



KAVANGO EAST REGIONAL COUNCIL

Tel No: 066-266000
Fax No: 066-255396
Email: rmbumba@kavangorc.gov.na
Enquiries: R. Mbumba

Private Bag 2124
Rundu
Namibia
06 May 2026

PROCUREMENT MANAGEMENT UNIT

To:
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REQUEST FOR QUOTATION TO PROCURE: Catering service for the RDRMC Meeting for Quarter 1 in Rundu.

Procurement Reference No: NCS/IQ/KERC-05/2026/2027

Kavango East Regional Council invites you to submit your best quotation for Catering service for the RDRMC Meeting for Quarter 1 in Rundu.

The Council is thus requesting your esteemed organization to submit your quotation for the above mentioned. Upon submission of your quotation, you are required to submit the following documents:

- (a) **Have a valid certified copy of the Company Registration Certificate/Founding Statement.**
- (b) **Have a valid original or certified copy of Good Standing Tax Certificate**
- (c) **Have a valid or certified copy of Good Standing Social Security Certificate**
- (d) **Have valid certified copy of Affirmative Action Compliance Certificate, Proof from equity commissioner that the bidder is not a relevant employer or Exemption issued in terms of section 42 of the Affirmative Action Act 1998.**
- (e) **Have a valid original/certified copy of BIPA good standing certificate.**

Quotations to be delivered in sealed envelope addressed to Kavango East Regional Council Office 11 on 15 May 2026 @ 10h00am.

Upon receipt of your quotation and required documentation, the Procurement Management Unit shall communicate to you accordingly.

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06/05/2026
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Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Lunch: Rice, Pap, Beef stew, Fried Chicken, Mutete, Butternut/Pumpkin.	45	People		
2.	Assorted soft drinks 600ml	25	EA		
3.	Assorted juice 300ml	20	EA		
4.	Bottled still water 500ml	45	EA		
Other additional costs					
Subtotal					
VAT @ %					
Total					

Enter 0% VAT rate if VAT exempt.