



**KAVANGO EAST REGIONAL COUNCIL**

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Rundu  
Namibia  
06 May 2026

**PROCUREMENT MANAGEMENT UNIT**

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

**Procurement Reference No: NCS/IQ/KERC-07/2026/2027**


Kavango East Regional Council invites you to submit your best quotation for Catering service for the RACOC 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.	<b>Lunch:</b> 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		
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @</b> <b>%</b>	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*