

**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Tel: +264 66 261700
Fax: +264 66 252650

Ngoma Street
Govt Building

Private Bag 5002
Katima Mulilo

PROCUREMENT COMMITTEE

TO ALL POTENTIAL SUPPLIERS

REQUEST FOR SEALED QUOTATIONS

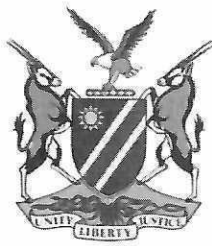
Bid Reference No:	NCS/RFQ/ZRC-148/2024/2025
Title:	Supply and delivery of Catering Services for the Division of Land Reform
Closing Date: 7th of March 2025	We are at this moment inviting the bidders to supply and deliver catering services for the Division of Land Reform as per the specification to the Zambezi Regional Council – Division of Land Reform
Bidding Documents and Specifications	Are available on the Zambezi Regional Council website
Obligatory Documents	Good Standing Certificate from NAMRA, Social Security Commission, Affirmative Compliance Certificate and Company Registration.
Who qualifies for T Bid	Local Suppliers
Levy Refundable	None
Delivery Address	Zambezi Regional Council – Division Land Reform, Ngoma Road, Administration Block

Faxed, mailed or electronic bids shall not be accepted. Bids received after the closing date, time and late submission shall not be accepted. Sealed bids in the envelope marked with the above Procurement Reference Number and Bidders details shall be delivered before Friday, **7th of March 2025 at 10hrs**

Inquiries: **Ms. Mary M. Kabuku – Acting Deputy Director of Land Reform (066 – 252148)**

Mr. Sylvester Simwanza
Procurement Committee (PC)
Tel: +264 66 221700





**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIVISION LAND REFORM**



Request for Quotations For Non-Consultancy Services

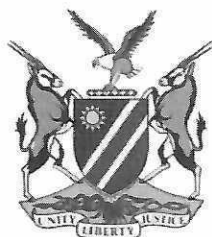
**REQUEST FOR SEALED QUOTATION TO PROCURE
CATERING SERVICES FOR THE LAND BOARD MEETING**



**Procurement Reference No: NCS/RFQ/ZRC –
148/2024/2025**

BIDDER'S DETAILS

Bidder	Bidder
Name: _____	Representative: _____
Tel: _____	Mobile: _____
Fax: _____	E-mail: _____
Bid Amount: _____	Contract Period: _____ (Calendar Days)



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



ENQ: Ms. Mary Kabuku
Tel: +264 66 252148

DIVISION LAND REFORM

**REQUEST FOR SEALED QUOTATIONS
(CATERING SERVICE)**

To: _____

Katima Mulilo

Procurement Ref No: NCS/RFQ/ZRC-148/2024/2025

**REQUEST FOR SEALED QUOTATION TO PROCURE
CATERING SERVICES FOR THE LAND BOARD MEETING**

The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form enclosed. The quote should be sent to: Addressed to the Chairperson Mr. Sylvester Simwanza, Private Bag 5002, Katima Mulilo Namibia, in a sealed envelope marked quotation reference No: **NCS/RFQ/ZRC-148/2024/2025**. Your quotation to Zambezi Regional Council ground floor bid box **on or before the 7th of March 2025, by 10:00hrs.**

NB: Bidders are strictly advised to take into consideration item seven (7) of section 1.

Full Name of Chairperson of Procurement Committee: Mr. Sylvester Simwanza

Date:



Signature:

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Zambezi Regional Council - Division Land Reform** reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and 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 Compliance Sheet in Section V; and;
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract 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 Quotations

The quotation validity period shall be **60 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) Have a certified copy company Registration Certificate;
- (b) Have a valid original/certified copy of a good Standing Tax Certificate;
- (c) Have a valid original/certified copy of a 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) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) Bidders must initial all the pages.

5. Bid Security/Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **3 days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number: **NSC/RQF/ZRC-148/2024/2025**, addressed to the Public Entity with Bidder's name at the back of the envelope.

9. Submission of Quotations

The Zambezi Regional Council – Division Land Reform hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be deposited in the Bid Box located at Zambezi Regional, Ground Floor, before 10:00 on the 7th of March 2025.

Quotations received by e-mail will not be considered.

Late quotations will be rejected.

10. Evaluation of Quotations

The Zambezi Regional Council - Division Land Reform shall have the right to request for clarifications in writing during the evaluation. Substantially responsive offers shall be compared based on evaluated cost to determine the lowest evaluated quotation.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with.

12. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations 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.

13. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows: **Not Applicable**

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not Applicable**

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services 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

Not Applicable

17. Notification of Award and Debriefing

The Zambezi Regional Council – Division Land Reform with its PMU member, shall after award must promptly inform the unsuccessful bidder in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Division 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

(to be completed by Bidders)

[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 this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to : <i>[Name of Public Entity]</i> :	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations 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 Quotations.

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 Security/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 BSD.

The validity period of our Quotation is **30 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 quotation validity.

The services will commence within..... **days** from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within..... **days** from date of issue of Purchase Order/ 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./Fax	

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To:

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]



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.

SECTION III: SCOPE OF SERVICES

Request for provision of catering service for the Land Board Meeting to be held on the 10th to 13th of March 2025

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ZRC –148/2024/2025

[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 re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Breakfast for 20 people for 4 days (Broachens with assorted fillings) Assorted Cold drinks and juice	20	each		
2	Bottled Water (Mineral Water) for 20 people for 4 days	20	each		
3	Lunch (Leg Quoter or Meat) for 20 people for 4 days	20	each		
	Note that you need to provide takeaways from the 10 th to the 11 th of at 07:00				
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/ZRC –148/2024/2025

[Bidders should complete columns C and D with the specifications 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.	Breakfast for 20 people for 4 days (Broachens with assorted fillings) Assorted Cold drinks and 100% juice		
2.	Bottled Water (Mineral Water) for 20 people for 4 days		
3	Lunch (Leg Quoter or Meat) for 20 people for 4 days and Assorted cool drinks and 100% juice		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) Ref: **NCS/RFQ-GCC** for procurement of services (lump-sum) available on the website of the Ministry website: **www.mlr.gov.na** except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/ZRC –148/2024/2025

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement]*.

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Chief Regional Officer, Zambezi Regional Council – Land Reform, Private Bag 5002, Katima Mulilo the address and the contact name shall be: Chief Regional Officer
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: The Chief Regional Officer, Zambezi Regional Council – Division Land Reform For the Service Provider <i>[to be inserted at contract signing]</i> : _____

Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is: Date the Purchase Order is approved.
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is 10th March 2025
Intended Completion Date GCC 2.3	The intended completion date is 13th March 2025
Prohibition GCC 3.2.3(c)	NONE
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	NONE
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: NOT APPLICABLE
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 2% per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage to be used for the calculation of lack of Performance Penalty (ies) is: 2%
Performance Security GCC 3.11	<ul style="list-style-type: none"> (i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing <i>[insert percentage]</i> of the final contract price shall be required.* Not applicable

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are NONE
Contract Price GCC 6.2(a)	The amount in local currency is the Namibia Dollar .
Terms and Condition of Payment GCC 6.4	Payment shall be made within 30 days upon submission of an invoice by the service provider. Advance payment is Not applicable .
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 30 days in the case of the final payment. The interest rate is Not applicable .
Price Adjustment GCC 6.6.1	Price adjustment; Not applicable .
Identifying Defects GCC 7.1	The following inspections shall be carried out: The Expiry date for drinks, Juices and water bottles shall be checked and food shall be fit for human consumption.
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	Not Applicable
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3[NOT APPLICABLE]

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT
(b)

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour	*
• Clerical Wages	*
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/IQ/ZRC – 148/2024/2025

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
A valid copy of the company Registration Certificate;	
A valid original or copy good Standing Tax Certificate;	
A valid original copy good Standing Social Security Certificate;	
A valid 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	
A certificate indicating SME Status (For Bids reserved for SMEs)	

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