at the venue, Iziko Auditorium, 25 Queen Victoria Street, Cape Town. The catering services will be required to serve 100 guests as follows:

LUNCH to be served at 13h00 at Iziko Auditorium, 25 Queen Victoria Street, Cape Town and it will be as per description below:

- 1 Roasted quarter leg chicken + Beef stew x 100
- 2 x Veggies/ Butternut and creamy spinach
- Pap + Rice
- Chakalaka/ Bean Salad
- Bottled water for 100people: 500ml (still) to be served during proceedings and should be delivered earlier.
- 50 Assorted juices 330ml (100%juices)
- 50 fizzy drinks 330 ml cans (assorted)

Please include the following for a quantity of 100:

Serviettes, toothpicks, salt and pepper sachets, crockery (white dinner plates) & cutlery.

3. NLSA'S RIGHTS

3.1.1 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 Bid documents have been issued and where the NLSA has a 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 Bid response to ensure that they are kept updated on any amendments in this regard.

4. QUOTATIONS

Service providers will include together with relevant documents (Evaluation Criteria) a quotation of the title as indicated

5. CONDITIONS OF RFQ

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 organisation.

5.5 The General Conditions of Contract will apply to this Bid.

5.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.

5.7 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.

5.8 No upfront Payment will be made by NLSA.

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

6.1.1 Fully completed SBD 4, 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.

7.1.3 Locality:

- Bidders located in the City of Cape Town, will receive 20 points.
- Bidders located outside City of Cape Town, will receive 10 points
- Bidders must provide proof of business address, in a form of municipality bill/ lease agreement etc.