Republic of Namibia

OFFICE OF THE PRESIDENT
NATIONAL PLANNING COMMISSION SECRETARIAT

Request for Quotations

Supply and delivery of finger lunch for the meeting on 04 October 2019 at National Planning Commission

Procurement Reference No: NCS/IQ/26-13/2019/20

Tel: +26461 283 4111 Fax: +26461 226 501 P/Bag 1336 Windhoek, Government Office Park Luther Street
INFORMAL QUOTATION (Services)

Procurement Ref. No. NCS/IQ/26-13/2019/20

To:
The National Planning Commission hereby invites you to submit your best quotation for the service listed hereunder. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be hand delivered to National Planning Commission, Office # 045 on Wednesday, 02 October 2019, not later than 10:00am.

Full Name of Head of Procurement Management Unit: Sylvia Kaune

Date: 26/09/2019

<table>
<thead>
<tr>
<th>Item No</th>
<th>Description</th>
<th>Quantity *</th>
<th>Unit of Measure</th>
<th>Rate NS</th>
<th>Amount without VAT - NAD</th>
<th>VAT NAD</th>
<th>Make &amp; Model</th>
<th>Country Origin</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Platter(s) consisting of:</td>
<td>20 people</td>
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<td></td>
<td>- Chicken wings/drumsticks</td>
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<td></td>
<td>- Meatball and bacon cherry kebab</td>
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<td></td>
<td>- Cocktail pork ribs</td>
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</tr>
<tr>
<td></td>
<td>- Fish fingers</td>
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<tr>
<td></td>
<td>- Mini pies/wraps</td>
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<tr>
<td></td>
<td>- Sandwiches/samosas</td>
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<td></td>
<td>- Fresh fruits</td>
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<td>Provide own serving utensils</td>
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</tr>
</tbody>
</table>

Total (NS)  
Grand total (NS)
(a) The meeting is taking place on **04-October 2019**, the finger lunch should be ready by **11H00**.

(b) **Delivery Date:** **04 October 2019, National Planning Commission, Commissioners Room**

(c) For more details/queries, kindly contact Ms. Shilomboleni on +264 61 283 4025 or pshilomboleni@npc.gov.na

(d) Validity of offer: 7 days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

**Date..................................................**  **Bidder’s signature and seal ........................................**

*(Please see overleaf)*
BID SECURING DECLARATION

(Section 45 of Act)

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

Date: 26 September 2019

Procurement Ref No.: NCS/IQ/26-13/2019/20

To: National Planning Commission

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.

(e) Failure to submit all relevant documents as stated under Eligibility Criteria

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

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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

<table>
<thead>
<tr>
<th>Company Trade Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Number:</td>
</tr>
<tr>
<td>Vat Number:</td>
</tr>
<tr>
<td>Industry/Sector:</td>
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<tr>
<td>Place of Business:</td>
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<tr>
<td>Physical Address:</td>
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<tr>
<td>Tell No.:</td>
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<tr>
<td>Fax No.:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Postal Address:</td>
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<tr>
<td>Full name of Owner/Accounting Officer:</td>
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<tr>
<td>Email Address:</td>
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</tbody>
</table>

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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.

General Terms and Conditions Applicable
[The Public Entity may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements]

1. Purchaser
The Public Entity inviting the Informal Quotation is the Purchaser 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 the Public Entity
The Purchaser shall have the right to
(a) Ask for clarifications at time of evaluating quotations,
(b) Split the contract on an item basis or
(c) Reject all quotations.
A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria
To be eligible to participate in this Quotation exercise, you should:

(a) Have a valid company Registration Certificate;
(b) Have a valid original/certified good Standing Tax Certificate;
(c) Have a valid original/certified 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 (for Bids reserved for SMEs); N/A
(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;

NB: Copies should be certified by the Namibian Police.

5. Bid Securing Declaration
Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.
6. **Prices**
Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

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 Supplier.

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 goods on the date set in the purchase order for delivery of the goods.
(c) the purchase order shall be valid for 30 days.

9. **General Conditions of Contract**
The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] website.

10. **Warranty**
(a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser’s Invitation for Informal Quotation.
(b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
(c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. **Payment**
The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.