



Republic of Namibia
KAVANGO EAST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE

Enquiries *Mr. B F Streidwolf*
 Email

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To: All Interested Bidders

Date: 08 April 2024

EMERGENCY PROCUREMENT

SUBJECT: INVITATION TO REQUEST A QUOTATION FOR CATERING SERVICE NEEDED DURING THE NEWLY UPGRADED NSSCAS SCHOOLS FOR 50 PARTICIPANTS FOR FOUR DAYS FROM 15 TO 18 APRIL 2024 AT RUNDU TEACHERS RESOURCE CENTRE.

Please Note: Compliance to the Public Procurement Act, 2015 (Act. 15 of 2015) as amended. Section 66 (2B) (a) will apply.

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Breakfast for four days	50	EACH		
2.	Morning Tea Break for Four days	50	EACH		
3.	Lunch for Four days	50	EACH		
4.	Afternoon Tea Break for Four Days	50	EACH		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

1. The Kavango East Regional Council invites you to submit your best quote for the above mentioned catering service.

2. This exercise is needed urgently, therefore we request your good office to submit your quotation as soon as possible.

NB: Please Attach to Your Quotation ~ a valid Company Registration/Founding Statement, a valid original/certified copy of good Standing Tax Certificate, a valid original/certified good Standing Social Security Certificate.

Additional Requirements: Business Principal must be in-line indicating (Catering)

Closing Date: 11 April 2024 @15H00 and Quotations to be delivered in (PROCUREMENT OFFICE NO. 11) in a sealed envelope.

Queries, If any, should be addressed to Mr. B F Streidwolf /Mr. Walinetana K.S Tel: 066-2589111 / 081-3578399 at Directorate Of Education, Arts And Culture .

Please prepare and submit your quotation to the address above or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

J M Kangumbe

Mr. J M Kangumbe

Head: Procurement Management Unit Private Bag 2124, Rundu



Date

08.04.2024