



**REPUBLIC OF NAMIBIA**

**MINISTRY OF FINANCE**

**Request for Quotations**  
**Non-Consultancy Services**

**Procurement of catering services**

**Procurement Reference No: NCS/RFQ/09-46/2022**

**Website: [www.mof.gov.na](http://www.mof.gov.na)**



**REPUBLIC OF NAMIBIA**

**MINISTRY OF FINANCE**

**Tel: (061) 2092041 (09-264-61 International Dialling Code) PRIVATE BAG 13295**  
**Fax: (061) 088634737**  
**WINDHOEK**

**Letter of Invitation**

TO: All Bidders

REFERENCE NUMBER: NCS/RFQ/09-46/2022

15 November 2022

**DEADLINE FOR SUBMISSION: 23 November 2022 @ 11h00**

Dear Sir/Madam

**Request for quotation to procure Catering Services**

Ministry of Finance invites you to submit your best quote for the services described in detail hereunder, page 9.

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

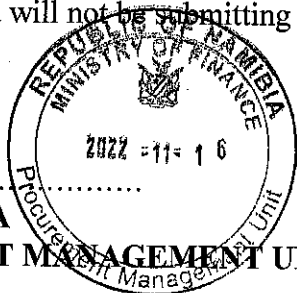
Queries, if any, should be addressed to T. Nangombe (tuwilika.nangombe@mof.gov.na)  
Procurement Management Unit.

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,

  
.....  
**MRS. N. KAFITA**

**PROCUREMENT MANAGEMENT UNIT**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Finance 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 valid company Registration Certificate;**
- (b) **have an original/certified copy of valid good Standing Tax Certificate;**
- (c) **have an original/certified copy of 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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **submit signed Bid Securing Declaration**
- (g) **submit duly completed and signed bidding document**
- (j) **submit duly signed and completed Quotation Letter**
- (k) **all pages of the bid and attachments must be initialled**
- (l) **attend compulsory site inspection**

## **5. 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 one day after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

## **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, addressed to the Public Entity with the Bidder's name at the back of the envelope.

## **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **The Ministry of Finance, John Meinert Street, Fiscus Building, ground floor, not later than 23 November 2022 by 11h00 at latest.** Quotations by post or hand delivered should reach Ministry of Finance, Procurement Management Unit John Meinert Street, Fiscus Building, ground floor by the same date and time at latest. Late quotations will be rejected.

### **Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## **10. Evaluation of Quotations**

The Public Entity 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 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. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

**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: Not Applicable****14. 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract

**15. Notification of Award and Debriefing**

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity 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)

Quotation Addressed to :	Ministry of Finance
Procurement Reference Number:	<b>NCS/RFQ/09-46/2022</b>
Subject matter of Procurement:	<b>Request for quotation to procure Catering Services</b>

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead

The validity period of our Quotation is.....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.

### 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	

## Appendix to Quotation Letter

### BID SECURING DECLARATION

(Section 45 of Act)

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

Date: .....

Procurement Ref No.: .....

To: Ministry of Finance .....

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.]



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Witten undertaking in terms of section 138 of the Labour Act, 2007 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

**SECTION III: SCOPE OF SERVICES**  
**Request for quotation to procure Catering Services**  
**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: NCS/RFQ/09-46/2022

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price with VAT	Total Price with VAT
A*	B*	C*	D*	E	F
	<b>Request for quotation to procure Catering Services</b>  <b>Date:</b> 02 December 2022 <b>Venue:</b> NAMPOWER Convention Centre				
<b>FOOD BUFFET MENUS</b>					
1. Cold Starter	Chicken & Bacon tartlet served on Garden Greens	250 staffs			
2. Salad Bar	<ul style="list-style-type: none"> <li>Deconstructed garden salad.</li> <li>Hard-boiled eggs and crudites.</li> <li>Selection of Salad dressing.</li> </ul>	250 staffs			
3. Main Course	<ul style="list-style-type: none"> <li>Roast Lamb with Gravy.</li> <li>Spicy Portuguese Chicken.</li> <li>Steamed Hake with lemon &amp; Herb Butter.</li> <li>Beef Goulash.</li> <li>Basmati Rice.</li> <li>Potato Gratin.</li> <li>Seasonal Vegetables.</li> </ul>	250 staffs			
4. Dessert	<ul style="list-style-type: none"> <li>Baked apple pudding served with custard chocolate mousse.</li> <li>Ice Cream &amp; Chocolate Sauce.</li> <li>Tea and Coffee station.</li> </ul>	250 staffs			
5	<b>DECO</b>  Deco aligned to the theme (Black, Gold, and White)  <b>Compulsory site inspection of the venue (NAMPOWER Convention Centre) on 21 November 2022 at 11h00</b>				
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

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/09-46/2022**

[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.]

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Refer to page 9		

## 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/09-46/2022**

for procurement of services (lump-sum) available on the website of the Public Entity (*Ministry of Finance*) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number: NCS/RFQ/09-46/2022**

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].

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract to come into effect as from: <b>Not Applicable</b>
<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: <b>Not Applicable</b>
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: Ms N N Kafita, 061 209 2479, naomi.kafita@mof.gov.na  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: <b>Not Applicable</b>
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: Mr. S. Nghikongwa, Ministry of Finance, John Mainert Street, Fiscus Building
<b>GCC 2.10 Performance Security</b>	Not Applicable
<b>GCC 4.2 Contract Price</b>	The amount payable is: Not Applicable
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis <b>within 30 days</b> after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices for this bid shall <b>not</b> be adjustable.

## SCHEDULE 3

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

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

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

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

**SCHEDULE 4****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/09-46/2022**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references where similar services have been provided	

## Qualification and Eligibilities

(to be completed by Public Entity)

<b>Mandatory Requirement</b>	<b>Yes</b>	<b>No</b>
Certified copy of Company Registration Certificate (incorporating document)		
Certified copy or Original Good Standing Certificate from the Social Security Commission		
Certified copy or Original Good Standing Certificate from the Inland Revenue Department		
Certified copy of a valid Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Duly completed and signed Bid Securing Declaration form.		
Duly completed and signed Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Procurement Act		
Duly signed and completed Quotation Letter		
Duly completed and signed bidding documents		
Compulsory site inspection		