



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 FOR THE NLSA OPERATIONAL PLAN MEETING ON 5 MARCH 2025

CLOSING DATE: 04 March 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 to provide catering services for the NLSA Operations Management Workshop on 5 March 2025.

SCOPE OF WORK

Breakfast-30 pax

Set up -09h00
Tea, coffee, fresh milk, sugar
X30 500ml still bottled water
Freshly baked scones, with the following:
Strawberry jam / fresh cream / grated cheese (each to be served in individual bowls)

Lunch-30 pax

Set up-12h30
White basmati rice
Traditional mild beef curry

Grilled Portuguese chicken drumsticks
Greek salad with salad dressing
X 15 330ml assorted softdrink cans
X15 330ml assorted liquifruit cans
X30 550ml still bottled water

Quotation to include:

All cutlery and crockery and table linen
X 3 black tablecloths and 30 black chair covers
Set up, serving and clear up

PLEASE NOTE WE HAVE ONE HALAAL MEMBER-FOOD TO BE HALAAL, HALAAL CERTIFICATE TO BE PROVIDED

To include serviettes, toothpicks, salt/pepper etc

All dishes to be neatly labelled(printed)

Dress code: Professionally neat attire, no hairnets or plastic aprons, chef's attire or all black formal attire

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

4.1 To be completed and delivered on 5 March 2025

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

5.1 Pre-evaluation (standard bid documents)

- 5.1.1 Fully completed SBD 4 and SBD 6.1 forms.
5.1.2 All the bidders must be registered on the National Treasury Supplier Database

5.2.Mandatory

- 5.2.1 Halaal certificate to be provided

Evaluation Stage Two (2): Technical Evaluation

N/A

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

6 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
Locality: 20Points if the bidder is in the City of Tshwane and 10 points if bidder not based in City of Tshwane (CSD).	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; quotations@nlsa.ac.za OR (012) 401 9776