



---

**Ohangwena Regional Council**  
**Division: Land Reform**

---

Tel: (+26465) 264 100  
Fax: (+26465) 263 220  
Enquiries: Ms. LN Shamaila  
Email :Lina.Shamaila@mlr.gov.na

Church Street, Erf No 113  
Private Bag 88009  
Eenhana

**REQUEST FOR QUOTATIONS FOR NON CONSULTANCY SERVICES**

*Date: 25/01/2024*

---

**PROCUREMENT OF MEALS FOR CLB MEETING ON 28-29 FEBRUARY 2024**

---

**Procurement Reference No: NCS/IQ/OHRC 37-05/2023/2024**

# INFORMAL QUOTATION

Procurement Ref. No. NCS/IQ/OHRC37-05/2023/2024

(Bidder' Name): .....

The Ohangwena Regional Council, Division of Land Reform hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent on addressed to: Lina N Shamaila, Division of Land Reform, Private Bag 88009, Eenhana, Namibia. Reference **No. NCS/IQ/OHRC37-05/2023/2024**. Your quotation should reach the Ministry of Agriculture, Water and Land Reform before or on the **05 February 2024** at 10h00.

Full Name of Head of Procurement Management Unit: Mr. Fillipus Shimhanda



Signature .....

Item No	Description	Quantity	Unit of Measure	Rate N\$	Amount without VAT NAD	VAT NAD	Country of Origin
1	<b>Snacks (day one)</b> (Cookies/crackers, mint sweets and 17 bottled mineral water (still) 500ml) <b>Tea Break (day one)</b> Jacobs coffee, tea Rooibos, white and brown sugar, warm water, fresh milk, sandwiches with ham & lettuce, butter, fresh tomatoes, boiled eggs, 3x 2L 100% Juice, 7 banana and 10 apples. <b>Lunch (day one)</b> Fried chicken wings 2 piece for each person, beef stewed, maize meal porridge with sweet corn, rice, beetroot, (Greek salad with tomatoes, feta cheese cucumber, lettuce, olives, onion & salad dressing), 7x 100% 350ml juice assorted, 6x appetizers 330ml, 4x cool drinks 330ml assorted (Original) 17x mineral water (Still) 500ml	17	People				
		17	people				
		17	people				
2	<b>Snacks (day one)</b> (Cookies/crackers, mint sweets and bottled mineral water 500ml) <b>Tea Break (day two)</b> Jacobs coffee, tea Rooibos, white and brown sugar, warm water, fresh milk, sandwiches with ham & lettuce, butter, fresh tomatoes, boiled eggs, sweets (mints), 3x 2L 100% juice, 10 bananas & 7 apples. <b>Lunch (day two)</b> Fried fish (hake) 2 piece for each person, beef stewed, macaroni salad, mixed veggies, maize meal porridge with sweet corn, 9x fruit juice 100% 350ml assorted, 4x appetizers 330ml, 4x cool drinks 330ml assorted (Original) 17 mineral water (still) 500ml	17	People				
		17	People				
		17	people				
					Sub Total		
					VAT@15%		
					Grand Total		

The Division of Land Reform requests delivery on.....as from the date of placement of order.

(a) Delivery Date: within.....days from date of placement of order.

(b) Your bid should be valid for a period of 60 days.

(c) The following tests and inspections will be carried conducted on the goods at delivery:

1. The goods will be checked for any faults
2. The confirmation of physical fitness of the goods.

(d) Validity of offer: ..... days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal.....

(Please see overleaf)

## SCHEDULE 1

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

Date: .....

Procurement Ref No.: .....

To: .....  
*[Insert complete name of Public Entity and address]*

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 the complete name of the 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**



## 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 .....[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:** .....

*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.

## General Terms and Conditions Applicable

1. **Purchaser**  
The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.
2. **Supplier**  
The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.
3. **Rights of the Public Entity**  
The Purchaser shall have the right to
  - (a) Ask for clarifications at time of evaluating quotations,
  - (b) Split the contract on an item basis or
  - (c) Reject all quotations.A Purchaser 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) A valid certificate of good standing with the Receiver of Revenue;
  - (b) A valid certificate of good standing with the Social Security Commission or in the case where a company has no employees, confirmation letter from the Social Security Commission;
  - (c) As required by the Affirmative Action (Employment) Act, 1998 (Act No.29 of 1998, in possession of:
    - A valid affirmative action compliance certificate issued under section 41 of that Act
    - An exemption issued under section 42 of that Act
    - A proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act.
  - (d) Submit a written undertaking as Contemplated in Section 138 (2) of the Labour Act, 2007 (Act No. 11 Of 2007);
  - (e) A valid:
    - Certificate of business registration for an entity incorporated or registered under the company or close corporation laws in Namibia
    - Certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia
    - Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia, or
    - Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangementsBut a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).
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 Supplier.

**8. Purchase order**

A supplier 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 goods on or before the date set in the purchase order for delivery of the goods.
- (c) The purchase order shall be valid for 3 months 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 (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit.

**10. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**11. Payment**

The Purchaser undertakes to effect payment within 14 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.