

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

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

**Ref: NCS/RFQ/02-39/2024/25**

**BIDDING DOCUMENT**

*for*

**REQUEST FOR QUOTATIONS**

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

**Provision of Catering Services (labour only) and other related services during the 35<sup>th</sup> Independence Celebrations and Inauguration of the 5<sup>th</sup> President on 21 March, 2025 in Windhoek, Khomas Region.**

Date of advertisement: Tuesday, 04 February 2025  
Closing date of bids: Monday, 17 February 2025 @ 15h00

Office of the Prime Minister  
Windhoek, Namibia

[Tel: +264 61 2879111]  
[Website: [www.opm.gov.na](http://www.opm.gov.na)]

[Fax: +264 61 249546]

## Letter of Invitation

To: **All Potential Bidders**

**PROCUREMENT REF: NCS/RFQ/02-39/2024/25**

04 February 2025

Dear Sir or Madam,

**Provision of Catering Services (labour only) and related services during the 25<sup>th</sup> Independence Celebration and inauguration of the 5<sup>th</sup> President on 21<sup>st</sup> March, 2025 in Windhoek, Khomas Region.**

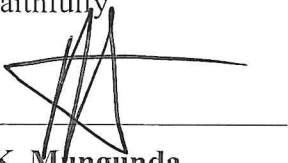
The Office of the Prime Minister invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to the following staff members:

**Office of the President:** [Alma.Nambundunga@op.gov.na](mailto:Alma.Nambundunga@op.gov.na)

Yours faithfully



**Brian K. Mungunda**

**Head: PMU**



## 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 20 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 (if applicable);
- (f) Submit signed Bid-securing Declaration.
- (g) Submit at least **2 references** where catering for more than 1,000 was done
- (h) Catering services **MUST** be your core business principle.

**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 Prime Minister** 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 the main entrance of **Office of the President, No.1 Engelberg, Street, Auasblick, Windhoek not later than Monday, 17 February 2025 on or before 15h00**. Late quotations will be rejected. Quotations received electronically 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. 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 of the President shall promptly inform the successful bidders.

## 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:	NCS/RFQ/02-39/2024/25
Subject matter of Procurement:	<b>Provision of Catering Services (labour only) and related services during the 25<sup>th</sup> Independence Celebrations and inauguration of the 5<sup>th</sup> President on 21 March, 2025, in Windhoek, Khomas Region.</b>

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.

### 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.: NCS/RFQ/02-39/2024/25

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

### Provision of catering services (lunch packs)

#### LOT ONE

1. To provide catering services for lunch packs (labour only). You are also required to have staff compliment of 5 – 10 people, cooking pots and other necessary kitchen utensils as may be.
2. You should prepare to work long hours.
3. You should prepare to cook with firewood, however Caterers with own portable gas stoves are more than welcome.
4. You will prepare different meals, including salads and vegetable served with meat, fish or local cuisine (detailed menu will be provided to successful companies only)

### Provision of meat cutting machines and Meat cutters

#### LOT TWO

1. To provide and deliver meat cutting machine at the designated cooking venue (with own transport);
2. Provide cutting meat service
3. Have two or more qualified meat cutters
4. Provide your own blades and other required accessories
5. Prepare to work long hours



## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/02-39/2024/25

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**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Lot A: Provision of catering services	1000 packs	Each		
2.	Lot:B Supply and deliver meat cutter machine and do the cutting of meat	Per carcass	kg		
				<b>Subtotal</b>	
<i>Enter 0% VAT rate if VAT exempt.</i>				<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: NCS/RFQ/02-39/2024/25

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 relish including meat and/or fish including salads and vegetable to serve with		
2	Provide meat cutting machine and cut meat		

\* 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 quotation per company
- One company per person
- Failure to adhere to the above, both/all Companies belonging to one person will be disqualified
- Number of packs per company may change

## 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/02-39/2024/25 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/02-39/2024/25

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. Alma Nambundunga</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 Nambundunga</b>
<b>GCC 2.10 Performance Security</b>	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 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/02-39/2024/25

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

**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.*

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

**Date:** ..... [Day|month|year].....

**Procurement Ref No.:** .....

**To...** [Insert complete name of Public Entity and address].....

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

- (e) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (f) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (g) **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**
- (h) **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]

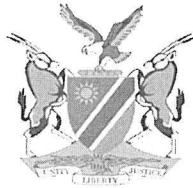
Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

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**



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

## 2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I ..... *[Insert full name]*, owner/representative

Of ..... *[Insert full name of company]*

Hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal** .....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

**ANNEXURE 1:****MARGINS OF PREFERENCES WHEN EVALUATING BIDS FOR EXCLUSIVE PREFERENCES AS PER PARAGRAPH 9 (2) OF CODE OF GOOD PRACTICES ON PREFERENCES.**

<b>CATEGORY</b>	<b>MARGIN OF PREFERENCE</b>	<b>DOCUMENTARY EVIDENCE</b>
<b>Manufacturer</b>	<b>2 %</b>	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
<b>MSME</b>	<b>1%</b>	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
<b>Women owned enterprise</b>	<b>1%</b>	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
<b>Youth owned enterprise</b>	<b>2%</b>	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
<b>PDP owned enterprise</b>	<b>2%</b>	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
<b>Supplier promoting</b>	<b>1%</b>	Declaration and proof that the bidder meets the requirements set out in the bidding document.
<b>Service rendered by Namibian citizens</b>	<b>1%</b>	declaration that the bidder employs 50% or more Namibian
<b>TOTAL</b>	<b>10%</b>	