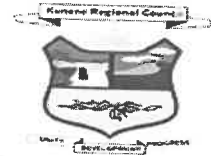




# KUNENE REGIONAL COUNCIL



Tel: +264-65-273950  
Fax: +264-65-273077

M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
OPUWO, NAMIBIA

## Request for Sealed Quotations For Services

**Provision for Venue, Decoration and Catering for Gala Dinner**

**Procurement Reference No. NCS/RFQ/KRC- 01 /2022**

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:.....

Authorized Representative of Bidder:.....

Signature of Bidder:.....

Bid Total Amount: N\$ .....

**Kunene Regional Council  
P/BAG 502  
Opuwo  
Tel: +264-65-273950  
Fax: +264-65-273077**



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Tel: +264-65-273950  
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M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
OPUWO, NAMIBIA

**Letter of Invitation**

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

Procurement Reference No. **NCS/RFQ/KRC-01/2022**

Dear Sir/ Madam,

**Provision for Venue, Decoration and Catering for Gala Dinner**

The **Kunene Regional Council** invites you to submit your best quote for the items described in details hereunder.

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

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

Queries, if any, should be addressed to Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo at 065 273 950 or email address: [pmu.kunenerc@gmail.com](mailto:pmu.kunenerc@gmail.com)

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

Yours faithfully,

  
.....  
**GEORGE P. KAMSEB**  
CHIEF REGIONAL OFFICER



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Kunene Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per lot; and
- (b) To accept or reject any quotation or 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 goods 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 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 **180** days from the date of bid submission deadline.

### 3. Delivery

Delivery shall be **14 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

### 4. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

### 5. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **14 November 2022 at 11:00**. Quotations by post or hand delivered should reach Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo by the same date and time at latest. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

### 6. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in section 5 above.

## 7. Evaluation of Quotations

Kunene Regional Council shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 8. Eligibility Criteria

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

- (a) Have a certified valid copy (NAMPOL) of Company Registration Certificate;
- (b) Have an original or certified valid copy (NAMPOL) of Good Standing Tax Certificate;
- (c) Have an original or certified valid copy (NAMPOL) of Good Standing Social Security Certificate;
- (d) Have a valid certified copy (NAMPOL) 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 (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;
- (h) Bidder attach proof of confirmation of account from any Namibian Banking institution.
- (i) Preference shall be given to SME bidders operation within Kunene Region where the goods are required. Therefore, attach a confirmation letter from the Councillor's Office (not older than two months)
- (j) Attach a certified copy (NAMPOL) of a Liquor Licence
- (k) Attach certified copy of your Identification Document (ID).

Kunene Regional Council may choose to request any bidder to substantiate compliance with these criteria.

## 9. Technical Compliance

N/A

## 10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 11. Bid Securing Declaration

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

## 12. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract.

**NB: Bidders previously awarded bid (s) by Kunene Regional Council and still have outstanding delivery of works/service /goods will not be considered for this procurement.**

**13. Performance Security**

N/A

**14. Notification of Award and Debriefing**

Kunene Regional Council shall after award of contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount. Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within 30 days the unsuccessful bidders are informed of the award.

**15. Rights of Kunene Regional Council**

Kunene Regional Council reserves the right:

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

**16. Authority of person signing the bid**

Bidders should submit a letter giving authority to the person signing and initialing the bidding document.

## 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 Price list 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 will be rejected.]*

<b>Quotation addressed to:</b>	<b>Kunene Regional Council, Mbumbijazo, Muharukua Street, P/Bag 502, Opuwo</b>
<b>Procurement Reference Number</b>	
<b>Subject matter of Procurement:</b>	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications and, 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.

The validity period of our Quotation is 180 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### 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-	

## SECTION III: PRICE SCHEDULE

Item No.	Brief Description of Services	Quantity	Unit of Measurement	Unit Price (N\$)	Total Price (N\$)
1	Spacious Venue inclusive to fit 250 people, a has atleast Three Female toilets and Three Male toilets and air conditioning	1	each		
2	Decoration Items (Colours- Black, White, Gold 1. 25 Tablecloths 2. 25 Table throws 3. 25 Centre Pieces 4. 250 chairs with seat covers white/black 5. 25 Rectangular Tables 6. 250 White Plates, Forks, knives, and spoons, wine glasses, flute glasses, high ball glasses	250	each		
3	Welcoming drinks	250	each		
4	Starters: Freshly baked bread +jam & butter	250	each		
5	Main Course(Dinner) : Roasted chicken, Beef potjiekos, Savoury Rice ,Curry noodles salad, carrot and orange salad, Greek salad	250	each		
6	Dessert: Vanilla Ice-Cream with chocolate sauce	250	each		
7	Still Water (Afri Water) 500ml	250	each		

Drinks will be available **on cash** at the bar  
 Make provision for cash bar, (alcohol beverages **assorted**, water, soft drinks **assorted**, quantity is **unlimited**).

<b>VAT @ %</b>	
<b>Total</b>	
<b>Grand Total</b>	

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Procurement Reference Number: **NCS/RFQ/KRC- 01/2022**

\* Columns B to be completed by Public Entity.

Item No.	Technical Specification Required	Compliance of specification Offered	Details of Non-Compliance/Deviation (if applicable )
A*	B*	C	D
Spacious Venue inclusive to fit 250 people, a has atleast Three Female toilets and Three Male toilets and air conditioning			
Decoration Items (Colours-Black, White, Gold			
Welcoming drinks			
Starters: Freshly baked bread +jam & butter			
Main Course(Dinner) : Roasted chicken, Beef potjiekos, Savoury Rice ,Curry noodles salad, carrot and orange salad, Greek salad			
Dessert: Vanilla Ice-Cream with chocolate sauce			
Still Water (Afri Water) 500ml			
Drinks : Cash Bar Beverage(Assorted), Water &Soft Drinks(Assorted)			

### Specifications and Compliance Sheet Authorized By:

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



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

**Date:** .....

**Procurement Ref No.:** NCS/RFQ/KRC -01/2022

**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**
- (c) 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*

## LOCAL SOURCING DECLARATION

(Section 73 of Act)  
(Regulation 37(5) and 56 (2))

Date:.....

Bid No:.....

To:.....

*[insert complete name of Public Entity]*

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 local sourcing declaration by the bidders.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of:

- a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from Kunene region, where the goods are required.
- b) I/ we\* understand this local sourcing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed:.....

*[insert complete name of person whose name and capacity are shown] Capacity of: [indicate legal capacity ;of persons(s) signing the local sourcing declaration]*

Name:.....

*[insert complete name of person signing the local sourcing 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 local sourcing declaration must be in the name of all partners to the joint venture that submits the bid.]\**delete if not applicable appropriate.*

### A. Evaluation Criteria (for office use only)

	Max Marks
<b>Implement the empowerment and industrialization policies of Government</b>	<b>100</b>
<b>Local Bidders</b>	<b>40</b>
<b>Women</b>	<b>20</b>
<b>Youth (age 18-35)</b>	<b>40</b>
<b>Total</b>	



**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:**.....

## 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) for the Procurement of Services (Ref. NCS/RFQ-KRC-01/2022), except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/KRC-01/2022**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The Purchaser is: KUNENE REGIONAL COUNCIL
<b>Site GCC 1.1(m)</b>	Goods to be delivered at the respective constituencies as indicated in lots
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION: <b>Outjo</b>
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: Pmu.kunenerc@gmail.com For Kunene Regional Council, the address and the contact name shall be: <b>Administrative: Ms Sendra Nakale. 065-273 950</b>  For the Supplier, the address and contact name shall be (To be completed by the bidder)
<b>Delivery and Documents GCC 13.1</b>	N/A
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4</b>	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.

Subject and GCC clause reference	Special Conditions
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and condition of payments to be made to the supplier under this Contract shall be as follows:</p> <p><b>On acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of goods upon submission of an invoice showing (Purchaser's name; the Procurement Reference number, description of payment and total amount, signed and original, stamped or sealed with a company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
<b>Performance Security</b> <b>GCC 18</b>	<b>N/A</b>
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages should clearly indicates description name of the project</p>
<b>Insurance</b> <b>GCC24</b>	<b>N/A</b>
<b>Transportation</b> <b>GCC25</b>	<p>The Site/Final destination for delivery of the services: Outjo Constituency Office, Outjo</p>
<b>Inspection and Tests</b> <b>GCC 26.</b>	<p>Inspections shall be conducted on delivery date.</p>
<b>Liquidated Damages</b> <b>GCC27</b>	<b>N/A</b>
<b>Warranty</b> <b>GCC 28.3</b>	<b>N/A</b>

## SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO: NCS/RFQ/KRC-01/2022

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Bid Securing Declaration		
Have a valid company Registration Certificate		
Have an original/certified Copy valid good Standing Tax Certificate		
Have a valid Affirmative Action Compliance Certificate		
Have an Original/certified Copy valid good Standing Social Security Certificate		
Attach certified copy of certificate from Ministry of Industrialization, Trade and SME Development		
Attach proof of confirmation of account from a Namibian Banking institution		
Reference letter from Kunene Regional Constituency Councillor		
Attach certified copy of your Identification Document (ID).		

**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.

