



## **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: 19 MARCH 2024**

**TIME: 16H00**

**NB.** Note that Saturday will be treated as a normal working day. Should you want to submit a quotation, please email it to: [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za)

#### **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 services provider to provide 1-day catering services for Sesotho Literature Catalogue Workshop to be held at National Library of South Africa, 270 Johannes Ramokhoase Street, Pretoria, 0002.

The catering services will be required on the **26 March 2024**

**The catering will be limited to thirty-five (35) people and should consist of the following:**

**BREAKFAST @ 8h00:**

- Sandwiches with the following fillings:
  - Lettuce, Ham and mozzarella cheese
  - Chicken mayo
- Assorted muffins (blueberry, chocolate, vanilla)
- Tea (rooibos and five roses) and Coffee (Jacobs)

**LUNCH@13H30**

- One red meat (beef stew)
- One white meat (roast chicken- thighs and drumsticks)
- Two vegetables
- Two starches (rice and samp/dumpling)
- Two salads
- 18 x soft drinks (330ml) and 17 x liqui fruit juices (330ml)
- 35 x Water (500ml)

Venue address: National Library of South Africa, 270 Johannes Ramokhoase Street, Pretoria, 0002.

**PREPARATION AND STANDARDS**

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

**3. EVALUATION CRITERIA**

### **Mandatory-Pre-evaluation:**

- 3.1 Fully complete SBD 4 and 6.1 forms
- 3.2 Health and safety compliance certificate

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

## **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 done, 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 Bidders.
- 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.

## 8. SPECIFIC GOALS

- 100% Black Ownership = 20 Points if the bidder is 100% black owned and  
= 10 points if bidder is not 100% black owned.

## 10 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: [Lebogang.maleka@nlsa.ac.za](mailto:Lebogang.maleka@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) or call (012) 401 3017.