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**OHANGWENA REGIONAL COUNCIL**  
**DIVISION GENDER EQUALITY, POVERTY**  
**ERADICATION AND SOCIAL WELFARE**

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Enq:M. Nangolo  
Cell: 0812471534

Private Bag 88011  
Eenhana

Date: 05 February 2024

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**CATERING SERVICES FOR THE GENDER PERMANENT TASK**  
**FORCE MEETING, OMULONGA CONSTITUENCY –**  
**05 APRIL 2024**

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**Procurement Reference No. G/IQ /OHRC12-05/2023/2024**

**INFORMAL QUOTATION (OTHER SERVICES)**  
**Procurement Ref. No: G/IQ/OHRC12-052023/2024**

To .....

.....


.....

The **Division Gender Equality Poverty Eradication and Social Welfare** 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 send to Ohangwena Regional Council P/Bag 88011 Eenhana, 108 Church Street, Tel: 065-264305. **Your Quotation Clearly marked with this Reference No G/IQ/OHRC12-05/2023/2024** should reach the **Division Gender Equality Poverty Eradication and Social Welfare** on or before 14 February 2024 by 10h00.

Full name of Head of Procurement Management Unit: Mr. Phillipus Shimhanda

Date: 2024-02-06



Signature: 

**Priced Activity Schedule**

Date	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
05 April 2024	<b>Serve lunch:</b> Grilled Beef, Hake fish, rice, butternut, potato salad	100 plates	Each		
	Soft drinks assorted 330 ml (24 packs)	5	Each		
	Bonaqua still water 500ml (24 Packs)	4	Each		
	Beacon smoothies (sweets) 72's	5	Each		
Other additional costs					
Subtotal					
VAT @      %					
Total					

Enter 0% VAT rate if VAT exempt.

- (a) *Ohangwena Regional Council* requested works completion period: within 1 days as from the date of placement of order.
- (b) Bidder's proposed completion period: within ..... days from date of placement of order.
- (c) Validity of offer: ..... as from closing date set for submission of quotations.
- (d) The quotation must be valid for 30 days.

Remarks *[if any from Bidder]*:

.....  
 .....

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.:** .....

**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.]*



## Republic Of Namibia

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

**Witten undertaking in terms of section 138 of the Labour Act, 2007 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. 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.

A Public Entity shall not be bound to accept the lowest or any quotation.

### 4. Eligibility Criteria

**The bidder or supplier must submit the following documents at the time of submitting a bid to a public entity, failing which the bidder or supplier must disqualified:**

- (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) -
  - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;
  - (ii) an exemption issued under section 42 of that Act; or
  - (iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;
- (d) a written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007); and
- (e) **a valid:**
  - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
  - (ii) certificate of registration of a co-operative registered under the laws regulating co-operative in Namibia;
  - (iii) 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
  - (iv) partnership agreement in the case of a partnership, valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

**BUT** 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 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. 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.

## **10. Payment**

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

## **11. Project Manager**

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.