



# Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168  
Fax: (067) 302760/302742

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

## Request for Sealed Quotations For Non Consultancy Services

**PROCUREMENT REFERENCE NO:**  
**NCS/RFQ/OTRCED-21/2025/2026**

## Non Consultancy Services

**PROVISION OF ACCOMMODATION, MEALS STAFF MEMBERS TO  
ATTEND BUSINESS WRITING SKILLS TRAINING IN  
OTJIWARONGO**

Name of Bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 7<sup>th</sup> August 2025; at 10h00***

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



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## Letter of Invitation

To:

.....  
.....

**Procurement Reference Number:** NCS/RFQ/OTRCED-21/2025/2026

Dear Sir/Madam,

The **Otjozondjupa Regional Council** hereby invites you to submit your quotation for the items listed hereunder.

**Provision of accommodation, meals staff members to attend business writing skills training in Otjiwarongo on 20<sup>rd</sup> -25<sup>th</sup> July 2025**

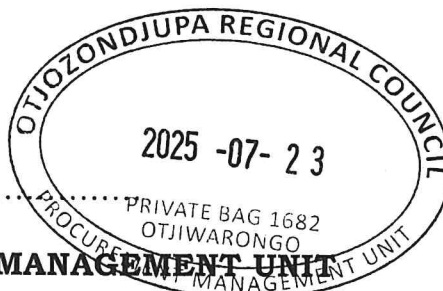
Your offer should be made on this form, with any annex which you may wish to enclose, should be sent to Otjozondjupa Regional Council's Head Quarters, 22 Henk Willems Street, Otjiwarongo; New Building on the Ground Floor, Block B not later than **7<sup>th</sup> August 2025; at 10h00**. Bids by post should 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. L. N. Engombe via email** [loise986@gmail.com](mailto:loise986@gmail.com)

Yours faithfully,

.....  
Mrs. S.M.K. Tuahuku

**HEAD: PROCUREMENT MANAGEMENT UNIT**



## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

**Otjozondjupa Regional Council** reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.

### **2. Preparation of Quotations**

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

- (a) The Quotation Letter in Section II with its annexure for *Bid Securing Declaration*
- (b) The List of Goods and Price Schedule in Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract 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 **[60]** days from the date of submission deadline.

### **4. Eligibility Criteria or Documents to be attached**

**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) Sign the Bid Securing Declaration
- g) 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 in case of other similar arrangement;
- h) Initial the whole document;
- i) Certified fitness Certificate of the business premises or a contract of the business premise from where the food is prepared from;

## **5. Bid Securing Declaration**

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

## **6. Services Completion Period**

The completion period for services shall be *7 days* after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

## **7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact information at the back of the envelope.

## **8. Submission of Quotations**

Quotations should be deposited in the Bid Box located at **Otjozondjupa Regional Council's head Quarters, 22 Henk Willems Street, Otjiwarongo; New Building on the Ground Floor, Block B not later than 7<sup>th</sup> August 2025; 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.

## **9. Opening of Quotations**

Bids will be opened by the Bid Evaluation Committee together with the Procurement Committee Secretary in the Regional Council's Boardroom in the New Building at the Head Quarters in Otjiwarongo on the closing date at 10h00. Bidders or their representatives may attend the Bid Opening if they choose to do so.

## **10. Evaluation of Quotations**

Otjozondjupa regional Council shall have the right to request for clarifications in writing during evaluation. The threshold amount will be determined by the Employer 5% under or above the threshold amount will be the, most responsive amount during evolution.

## **11. Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements. Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

**13. Award of Contract**

The Bidder having submitted the evaluated responsive quotation and qualified to supply the goods/items and related services 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 Agreement and General Conditions of Contract.

**14. Notification of Award and Debriefing**

Otjozondjupa Regional Council shall after award of contract 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 on its website within seven days. Furthermore, the Otjozondjupa Regional Council shall attend to all requests for debriefing made in writing within (7) days of the unsuccessful bidders being informed of the award.

**15. Payment**

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



## 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 Price list 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 will be rejected.**]*

Quotation addressed to:	<b>Otjozondjupa Regional Council</b>
Procurement Reference:	<b>NCS/RFQ/OTRCED-21/2025/2026</b>
Subject matter of Procurement:	<b>Provision of accommodation, meals staff members to attend business writing skills training in Otjiwarongo</b>

I/We offer to provide the service listed in the attached List of Services and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

I/We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

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

I/We have read and understood the content of the *Bid Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *disqualification on the grounds mentioned in the BDS*.

The validity period of the Quotation is..... days from the date of the bid submission deadline.

I/We confirm that the prices quoted in the List of Goods and Price 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

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

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(5) and 56(2))**

**Date:** .....**Day/month/year**

**Procurement Ref No.:** NCS/RFQ/OTRCED-21/2025/2026

**To:** Otjozondjupa Regional Council

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.]*



### SECTION III: SCOPE OF SERVICES

#### PROVISION OF ACCOMMODATION, MEALS STAFF MEMBERS TO ATTEND BUSINESS WRITING SKILLS TRAINING IN OTJIWARONGO

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.]*

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	QTY	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	*E	*F
1.	<b>Accommodation:</b> <i>(shall be at the one place (Shingle rooms)</i>	4	6 night		
3.	<b>Dinner:</b> <i>Pork, Beef, chicken, hake fish, (2 types of meat)</i> <i>Vegetables (Broccoli, carrots, butternuts, beetroots)</i> <i>rice, macaroni, potato salad/ Greek salad, pap</i> <i>Assorted cool drinks/ 100% Juice 330ml</i>	4	6 nights		
4.	<b>Breakfast:</b> <i>Coffee/Tea/ Juice , Fresh milk, sugar and Eggs/ Sandwich</i>	4	6 days		
5.	<b>Lunch:</b> <i>Pork, Beef, chicken, hake fish, (2 types of meat)</i> <i>Vegetables (Broccoli, carrots, butternuts, beetroots)</i> <i>rice, macaroni, potato salad/ Greek salad, pap</i> <i>Assorted 330ml cool drinks/ 100% Juice</i>	40	6 days		
6.	<b>Afternoon Tea</b> <i>Sandwich (cheese, polony, fresh tomatoes, lettuce, butter)</i>	40	5 days		
7.	<b>Water: 2 per person per day</b>	400	Each		

	still water 500ml				
<b>Venue will be at TRC Otjiwarongo</b>				<b>Subtotal</b>	
				<b>VAT @ % 15</b>	
				<b>Total</b>	

**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: NCS/Rfq/OTRCED -21/2025/2026

[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.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	<b>Accommodation:</b> <i>(shall be at the one place (Shingle rooms)</i> <b>Dinner:</b> <i>Pork, Beef, chicken, hake fish, (2 types of meat)</i> <i>Vegetables (Broccoli, carrots, butternuts, beetroots)</i> <i>rice, macaroni, potato salad/ Greek salad, pap</i> <i>Assorted cool drinks/ 100% Juice 330ml</i>		
3.	<b>Breakfast:</b> <i>Coffee/Tea/ Juice , Fresh milk, sugar and Eggs/ Sandwich</i>		
4.	<b>Lunch:</b> <i>Pork, Beef, chicken, hake fish, (2 types of meat)</i> <i>Vegetables (Broccoli, carrots, butternuts, beetroots)</i> <i>rice, macaroni, potato salad/ Greek salad, pap</i> <i>Assorted 330ml cool drinks/ 100% Juice</i>		
5.	<b>Afternoon Tea</b> <i>Sandwich (cheese, polony, fresh tomatoes, lettuce, butter)</i>		
6.	<b>Water:</b> <i>still water 500ml</i>		

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

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



**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. EMPLOYER'S 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: **Otjiwarongo**

.....

## 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, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....



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

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC), NCS/RFQ/OTRCED-21/2025/2026

### QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.:** NCS/RFQ/OTRCED-21/2025/2026

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing Declaration	
Fitness Certificate of the business premises	
Certified fitness Certificate of the business premises or an contract of the business premise from where the food is prepared from	
Attach menu for all meals	
Certified copy of the Company founding statement	
Original or certified copy of a valid good standing Tax Certificate	
Original or certified copy of a valid good standing Social Security Certificate	
Valid certified copy of Affirmative Action Compliance Certificate	
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.*