



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 TO REQUEST QUOTATION FOR CATERING SERVICES TO THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA)

CLOSING DATE: 23 June 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

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 a one-day lunch catering service for a Youth Month event to be held at the National Library of South Africa (NLSA), on 228 Johannes Ramokhoase Street in Pretoria Central.

The catering service will be required on 25 June 2025.

The catering will be limited to one hundred (100) people and should consist of the following:

LUNCH@13H00

- One red meat (beef stew)
- One white meat (roast chicken- thighs and drumsticks)
- Two vegetables
- Two starches (rice and pap)
- 50 x soft drinks (330ml) and 50x liquifruit juices (330ml)
- 100 x Water (500ml)

Venue address: National Library of South Africa

228 Johannes Ramokhoase Street

Pretoria CBD

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

3.1 Pre-evaluation (standard bid documents)

3.1. 1 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

3.1.2 Complete SBD 4 and 6.1 forms

3.2 Mandatory requirement

3.2.1 Health and safety certificate

NB: Failure to submit the document listed above shall result in the disqualification of your bid.

4. EVALUATION STAGE TWO (2): TECHNICAL EVALUATION

No technical evaluation will be done, the requirement is to submit a quotation with the relevant documents as per the evaluation criteria.

5. 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.

6. CONDITIONS OF RFQ

- 6.1 The NLSA reserves the right not to accept the lowest proposal.
- 6.2 The NLSA reserves the right to appoint one or more Bidders.
- 6.3 The NLSA reserves the right to have any documentation, submitted by the successful bidder checked or inspected by any other person or organisation.
- 6.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- 6.5 No upfront Payment will be done by NLSA.
- 6.6 The quotations shall remain valid for a period of 60 days and may be extended at the discretion of the NLSA.

7.1 Preference Point System

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on :

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

Bid price

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.

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

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.

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Specific Goals (maximum of 20 points):-

Locality

Companies based in Pretoria = 20 points.

Companies based outside of Pretoria = 10 points.

NB. Central Supplier Database Report will be used to verify the above.

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

Only those service providers / contractors who respond exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

8 ENQUIRIES

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

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