

NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

REQUEST FOR QUOTATIONS:

TERMS OF REFERENCE/SPECIFICATIONS FOR CATERING SERVICES.

CLOSING DATE: 16 September 2025

TIME:15H00

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, eThekweni Municipality Libraries and Heritage Department, KwaZulu-Natal. The catering services will be required on Thursday, 18 September 2025 and will be limited to 150 people and should consist of the following:

LUNCH to be served at 13h00 at eThekweni Municipality, Durban and it will be as follows:

Roasted quarter leg chicken + Extra mild Beef stew x 100
2 x Veggies/ Butternut and creamy spinach
Rice+ Steam bread

Chakalaka/ Bean Salad

Bottled water for 150 people: 500ml (still) to be served during proceedings and should be delivered earlier.

50 Assorted juices 330ml (100% juices)

50 assorted drinks 330 ml cans

Pack of Sandwich, Juice and Banana for kids x 50 (Breakfast pack)

Roasted quarter leg chicken, fried chips and juice for kids x 50 (Lunch pack)

Please include the following for 150 people:

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

Food must be served by clean and neatly dressed staff.

PREPARATION AND STANDARDS

The meals and beverages served will be of high quality and prepared in a clean and hygienic manner in accordance with all health and safety regulations.

3. EVALUATION CRITERIA

The following is required of bidders and should be submitted as part of the RFQ submission:

- 3.1 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 3.2 Complete SBD 4 and 6.1 forms

4. QUOTATIONS

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

5. EVALUATION STAGE TWO (2): TECHNICAL EVALUATION

No technical evaluation will be carried out; the requirement is to submit a quotation with the relevant documents as per the evaluation criteria.

6. NLSA'S RIGHTS

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the 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 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

7. CONDITIONS OF RFQ

7.1 The NLSA reserves the right not to accept the lowest proposal.

7.2 The NLSA reserves the right to appoint one or more Bidder.

7.3 The NLSA reserves the right to have any documentation, submitted by the successful bidder checked or inspected by any other person or organisation.

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

7.5 No upfront Payment will be done by NLSA.

7.6 The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

PRICING

7.1 Provide detailed quotation covering the service to be provided as per scope of work.

The pricing schedule must clearly indicate the unit or item price as well as total price for the requested

Pricing Evaluation (80/20 Preferential Procurement point)

The bided price (maximum 80 points)

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

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

Where-

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.

8.SPECIFIC GOALS:

Locality:

Specific Goals	Points
Companies based in eThekwin Municipality	20 Points
Companies based outside of eThekwin Municipality	10 Points

9. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

Please address all RFQ-related enquiries to the following email addresses, quoting the description as a Reference: judy.moshige@nlsa.ac.za and quotations@nlsa.ac.za or call (012) 402 3017.