



REPUBLIC OF NAMIBIA

**OFFICE OF THE PRIME MINISTER**

**PROCUREMENT MANAGEMENT UNIT**

**INVITATION FOR BIDS – REQUEST FOR QUOTATIONS**

Office of the Prime Minister through the Request for Quotation hereby invites qualified bidders for the provision for catering services (labour only) for commemoration of 26 August, 2023 Windhoek, Namibia as specified in the RFQ. The invitation is restricted to 100% Namibian SME companies. Please attach certified copies of SME Certificate and ID's of owners or shareholders.

DESCRIPTION OF BID	provision for catering services (labour only) for commemoration of 26 August, 2023 Windhoek, Namibia
PROCUREMENT REF NO:	NCS/RFSQ/02 -19/2023
ADDRESS FOR SUBMISSION OF BIDS	State House Main Gate, Office of the President; 1 Engelberg Street, Auasblick, Windhoek
RFQ FORMS TO BE DOWNLOADED FROM THE OPM WEBSITE	FROM 15 August 2023
DUE DATE:	18 August 2023 @11H00am

For enquiries, contact:

Ms Alma Nambunduga at 061 2707792 or Ms. Foibe Filippus at 061-2879111

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**BRIAN MUNGUNDA**  
**HEAD PROCUREMENT MANEGEMENT UNIT - OPM**





Republic of Namibia  
**Office of the Prime Minister**

**Procurement Management Unit**  
(Established under section 25 of the Public Procurement Act, 2015)

**Ref: NCS/RFQ/02-19/2023**

**STANDARD BIDDING DOCUMENTS**

***For***

**REQUEST FOR QUOTATIONS**

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**NCS: Provision for catering services (labour only); Decoration and hiring of chaffing dishes and cutleries and crockeries for commemoration of 26 August, 2023, Windhoek, Khomas Region**

**Closing date Friday, 18 August, 2023 @ 17H00**

Office of the Prime Minister  
Windhoek, Namibia

[Tel: +264 61 2707111 )  
[Website: [www.odm.gov.na](http://www.odm.gov.na)

[Fax: +264 61 221770]

## Letter of Invitation

To: All Potential Bidders

**Procurement Ref: NCS/RFQ/02-19/2023**

15 August 2023

Dear Sir or Madam,

**Request for Quotation for provision for catering services (labour only) for commemoration of 26 August, 2023 Windhoek, Namibia**

The Office of the President invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

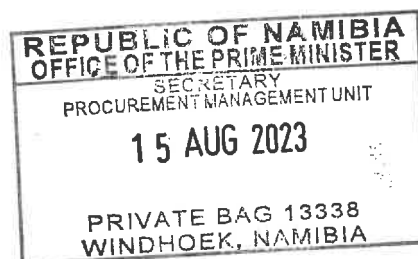
Queries, if any, should be addressed to **Ms Alma Nambundunga at +264 61 2707792**

Please prepare and submit your proposal in accordance with the instructions given or inform the undersigned if you will not be submitting a proposal.

Yours faithfully,

Procurement Management Unit

*Brian Mungund*  
*PMU-head*



## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The Office of the President reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### **2. Preparation of Quotations**

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Terms of Reference, including the Contract Data Sheet 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 Proposal**

The proposal validity period shall be for 30 days from the date of submission deadline.

### **4. Eligibility Criteria**

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status;
- (f) Submit signed Bid-securing Declaration.
- (g) Submit at least 2 references where catering for more than 2,000 was done

**5. Bid Securing Declaration**

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

**6. Contract Period for Services**

No contract required. It is once off project that takes maximum 2 days.

**7. Documents to be submitted**

Bidders shall submit along with their bidding documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

**8. Sealing and Marking of Quotations**

Quotations should be sealed in one envelop, clearly marked with the Procurement Reference Number and addressed to the Office of the President with the Bidder's name at the back of the envelope.

**9. Submission of Proposals**

Quotations should be deposited in the Bid Box located at **State House Main Gate, Office of the President; 1 Engelberg Street, Auasblick, Windhoek not later than Friday, 18 August, 2023 before 17H00**. Quotations by post or hand delivered should reach Office of the President by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

**10. Opening of Quotations**

The Office will open quotations internally after the closing time referred to in section 9 above. A record of the quotations opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Office [www.opm.gov.na](http://www.opm.gov.na) and available to any bidder on request within 5 working days of the Opening.

**11. Evaluation of Proposals**

The Office shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quote.

**12. Scope of Services and Performance Standards**

The Scope of Services, Specifications and Performance standards detailed in Sections III, V and attached Terms of References are to be complied with.

**13. Price and Currency of Payments**

Proposals shall be fixed in Namibian Dollars and all payments will be made in this currency. Proposals shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

**14. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

**15. Margin of Preference**

No margin of preference applicable

**15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

**16. Performance Security**

No performance security required

**17. Notification of Award and Debriefing**

The Office shall after award shall 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 our website within fourteen (7) days. Furthermore, the Office shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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 may be rejected.**

Quotation Addressed to:	OFFICE OF THE PRIME MINISTER
Procurement Reference Number:	Ref: NCS/RFQ/02-19/2023
Subject matter of Procurement:	Request for Quotation for provision for catering services (labour only) for commemoration of 26 August, 2023 Windhoek, Namibia

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Proposals.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead disqualification on the grounds mentioned in the BDS

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our proposal is 60 days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 bid validity.

The service will commence within \_\_\_\_\_ days from date of issue of Purchase Letter of Acceptance.

The services will be completed within \_\_\_\_\_ days from date of issue of Letter of Acceptance.

### Quotation Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Proposal Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: \_\_\_\_\_

Procurement Ref No.: Ref: NCS/RFQ/02-19/2023

To: OFFICE OF THE PRIME MINISTER

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 person whose name and capacity are shown]

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

Name: .....
[insert complete name of 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: SCOPE OF SERVICES**

### **LOT A: Provision of catering services for Public, 2000 lunch packs per Company**

1. To provide catering services for 2000 lunch packs labor only. You are also required to have staff compliment of not more than 10 people and cooking pots and other necessary kitchen utensils may also be required.
2. You should prepare to work long hours and
3. You should prepare to cook with firewood

### **LOT B: Provision of catering Services for VVIP and VIP 3000 persons**

1. To provide catering services for 3000 VVIP and VIP Labor only. You are also required to have staff compliment of not more than 10 people and cooking pots and other necessary kitchen utensils may also be required.
2. You should prepare to work long hours and
3. You should prepare to cook with firewood

### **LOT C: Provision of Decoration services, hiring of chaffing dishes, cutleries and crockeries for the luncheon tent**

1. Decorate a luncheon tent for over 3000 VVIP and VIP
2. Hire 90 chaffing dishes
3. Hire over 3000 table folks; table knives and table spoons
4. Hire over 3000 underplates and dinner plates
5. Hire over 3000 water glasses

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: Ref: NCS/RFQ/02-19/2023

Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required.

**Currency of Quotation: Namibian Dollars**

**LOT A: Provision for catering services for 20,000 Public ,2000 lunch packs per company**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Cook three different types of foods and three types of relish including fish for 2000 people	2,000 lunch packs	As per the provided menu		
2	Pack lunch packs	2000 no.	Lunch pack/per person		
<b>Subtotal</b>					
<b>VAT @ %</b>					
<b>Total</b>					

**Priced Activity Schedule Authorised By:**

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

**LOT B: Provision of catering Services for VVIP and VIP 3000 persons**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Cook for over 3000 VVIP and VIP	As per the provided menu	Price per person		
2	Serve lunch for VVIP and VIP	3000 no.	Plate per person		
<b>Subtotal</b>					
<b>VAT @</b>				<b>%</b>	
<b>Total</b>					

**Priced Activity Schedule Authorised By:**

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

**LOT C: Provision of Decoration services, hiring of chaffing dishes, cutleries and crockeries for the luncheon tent**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Decorate luncheon tent for over 3000 VVIP and VIP	Tent for 3000 capacity	Price per person		
2	Hire chaffing dishes	90 no.	Plate per person		
3	<b>Hire over table folks; table knives and table spoons</b>	3000 each			
4	<b>Hire over underplates and dinner plates</b>	3000 each			
5	<b>Hire over water glasses</b>	3000			
<b>Subtotal</b>					
<b>VAT @ %</b>					
<b>Total</b>					

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: Ref: NCS/RFQ/02-19/2023

Bidders should complete columns C and D with the specifications and Performance standards of the services 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.

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Cook three different types of foods and three types of relish including fish for 2000 people		
2	Pack lunch packs		
3	Cook for over 3000 VVIP and VIP		
4	Decorate luncheon tent for over 3000 VVIP and VIP		
5	Hire chaffing dishes		
6	<b>Hire over table folks; table knives and table spoons</b>		
7	<b>Hire over underplates and dinner plates</b>		
8	<b>Hire over water glasses</b>		

\* Columns A and B to be completed by Office.

**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

**NB:**

**One company per Lot**

**One company per person and**

**Company quoted for more than one Lot will be disqualified**

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: NCS/RFQ/02-19/2023 for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:** NCS/RFQ/02-19/2023

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract shall to come into effect as from effective date.
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by the last date as indicated in the contract.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is <b>Ms Secilia Iifo or Ms Sylvia Shikeenga at 061 2707466/2707533</b>  The Authorized Representative of the Service Provider is: _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: <b>Ms Alma Nambunduga at 061 2707792 or. Ms. Foibe Filippus at 061-2879111</b>
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount 10 % of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
<b>GCC 4.2 Contract Price</b>	The amount payable is: <b>as per invoice amount.</b>
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis within 30 days after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices shall not be adjustable.

### QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: NCS/RFQ/02-19/2023

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security Declaration	
Founding Statement	
Good Standing Certificate from NAMRA	
Good Standing Certificate from SSC	
Certified correct copy of valid EEQ letter	
Certified correct copy of valid SME certificate	
Term of Reference	

**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.