



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

Enq:M. Nangolo
Cell: 0812471534

Private Bag 88011
Eenhana

Date: 05 February 2024

CATERING SERVICES FOR THE COMMEMORATION OF
INTERNATIONAL WOMEN'S DAY AT OSHITI SHA
HAIHONYA, OKONGO CONSTITUENCY - 11 MARCH 2024

Procurement Reference No. G/IQ /OHRC12-04/2023/2024

INFORMAL QUOTATION (OTHER SERVICES)
Procurement Ref. No: G/IQ/OHRC12-04/2023/2024

To

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.....

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/OHRC12-04/2023/2024** 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. Fillipus 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
11 March 2024	Serve lunch: Grilled Beef, grilled Chicken, butternut, potato salad, Greek salad, Mahangu pap and Ombidi	50 plates	Each		
	Soft drinks assorted 330 ml (24 packs)	2	Each		
	Bonaqua still water 500ml (24 Packs)	4	Each		
	100% Juice 330ml (24 pack)	1	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:

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.....

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.

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.