Republic of Namibia

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION SECRETARIAT

Request for Sealed Quotations For Services

Provision of office refreshments for meeting on 20 October 2023,– Tea break, Water and Lunch with soft drinks for 100 people. Windhoek

PROCUREMENT REFERENCE NO:	**NCS/RFQ/26-68/2023**
CLOSING DATE:	**25 September 2023**
TIME:	**10:00**

National Planning Commission
Private Bag 13356 Windhoek,
Tel: +26461 283 4111, Fax: +26461 226 501
Government Office Park Luther Street
E-mail: pmu@npc.gov.na

Republic of Namibia

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION SECRETARIAT

Letter of Invitation

Name and Address of Bidder.....

Procurement Reference Number: NCS/RFQ/26-68/2023

***19* September 2023**

Dear Prospective Bidder,

Provision of office refreshments for meeting on 20 October 2023,– Tea break, Water and Lunch with soft drinks for 100 people. Windhoek

National Planning Commission invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to: *pmu@npc.gov.na at @+26461 2834172/4123*

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,

National Planning Commission
Procurement Committee
2023 -09- 19
Private Bag 13356 Windhoek Namibia

Sylvia Kaune

SECRETARY: PROCUREMENT COMMITTEE

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

National Planning Commission reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) 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 items mentioned in Section III by completing, signing and returning:

(a) The Quotation Letter in Section II with its annex for Bid Securing Declaration and a written undertaking as per Section 138 (2) of the Labour Act, 2007;

(b) the List of Goods and Price Schedule Section III (typed or attach own quotation);

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate or necessary.

You are advised to carefully read the complete Request for Sealed 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 **30 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, the Bidder mut submit the following documents:

(a) A valid certified copy of the Company registration certificate, clearly indicating shareholders' and principals contact details (as registered with the BIPA) (Attach certified copies of identification Document of all shareholders).

(b) A valid original or certified copy of the company's good standing certificate from Ministry of Finance (NAMRA).

(c) A valid certified copy of the company' good standing certificate from Social Security Commission.

(d) 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) Written undertaking in terms of section 138 of the Labour Act, 2015.

(f) Submit signed Bid-securing Declaration.

(g) Procurement reserved in terms of the code of good practice

(h) Catering must be among principal business activities

5. Bid Securing Declaration

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

6. **Delivery / Service Completion Period**

Delivery shall be 1 days: after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. **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.

8. **Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **National Planning Commission, Government Office Park, Block D, First floor, office number 104C, not later than, 25 September 2023, 10:00**.

Late quotations will be rejected.

9. **Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted 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**

National Planning Commission shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost to determine the lowest evaluated quotation.

11. **Technical Compliance**

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

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. **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 Agreement and General Conditions of Contract.

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****.]*

Quotation addressed to*: [name of Public Entity]*	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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: Instruction to Bidders.

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 to [*forfeiture of the security amount / disqualification on the grounds mentioned in the BD].*

The validity period of our Quotation is _____ days *[insert number of 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* 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: .....*[Day |month Year]* .....

Procurement Ref No.: .....

To: .....*[insert complete name of Public Entity and address]* .....

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.]
delete if not applicable / appropriate

Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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 contr*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Provision of office refreshments for meeting on 20 October 2023,– Tea break, Water and Lunch with soft drinks for 100 people. Windhoek

NCS/RFQ/26-68/2023

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [*To be filled by the Public Entity*]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	Morning Tea and Snacks	100	Each						
2	Lunch Buffet: **Starch:** Macaroni, Rice and Pap **Meat:** Lamb Pork, Chicken and Fish **Salads:** Potato Salad and Vegetable Salad	100	Each						
3	Drinks: Soft Drink	100	Each						
4	Water Bottles	300	Each						
Cutleries should be inclusive									
					Sub-total				
					Total				

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/26-68/2023**

[Bidders should complete columns C and D with the specification of the goods 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.] (A)

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	Morning Tea and Snacks		
2	Lunch Buffet: **Starch:** Macaroni, Rice and Pap **Meat:** Lamb Pork, Chicken and Fish **Salads:** Potato Salad and Vegetable Salad		
3	Drinks: Soft Drink		
4	Water Bottles		

*Columns A and B to be completed by National Planning Commission.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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 Goods - Ref. **G/RFQ-GCC** on the website of National Planning Commission *(insert website address)* except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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 Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/26-68/2023**

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

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: National Planning Commission
Site **GCC 1.1(m)**	The Site/destination for delivery of the conference venue is Windhoek
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices **GCC 8.1**	Any **notice** shall be sent to the following addresses: For **National Planning Commission** the address and the contact name shall be: **The Procurement Management Unit** @ pmu@npc.gov.na For the Service Provider, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within 5 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment **GCC 15.1**	The price charge for the Goods supplied and the related Services performed shall not be be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment **GCC 16.1**	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 No part payment shall be made before full execution of the contract
Terms of Payment **GCC 16.3**	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4 (a)**	The price shall not adjustable to the fluctuation in the rate of exchange.
Payment Period **GCC 16.5**	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security **GCC 18.1**	(i) No performance security is required*or
Discharge of Performance Security **GCC 18.4**	The performance security will be discharged and returned to the supplier not later than *[insert number of days]* following completion date. Not applicable
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: _____

Subject and GCC clause reference	Special Conditions
Insurance **GCC 24.1**	*[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] Not applicable*
Transportation **GCC 25**	The Goods shall be delivered: *[Incoterm for transportation]*.
Inspection and Test **GCC 26.1**	The inspection and tests shall be: *[insert nature, frequency, procedures for carrying out the inspections and test]*
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: *[insert names(s) of locations(s)]*
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are *[insert percentage of the final contract price]* per day. The maximum amount of liquidated damages for the whole contract is *[insert percentage 4-10%]* of the final contract price.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: *[insert number]* day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: *[insert names(s) of location(s)* For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: *[insert number]* day(s)

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

[National Planning Commission to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/26-68/2023

Description	**Attached (please tick if submitted and cross if not submitted)**	
Quotation Letter		
A duly signed Bid Securing Declaration		
Specification and Compliance Sheet		
A certified copy of a valid Company Registration Certificate		
Original/certified valid good Standing Tax Certificate		
Original/certified valid good Standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
Written undertaking		

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.*