



Otjozondjupa Regional Council



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P.O. Box 1682
Otjiwarongo
NAMIBIA

Procurement Management Unit

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

NCS/IQ/OTRCGE-11/2024/2025

INFORMAL QUOTATION

Request for Quotations For Non-Consultancy Services

PROVISION OF CATERING SERVICES FOR THE CHILD CARE PROTECTION FORUM MEETING AT OKAHANDJA ON 20 NOVEMBER 2024.

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 11th November 2024; 10h00

**Procurement Management Unit
Otjozondjupa Regional Council
P.O. Box 1682
Otjiwarongo
Namibia**

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref: No. NCS/IQ/OTRCGE-11/2024/2025

Bidder's name:

Contact No:

The **Otjozondjupa Regional Council** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, should be sent to Chief Regional Officer, Otjozondjupa Regional Council's head Quarters, 22 Henk Willems Street, Otjiwarongo; Office Park on the Ground Floor, Block B not later than **11th November 2024 at 10h00.**

Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered. Queries, if any should be addressed to

Ms. Belinda Selebano via email: blselebano@gmail.com

Responsible Officers Signature..........

Title of Responsible Officer: PMU HEAD

Item No	Description	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Lunch : Red meat, chicken, (Rice/Macaroni with mixed vegies) (Butternut/pumpkin)	21	Each		
2.	500 ml Soft drinks assorted	21	Each		
3.	500ml Still bottle water	21	Each		
				Sub Total	
				VAT @%	
				Total	

****Daily menu must be attached & Lunch will be serve at the Venue (Self-service).***

****Carter must provide cutlery***

- (a) *Otjozondjupa Regional Council* requested works completion period: within 2 days as from the date of placement of order.
- (b) Bidder's proposed completion period: within 2 days from date of placement of Purchased Order.
- (c) The following tests and inspections will be conducted : None
- (d) Validity of offer: 7 days as from closing date set for submission of quotations. I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

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

Date:

Procurement Ref No: *NCS/IQ/OTRCGE-11/2024/2025*

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***

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) Ask for clarifications at time of evaluating quotations and
- (b) Reject all quotations.
- (c) A Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- a) have a valid certified copy of Founding Statement for any of the followings:
 - i. an entity incorporated or registered under the company or close corporation laws in Namibia;
 - ii. co-operative registered under the laws regulating co-operatives in Namibia;
 - iii. document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;
- b) have valid original or certified copy of Good Standing Tax Certificate;
- c) have valid original or certified copy of Good Standing Social Security Certificate;
- d) have a valid certified copy of Affirmative Action Compliance Certificate or 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 or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- f) have original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement.
- g) Sign and/ initial the whole document.
- h) Fitness Certificate of the business premises or lease agreement
- i) Attach menu for all meals

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

8. Purchase Order

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) **Ref No: NCS/IQ/OTRCGE-11/2024/2025** posted in the website of the Policy Unit and on the *Otjozondjupa Regional Council* website.

10. Warranty

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

11. Terms of Payment

Payment will be made within thirty (30) days after delivery of services upon presentation, by the supplier, of the signed Purchase Order and Invoice.



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of Section 138 of the Labour Act, 2007(Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015(Act No. 15 of 2015)

1. EMPLOYER'S DETAILS

Company Trade Name:

Registration Number:

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tel 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:

Windhoek

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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(Act No. 11 of 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

SCHEDULE 2:

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/IQ/OTRCGE-11/2024/2025

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Evidence for conformity of Goods(Menu)	
Certified copy of Fitness Certificate of the business premises or lease agreement	
Valid certified copy of Company Registration Certificate;	
Original or valid certified copy of Good Standing Tax Certificate;	
Original or valid certified copy of Good Standing Social Security Certificate;	
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;	
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.