



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR QUOTATION REQUEST TO PROVIDE CATERING SERVICES

CLOSING DATE: 27 May 2025

TIME: 11H00

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

The NLSA seeks to appoint a service provider to provide once off catering services at the venue, the Sakhingomso Educare Phillipi Cape-Town. The catering services will be required on Wednesday 28 May 2025 and will be limited to 50 people and should consist of the following:

The service provider is expected to arrive on time at 13h00 or 13:30 latest.

Lunch

Lasagne and salad

20 Juices 330ml (100%juices)

30 fizzy drinks 330 ml cans (assorted)

Please add 50 each of the following:

Crockery for Lunch: White dinner plates, forks, Knives and spoons, Serviettes, toothpicks

Neatly dressed staff, NO Plastics, Food must be served by clean and neatly dressed staff.

3. DURATION OF THE CONTRACT

The duration of the contract is four months

4. CONDITIONS OF BID

- The NLSA reserves the right not to accept the lowest proposal.
- The NLSA reserves the right to appoint one or more Bidders.
- The NLSA reserves the right not to award the contract.
- The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- No upfront payment will be done by NLSA.
- The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.

5. EVALUATION CRITERIA

6.1. Stage 1: Mandatory 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

7.1 Preference point system

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.

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

7.3 Specific Goals

Specific Goal: Locality

- 20 points if the bidder is in Western Cape

Please note that CSD registration will be used to verify locality.

8. ENQUIRIES

Please send RFQ related enquiries to the following email address, quoting the Bid Number and Bid Description as a Reference: Lorraine.mongwe@nlsa.ac.za and quotations@nlsa.ac.za OR call (012) 401 9770/9700/81 during office hours.