



## 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-NLSA DAY 2025 AT THE NLSA CENTRE FOR THE BOOK, CAPE TOWN

**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: 06 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 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 NLSA Day 2025 at the NLSA Centre for the Book, Cape Town.

#### **SCOPE OF WORK**

**FOOD TO BE STRICTLY HALAAL, Halaal certificate to be submitted with quotation**

Pax 40

**Set up time: 11h30**

## **Set up to be done at 12h15**

### **Menu: Braai Menu**

Fresh rolls

Garlic loaves (3)

Coleslaw

Potato salad

Meats: Braai meat (chuck), Braai wors/ braai chicken (Mixed portions)

Assorted soft drinks, 330ml cans with straws

Ice cream (vanilla) and chocolate brownies

Assorted liqui-fruit 330ml cans with straws

### **Quotation to include:**

Set up, dish up and clear up

Butter, salt, serviettes, toothpicks

**ALL** Cutlery and Crockery

Service provider to be dressed neatly in chefs' uniform or unified company uniform, staff to be neat and tidy at all times

X 3black tablecloths (to cover x3 trestle tables)

**VERY IMPORTANT FOOD TO BE STRICTLY HALAAL, Halaal certificate to be submitted with quotation**

## **2.1 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, 14 November 2025 AT 11H30 at the Centre for the Book, 62 Queen Victoria Street, Cape Town

## **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

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

6.1.1. Fully completed SBD 4 and SBD 6.1 forms.

#### 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 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <ul style="list-style-type: none"> <li>Locality: 20 Points if the bidder is in the City of Cape Town and 10 points if bidder not based in City of Cape Town.</li> </ul> | 20     |

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](mailto:quotations@nlsa.ac.za) OR (012) 401 9770/9700/81