



KAVANGO EAST REGIONAL COUNCIL

Request for Quotations for Non-Consultancy Services

**PROCUREMENT: CATERING SERVICE – REGIONAL
RURAL DEVELOPMENT FOCAL PERSON’S FORUM
MEETING (DATE: 20 JULY 2023)**

Procurement Reference No: NCS/RFQ/KERC-RS/06/2023/24

BIDDER NAME:	
AMOUNT (N\$):	
CONTACT NUMBER:	

**Kavango East Regional Council
Head Office
Maria Mwengere Street
Private Bag 2124
Rundu**

Tel: +264 66 26 6000

Website: <https://kavangoeastrc.gov.na/>

Letter of Invitation

Procurement Reference Number: NCS/RFQ/KERC-RS/06/2023/24

Dear Supplier:

Request for Quotations for Supply of Catering Services

The Kavango East Regional Council invites you to submit your best quote for the service described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to *Baslius N. Shikukutu at Kavango East Regional Council-066 26 6000*.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



Mr. J. M. Kangumbe

Head: Procurement Management Unit

KAVANGO EAST REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT

11-07-2023

Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango East 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 services mentioned in Section III by completing, signing and returning:

- (a) the **Quotation Letter in Section II with its annex for Bid Securing Declaration**, where applicable;
- (b) the **Priced Activity Schedule in Section IV**;
- (c) the **Specifications and Performance Standards Compliance Sheet in Section V**; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, 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 bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) **have a valid Company Registration Certificate;**
- (b) **have an original valid or certified copy of Good Standing Tax Certificate;**
- (c) **have an original valid or certified copy of Good Standing Social Security Certificate;**
- (d) **have a certified copy of SME certificate**
- (e) **submit signed Bid-Securing Declaration.**
- (f) **attach certified ID copy of the company owner(s)**

Note: Section 66 of the Public Procurement Act 15 of 2015 will apply.

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 the service shall be **20 July 2023** after acceptance/issue of Purchase Order.

7. Sealing and Marking of Quotations

Quotations should be *sealed in a single envelope, clearly marked* with the *Procurement Reference Number, addressed* to the *Kavango East Regional Council with the Bidder's name* at the *back of the envelope*.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council, Maria Mwegere Street, Office no. 11, Rundu* not later than **13 July 2023** at **11h00**. Quotations by post or hand delivered should reach Kavango East Regional Council by the same date and time at latest. Late quotations will be rejected.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing date referred to in instruction 8 above.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

11. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order.

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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 *[disqualification on the grounds mentioned in the BSD]*

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

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order.

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

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Procurement Ref No.: *NCS/RFQ/KERC-RS/06/2023/24*

To: *Kavango East 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: _____

Capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

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*

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: *NCS/RFQ/KERC-RS/06/2023/24*

Currency of Quotation:

Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
1) Lunch and assorted cool drinks ▪ Venue: Ministry of Industrialization & Trade's Boardroom, Rundu ▪ Date: 20 July 2023	17	Number		
			Subtotal	
<i>Enter 0% VAT rate if VAT exempt.</i>			VAT @ %	
			Total	

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Lunch and assorted cool drinks		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/KERC-RS/06/2023/24

Description	Attached	Not Attached
1. Quotation Letter		
2. Bid Securing Declaration		
3. Priced Activity Schedule		
4. Specifications and Performance Standard Compliance Sheet		
5. Company Registration Certificate		
6. Good Standing Tax Certificate		
7. Good Standing Social Security Certificate		
8. SME Certificate		
9. ID Copy of Company Owner (s)		

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.

