



# Otjozondjupa Regional Council



## Procurement Management Unit

(Established under section 25 of the Public Procurement Act, 2015)

# REQUEST FOR SEALED QUOTATIONS

### *PROCUREMENT OF CATERING SERVICES FOR PERFORMANCE MANAGEMENT SYSTEM (PMS) TRAINING IN OTJIWARONGO*

**Procurement Reference No: NCS/RFQ/OTRCED-22/2023/2024**

**Procurement Management Unit  
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# Otjozondjupa Regional Council



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P.O. Box 1682  
 Otjiwarongo  
 NAMIBIA

## Letter of Invitation

**BIDDER:** .....

*Procurement Reference No: NCS/RFQ/OTRCED-22/2023/2024*

Dear Sir/Madam

### **PROCUREMENT OF CATERING SERVICES FOR PERFORMANCE MANAGEMENT SYSTEM TRAINING IN OTJIWARONGO**

Otjozondjupa Regional Council invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Ms Aune N. Shigwedha/Mr. Malakia Nanyanga at 067308000/ 067 308014.**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

MRS. S.M.K. TUAHUKU

**HEAD: PROCUREMENT MANAGEMENT UNIT**





## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Otjozondjupa Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The quotation validity period shall be for 90 days from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a certified copy of company founding statement;
- (b) have valid Original/ Certified Copy of good Standing Tax Certificate;
- (c) have valid Original/ Certified copy of good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a valid certified copy of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) sign the attached written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) sign the Bid Securing Declaration

## 5. Bid Securing Declaration

Bidders are required to *subscribe to a Bid Declaration* for this procurement process, by signing the attached Bid Securing Declaration and submit as part of this bidding document.

## 6. Contract Period for Services

Once off procurement

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to The Secretary Procurement committee, Otjozondjupa Regional council PO. Box 1682 Otjiwarongo with the Bidder's name at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Bid Box located at *Otjozondjupa Regional Council Head Office at the Ground floor not later than 25 September 2023 at 12h00*. Quotations by post or hand delivered should reach Otjozondjupa Regional Council by the same date and time at latest. Late quotations will be rejected.

Quotations received via e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the OTRC immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security will be put on the website of the OTRC and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Otjozondjupa Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation

## 11. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

## 12. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

**13. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

**14. Margin of Preference**

15.1. The applicable margins of preference and their application methodology are as follows:

*N/A*

15.2. Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

*N/A*

**16. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

**17. Performance Security**

*N/A*

**18. Notification of Award and Debriefing**

The Otjzondjupa Regional Council shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the Otjzondjupa Regional Council shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]*

Quotation Addressed to:	Otjzondjupa Regional Council Directorate of Education Arts and Culture Private Bag 2618, Otjiwarongo
Procurement Reference Number:	NCS/RFQ/OTRCED-22/2023/2024
Subject matter of Procurement:	<i>PROCUREMENT OF CATERING SERVICES FOR PERFORMANCE MANAGEMENT SYSTEM TRAINING IN OTJIWARONGO</i>

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *disqualification on the grounds mentioned*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is \_\_\_\_\_ days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the bid validity.

The service will commence within \_\_\_\_\_ days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ days from date of issue of Purchase Order/Letter of Acceptance.

### Quotation Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	



**Appendix to Quotation Letter**

**BID SECURING DECLARATION  
(Section 45 of Act)  
(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.:** NCS/RFQ/OTRCED-22/2023/2024

**To:**

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**\*delete if not applicable / appropriate**

### SECTION III: SCOPE OF SERVICES

### SECTION IV: PRICED ACTIVITY SCHEDULE

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR:** Procurement of Catering Services for Performance Management System Training in Otjiwarongo on 26-27 September 2023.

**Procurement Ref No.:** NCS/RFQ/OTRCED-22/2023/2024

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS				
				Bidders shall fill-in columns E – I and fill the total E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/
1.	<b>Breakfast (1day) 26-27 September 2023</b> <ul style="list-style-type: none"> <li>Sandwich (brotchen) lettuce, cheese, tomatoes, ham etc.</li> <li>Tea/coffee/juice</li> </ul>	34 ppl	2 days					
2.	<b>Lunch include a soft drink(1 day) 26-27 September 2023</b> <ul style="list-style-type: none"> <li>Rice/macaroni with potato salad</li> <li>Tomato Sauce</li> <li>Fried Chicken/ hake fish/ beef stew/ pork</li> <li>330ml juice/ cool drink</li> <li><b>NB: (Lunch Pack/ Take always)</b></li> </ul>	34 ppl	2 days					

3.	●500ml Bottled water (1 per participants for 1 day)	34 ppl	2 day					
						<b>Sub Total</b>		
						<b>15% VAT</b>		
						<b>Grand Total</b>		
Name:				Date:			Signature	
Position:								
Name of company:				Address:				

**Priced Activity Schedule Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

*Otjozondjupa Regional Council*

**Directorate of Education, Arts and Culture**

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B</i>	<i>C</i>	<i>D</i>
1.	Breakfast		
2.	500ml Bottled water		
3.	Lunch include a soft drink		

**Specifications and Performance Standard Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: NCS/RFQ/OTRCED-22/2023/2024.

## SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract [ <i>shall / shall be deemed*</i> ] to come into effect upon the issue of the Purchase Order
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by <b>27 September 2023</b> .
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is : <i>The Chief Regional Officer</i>  The Authorized Representative of the Service Provider is: _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: <i>Acting Chief Regional Officer Private bag 1682 Otjiwarongo</i>
<b>GCC 2.10 Performance Security</b>	The Performance Security N/A
<b>GCC 4.2 Contract Price</b>	The amount payable is: Once off
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider within <i>7 days</i> after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices <i>shall not be</i> ” adjustable.



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

## 2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description: .....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I ..... owner/representative

of .....

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal...**

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing Declaration	
Evidence for conformity of Goods	
Certified copy of Company founding statement	
Original valid good Standing Tax Certificate	
Original valid good standing Social Security Certificate	
Valid certified copy Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act ,1998	
Signed written undertaking as contemplated in Section 138(2) of the Labour Act, 2007	

***Disclaimer:*** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.