

National Library of South Africa

228 Johannes Ramokhoase Street,
Pretoria
0001

Private Bag X990
Pretoria
0001
Tel (012) 401 9700
Fax (012) 326 7642

5 Queen Victoria / 65 Queen Victoria
Cape Town
8000

P.O Box 496 or 15254
Vlaeberg

(021) 4236320 or (021) 423 2669
(021) 423 3359 or (021) 424 1484

REQUEST FOR QUOTE	REFERENCE NO: NLSA PTA. Catering for 15 people for Media Tour Day at National library of South Africa-19 March 2024
--------------------------	--

Table 1: The National Library of South Africa invites quotations for the following goods/services as per Annexure A below. (Note a separate quotation should be submitted stating details below)

Special Conditions:

- Please attached the following documentation with the quotation:
 - Latest CSD report
 - Duly completed declaration forms (SBD4. SBD6.1,)
- The 80/20-point system will be applied as follows (80 points for price; 20 points for Specific goals points).
- 20 points for Specific goals points – Companies based in Pretoria – Prospective bidders must have proof of address (municipal rates and taxes/ lease agreement) to claim points.**
- Quotations must be sent exclusively emailed to quotations@nlsa.ac.za, **please quote the Quotation number / REF number as the subject of the email only.** Failure to do so may result in non-consideration of the quote.
- For more information contact: Ms Lorraine Mongwe – Email: Lorraine.mongwe@nlsa.ac.za, Tel: **012 401 9766**
- CLOSING DATE: 15/03/2024 TIME: 11h00.**
- Prospective bidders must quote on all the items requested on this document, and full details of each item must be provided as requested in Annexure A below.

8. NLSA reserves the right not to purchase any of the specific item(s) listed above.

1. Please ensure that a compliance status as per the CSD report should be “compliant” at the time this quotation is submitted, otherwise, the quotation will be invalid. The National Library of South Africa shall not be liable to ensure that tax matters of suppliers are up to date.
2. Please see (ANNEXURE A) for the detailed specifications

ANNEXURE A:

SPECIFICATION

Item	Description:	Quantity
	Catering for 15 people for Media Tour Day at National library of South Africa-19 March 2024	
	<p>Specifications are as follows:</p> <p>Refreshment specification for SALW Media Tour</p> <p>19 March 2024</p> <p>National Library of South Africa Pretoria</p> <p>Quantity: 15</p> <p>Time: 09h00 for set up</p> <p>Menu:</p> <p>Tea, Coffee (milk, sugar)</p> <p>Fruit sticks with the following fruit: Kiwi, Pineapple, Honey dew melon/cantaloupe, strawberry</p> <p>Freshly baked scones with fresh cream, grated cheese, and strawberry jam (to be served individually)</p> <p>Mini chicken slides with all toppings</p> <p>Mini beef sliders with all toppings</p> <p>Vegetable spring rolls</p> <p>X20 bottles of 500ml still water</p> <p>X 2 1l fruit cocktail juice / cranberry juice</p>	15