



**KAVANGO EAST REGIONAL COUNCIL**

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Private Bag 2124  
Rundu  
Namibia  
06 May 2026

**PROCUREMENT MANAGEMENT UNIT**

To: .....  
.....

**REQUEST FOR QUOTATION TO PROCURE:** Catering service for the SDC Meeting for Quarter 1 in Ndiyona Settlement.

**Procurement Reference No: NCS/IQ/KERC-04/2026/2027**

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

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.

Mr. J.M Kangumbe



06/05/2026  
DATE

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	<b>Lunch:</b> Macaroni Salad, Pap, Beef Stew, Fried Fish, spinach and butternut/pumpkin.	20	People		
2.	Assorted soft drinks 600ml	10	EA		
3.	Assorted juice 300ml	10	EA		
4.	Bottled still water 500ml	20	EA		
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*