



REPUBLIC OF NAMIBIA  
OHANGWENA REGIONAL COUNCIL  
**PROCUREMENT MANAGEMENT UNIT**

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# Request Informal Quotations for Non-consultancy Services

**PROVISION OF LUNCH SERVICE FOR THE SEO AND  
TEACHERS TO ATTENDED MODERATION OF 2024  
REGIONAL MOCK EXAMINATION PAPERS**

**Procurement Reference No: NCS/IQ/OHRC10-07/2024/2025**

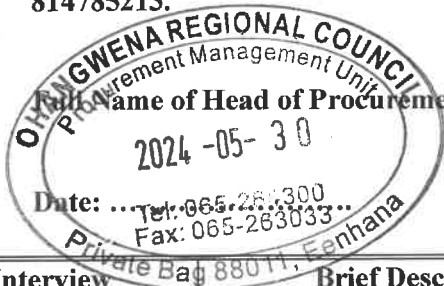
## INFORMAL QUOTATION (Non Consultancy Services)

.....  
 .....  
 (To be completed by Bidders)

### REQUEST FOR QUOTATION: PROVISION OF CATERING SERVICE (LUNCH) FOR THE SEO AND TEACHERS TO ATTENDED MODERATION OF 2024 REGIONAL MOCK EXAMINATION PAPERS

**Procurement Ref. No. NCS/IQ/OHRC10-07/2024/2025**

The Ohangwena Directorate of Education, Arts and Culture 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, and should be sent or addressed to **Ohangwena Directorate of Education, Arts & Culture at Procurement Office**, in a sealed envelope marked with a Quotation Reference No **NCS/IQ/OHRC10-07/2023/2024**. Your quotation should reach the Directorate of Education, Arts and Culture on or before the **05 June 2024, at 10h00**. **Queries should be addressed to Mr Tuhafeni J Ndatyapo (procurement) at +264 814785213**.



Signature

| Interview session   | Brief Description of Services                                      | Quantity  | Unit of Measure | Unit Price | Total Price |
|---|--|-----------|-----------------|------------|-------------|
| A*  | B*   | C*        | D*              | E          | F           |
| Day 1<br>06 June 2024<br>Eenhana SS                                       | Rice, Beef stew, Grilled chicken, Cabbage and carrot diced (mixed) | 18 people | Each            |            |             |
|   | Assorted Cool drinks 330ml (Coca brand)                            | 17        | Each            |            |             |
| Day 2<br>07 June 2024<br>Eenhana SS<br>(21) and<br>Regional<br>office(11) | Rice, Beef stew, Grilled chicken, Cabbage and carrot diced (mixed) | 32 people | Each            |            |             |
|   | Assorted Cool drinks 330ml (Coca brand)                            | 32        | Each            |            |             |
| Day 3<br>10 June 2024<br>Eenhana SS                                       | Rice, Beef stew, Grilled chicken, Cabbage and carrot diced (mixed) | 9 people  | Each            |            |             |
|   | Assorted Cool drinks 330ml (Coca brand)                            | 9         | Each            |            |             |
| Day 4<br>12 June 2024<br>Eenhana SS                                       | Rice, Beef stew, Grilled chicken, Cabbage and carrot diced (mixed) | 15 People | Each            |            |             |
|   | Assorted Cool drinks 330ml (Coca brand)                            | 15        | Each            |            |             |
| <b>Other additional costs</b>   |  |           |                 |            |             |
| <b>Subtotal</b>   |  |           |                 |            |             |
| <b>VAT @      %</b>   |  |           |                 |            |             |
| <b>Total</b>  |  |           |                 |            |             |

*Enter 0% VAT rate if VAT exempt.*

- (a) The Ohangwena Directorate of Education, Arts and Culture requests delivery within 4 days as from the date of receipt of Purchase Order.
- (b) Bidder's proposed completion period: within ..... days from date of placement of order.
- (c) Validity of offer..... days as from closing date set for submission of quotations.
- (e) The quotation validity period shall be 30 days from the date of submission deadline.

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 .....**

## Section II: Quotation Letter

(to be completed by Bidders)

***NB: If your quotation is not authorized, it will be rejected.***

|                                |  |
|--------------------------------|--|
| Quotation addressed to:        |  |
| Procurement Reference Number:  |  |
| Subject matter of Procurement: |  |

We offer to supply the items listed in the attached List of Goods 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.

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

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

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

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 Authorizing the Quotation: | Position:     | Signature:                 |  |
| Date                                      | Phone No./Fax |                            |  |

**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.]  
*\*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, 2007 and Section 50(2)(D) of the Public Procurement Act, 2015 as Amended**

**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 Ohangwena Directorate of Education, Arts & Culture 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) Have a valid certificate of good Standing with the Receiver of Revenue;
- (b) Have 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) Have a valid Affirmative Action Compliance Certificate, an exemption issued under Section 42 of the Affirmative Action Act, 1998; proof from Employment Equity Commissioner that 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) Valid 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-operatives 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, a 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 Purchaser Order and Claim 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 within 2 days.  
(c) The purchase order shall be valid for 30 days only and will be cancelled thereafter.
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- 9. General Conditions of Contract**  
The general terms and conditions shall be as per the General Conditions of Contract (NCS) Ref. No. - G/RFQ-GCC to be accessed at [www.mof.gov.na](http://www.mof.gov.na).
- 10. Warranty**  
(a) The Supplier warrants that the services 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 provide the services, at its own cost and promptly, any deficiency in the supply of goods items and related services.  
(c) The Supplier warrants that the service provided is of good standard.
- 11. Payment**  
The Purchaser undertakes to effect payment within [30] days and/or due to the availability of funds after provided the services 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.