



## 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 THE PROCUREMENT A SERVICE PROVIDER TO HOST ITS STAFF FOR ITS ANNUAL TEAMBUILDING AND STRATEGIC PLANNING EVENT FOR ITS 131 EMPLOYEES IN PRETORIA

**CLOSING DATE: 11 NOVEMBER 2025**

**TIME: 11H00**

***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.***

#### 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 National Library of South Africa as part of building the team and reflecting on performance thus far seeks to appoint a service provider to host its staff for its annual teambuilding and strategic planning event for its 131 employees.

## **2. SCOPE OF WORK**

- 2.1 Accommodation for a total of 131 staff members
- 2.2 Accommodation for 94 pax checking in on 11 December and out on 12 December 2025 (DBB)
- 2.3 Accommodation for 37 pax, checking in on 10 December and out on 12 December 2025 (DBB)
- 2.4 The accommodation must be allocated as follows:
  - 2.3.1 4 x one-bedroom chalets
  - 2.3.2 Balance (127 pax) pax should be allocated in a combination of 2- and 3-bedroom chalets or;
  - 2.3.3 Alternatively 4 single rooms and sharing rooms with double beds in each room for 127 pax.
- 2.5 Tea on arrival (light meal) and lunch (buffet) on 11 December 2025
- 2.6 Teambuilding facilitator for 11 December between 09:00 and 13:00 (with options for both outdoor and indoor activities)
- 2.7 Teambuilding venue (outdoor space, with back up of indoor space to accommodate weather
- 2.8 Bottled water x 200 – to be used during teambuilding
- 2.9 Energy drink (not caffeinated, mixed flavours) – to be used during teambuilding
- 2.10 Assorted fruits to be available throughout teambuilding activities (oranges, bananas and apples)
- 2.11 Conferencing, dinner set up between 18:30 until late (with décor)
- 2.12 Sound system for evening conferencing
- 2.13 Strong internet connectivity
- 2.14 Venue must accommodate different dietary requirement which will be communicated to the awarded bidder.
- 2.15 The venue must be located within the following areas: Bela Bela, Magaliesburg, Dinokeng, Waterberg, Pretoria, Johannesburg and Vaal

## **3. NLSA'S RIGHTS**

The NLSA is entitled to amend any RFQ conditions, RFQ validity period, RFQ terms of reference, or extend the RFQ's closing date, all before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA have 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 quotations response to ensure that they are kept updated on any amendments in this regard.

## **4. DURATION OF THE PROJECT**

4.1 The event date will be communicated to the successful bidder.

## **5. 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 Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to accept part of the offer.
- e. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- f. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- g. No upfront Payment will be done by NLSA.
- h. All delivery of the requested equipment must be made at the specified NLSA campus.
- i. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- j. The quotations shall remain valid for a period of 60 days, and may be extended at the discretion of the NLSA

## **6. EVALUATION CRITERIA**

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

- 6.1.1. Fully completed SBD 4, SBD 6.1.
- 6.1.2. Prospective bidders must be registered on Central Supplier Database.

### **6.2. Evaluation stage 2:**

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

## **7. PRICING**

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

## **8. Pricing Evaluation (80/20 Preferential Procurement point)**

### **8.1 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.

## 8.2 Specific Goals (maximum of 20 points):

| Specific Goals   | Points                                                                                      |
|------------------|---------------------------------------------------------------------------------------------|
| 100% Black owned | 100% Black owned companies - 20 points,<br>Less than 100% Black owned companies -10 points. |

## 9. 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; [lorraine.mongwe@nlsa.ac.za](mailto:lorraine.mongwe@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 9770/9700/81