



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

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OMUTHIYA

Request for Informal Quotation

PROVISION OF TEA BREAK AND LUNCH TO PARTICIPANTS DURING MSME'S TRAINING

Procurement Reference No: NCS/IQ/ORC-13/2023

BIDDER'S NAME:

BIDDER'S CONTACT NUMBER:

TOTAL BID PRICE:

LOT A:

LOT B:

LOT C:

INFORMAL QUOTATION

Procurement Ref. No. NCS/IQ/ORC-13/2023

Dear Potential Bidder,

The **Oshikoto Regional Council** hereby invites you to submit your quotation, in terms of Section 38 of the Public Procurement Act, 2015 (Act No. 15 of 2020). Your quotation should be made on this form, with any annexure which you may wish to enclose, and should be delivered to Oshikoto Regional Council, P. O. Box 19247, Omuthiya, ORC Head Office Building, Penda Ya Ndakolo Street .Attention: Procurement Management Unit, in a sealed envelope marked Quotation Reference No. **NCS/IQ/ORC-13/2023**. Your quotation should reach Oshikoto Regional Council on or before **2nd November 2023 by 11h00 latest.**

Yours Faithful,


Secretary: Procurement Committee



General Terms and Conditions Applicable

1. Employer

The Oshikoto Regional Council inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of Public Entity

The Oshikoto Regional Council shall have the rights to

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

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
3	Certified copy of a valid Good Standing Certificate with the Social Security Commission.	
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialization and Trade (if applicable).	
6	A written undertaking issued in terms of section 138, of the Labour Act, 2007 (Act no 11 of 2007), read in conjunction with section 50 (2) (d) of the public Procurement Act, 2015 (15 of 2015)	
8	Each page should be initialed and the business principal should be in line.	
9	Attach Certified copy of company owners' National Identity documents (ID)	
NB: FIRST PRIORITY WILL BE GIVEN TO THE LOCAL BIDDERS FROM THEIR RESPECTIVE CONSTITUENCIES		

5. Bid Securing Declaration

Bidders are not required to subscribe to a Bid Securing Declaration for this procurement method

6. Validity of Quotations

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

7. The Contract

The letter of Acceptance / Purchaser Order Form as the case may be, together with this Informal Quotation form, shall constitute the contract between the Public Entity and the Contractor.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

(a) may not change or alter the terms of the purchase order; and

(b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the goods or services.

(c) The purchase shall be valid for 30 days only and will be cancelled there after

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.NCS/IQ/ORC-13/2023 posted in the website of the Procurement Policy Unit subject to the data provided hereunder.

10. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

11. Advanced payment

Advance payment is not applicable.

12. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client, subject to the Service Provider, making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

13. Insurance Covers *[Not applicable].*

14. Performance Security *[Not applicable]*

15. Liquidated damages *[insert quantum and conditions attached, applicable].*

PRICED ACTIVITY SCHEDULE

Lot A: Nehale Lyampingana Constituency Office Boardroom

Item No	Brief Description of Services	No. of Days	Quantity	Unit Price (N\$)	Total Price (N\$)
1.	Tea Break (Fruits/ Biscuits/ breads/ and inter-pack juice)	2	5L		
2.	Lunch Served with 2 types of meat (rice/ macaroni with potato salad/mix veggies) and 330ml Cool-drinks assorted/ 100% juice	2	13		
				Sub Total	
				VAT @15%	
				GRAND TOTAL	

Lot B: Okankolo Constituency Office Boardroom

Item No	Brief Description of Services	No. of Days	Quantity	Unit Price (N\$)	Total Price (N\$)
1.	Tea Break (Fruits/ Biscuits/ breads/ and inter-pack juice)	2	5L		
2.	Lunch Served with 2 types of meat (rice/ macaroni with potato salad/mix veggies) and 330ml Cool-drinks assorted/ 100% juice	2	13		
				Sub Total	
				VAT @15%	
				GRAND TOTAL	

Lot C: Eengodi Constituency Office Boardroom

Item No	Brief Description of Services	No. of Days	Quantity	Unit Price (N\$)	Total Price (N\$)
1.	Tea Break (Fruits/ Biscuits/ breads/ and inter-pack juice)	2	5L		
2.	Lunch Served with 2 types of meat (rice/ macaroni with potato salad/mix veggies) and 330ml Cool-drinks assorted/ 100% juice	2	13		
				Sub Total	
				VAT @15%	
				GRAND TOTAL	



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:.....