



## **KAVANGO EAST REGIONAL COUNCIL**

**Division of Gender Equality, Poverty Eradication, and  
Social Welfare**

### **REQUEST FOR QUOTATIONS OF NON- CONSULTANCY SERVICES**

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**PROCUREMENT OF SERVICES: CATERING  
SERVICES FOR 1 DAY DURING REGIONAL CHILD  
CARE PROTECTION FORUM & GENDER CLUSTER  
,KAVANGO EAST**

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**Procurement Reference No: *NCS/RFQ/KERC-DOGEPESW/027/35/2023/2024***

**Private Bag 2124, Rundu, Tel: 066 266012/32**

**Fax No: 066 255396**

***jkangumbe@kavangorc.gov.na***



## Letter of Invitation

15 /02/2024

Dear Sir or Madam,

**SUBJECT: REQUEST FOR QUOTATIONS FOR CATERING SERVICES FOR 1 DAY FOR REGIONAL CHILD CARE PROTECTION FORUM AND GENDER CLUSTER MEETING.**

The Kavango East Regional Council invites you to submit your best quote for the items 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 Ms *Miyaze Walubita*, Tel: 066-267184/0811622598.

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



22.02.2024

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Kavango East Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) The List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, 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

90 days from the date of the bid submission deadline.

## 4. Eligibility Criteria

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

- (a) **Have a valid Company Registration Certificate/Founding Statement;**
- (b) **Have a valid original or certified copy of a good Standing Tax Certificate;**
- (c) **Have a valid or certified copy of a good Standing Social Security Certificate;**
- (d) **Submit a signed Bid Securing Declaration;**
- (e) **Certified Copy of the National Identify Document of the Company owner;**
- (f) **A Certified valid copy of Company SME Certificate should be attached;**

**NB: Section 66 (2B) of the Public Procurement Amendment Act of 2022 will apply.**

## 5. Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

## 6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

## **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council* not later than **29 February 2024, at 11h00**. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office number 11* by the same date and time at the latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## **8. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## **9. Evaluation of Quotations**

The Public Entity shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## **10. Technical Compliance**

Bidders shall submit along with their quotations documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## **11. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **12. Margin of Preference**

Not This bid is reserved for SMEs.

## **13. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of the contract shall be by the issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## **14. Notification of Award and Debriefing**

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## 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 supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications 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 by ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is 90 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 the 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 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))

Date: .....  
[Day|month|year]

Procurement Ref No.: .....

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: .....  
[Insert signature of the person whose name and capacity are shown]

Capacity of: .....  
[Indicate the legal capacity of the person(s) signing the Bid Securing Declaration]

Name: .....  
[Insert the complete name of the 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*

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

### QUOTATION FOR: CATERING SERVICES DURING THE REGIONAL CHILD CARE PROTECTION FORUM & GENDER CLUSTER MEETING

**PROCUREMENT REF NO. NCS/RFQ/DOGEPESW/027/35/2023/2024**

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.		Bidders shall fill-in columns E - I and fill the total E= mark with a * if an equivalent is quoted F= Rate per unit G= Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page							
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/month	Country of Origin
	<b>Morning Tea Break</b> - Tea/coffee, Juice(oros) - Toasted bread/sandwich, - Fried/boiled eggs, cheese, cucumber, tomatoes, and viennas.	30	Each						
2.	<b>Lunch Break (10 days)</b> -Rice, Macaroni, mahangu/ white pap, - Veggies, five yeards, spinach/ cabbage, - Potato salad/green salad, - Beef/Chicken/fish, - Assorted cool drinks, juice	30	Each						
	- Bonaqua Mineral water (500ml) bottles(with lunch meals)	30x2	Each						
					<b>TOTAL</b>				

NAME:	POSITION:	SIGNATURE	DATE
NAME	ADDRESS:		
OF			
BIDDER:			

1. If the Price quoted is subject to change in the rate of exchange at the time of delivery of goods, provide details hereunder:

Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Keynotes: NA=NOT APPLICABLE, NQ=NO QUOTE



## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

*[The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection, and examination, and the scope of Related Services, as applicable.]*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/DOGEPESW/027/35/2023/2024**

A*	B*	C	D
<b>1.</b>	<b>Morning Tea Break</b> - Tea/coffee, Juice(oros) - Toasted bread/sandwich, - Fried/boiled eggs, cheese, cucumber, tomatoes, and viennas.		
<b>2.</b>	<b>Lunch Break (1 days)</b> -Rice, Macaroni, mahangu/white pap, - Veggies, mutete, spinach/cabbage, - Potato salad/green salad, - Beef/Chicken/fish, - Assorted cooldrinks, juice		
	- Bonaqua mineral water (500ml) bottles x 60		

*[Bidders should complete columns C and D with the specification of the goods 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.]*

*\* Columns A and B to be completed by Public Entity.*

**Specifications and Compliance Sheet Authorised By:**

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

## SCHEDULE 3

### QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: **NCS/RFQ/DOGEPESW/027/35/2023/2024**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		

**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.*