



Republic of Namibia

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION

Request for Quotations for Goods

**PROVISIONS OF PLATTERS AND REFRESHMENTS FOR 30 PARTICIPANTS
DURING THE 4TH COMMISSION MEETING ON 09 MARCH 2026**

Procurement Reference No: G/IQ/26-44/2025

Closing date: 05 March 2026

Time: 14:00

National Planning Commission

Private Bag 13356 Windhoek,

Tel: +26461 283 4111, Fax: +26461 226 501

Government Office Park Luther Street

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/26-44/2025

To

The **National Planning Commission** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be hand delivered to **National Planning Commission, Government Office Park, Block D, First floor, office 104c, not later than 05 March 2026, 14:00.** Quotations by post or hand delivered should reach the above-mentioned address by the same date and time at latest.

Full Name of Head of Procurement Management Unit: Sylvia Kaune



Date: 04 March 2026

Signature 

Item No	Description	Quantity*	Unit of Measure	Price per unit NAD ¹	Amount without VAT - NAD	VAT NAD	Make & Model	Country of Origin
1	Meat Platters	2						
2	Vegetable Platters	1						
3	Savoury Platters	1						
4	Sweet/ Dessert Platters	1						
5	Assorted Drinks (100% Juices and Cold Drinks) 6 Pack Cans	5 packs						
6	Paper Plates 30's	2 packs						
7	Plastic Forks 30's	2 pack						
8	Serviettes/Napkins	2 pack						
	Grand total (N\$)							

- (a) The **National Planning Commission** requests delivery within 7 days as from the date of placement of order.
- (b) Delivery Date: (*Bidders proposed delivery period*)..... days from date of placement of order.
- (c) The tests and inspections will be carried/conducted on the goods at delivery expired dated and quantity
- (d) Validity of offer: **30** days as from closing date set for submission of quotations.
- (e) Quantity may be decreased or increased.

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)

**SCHEDULE
BID SECURING DECLARATION**

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

Date:

Procurement Ref No.: G/IQ/26-44/2025

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)



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:.....

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

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 certified company Registration Certificate;**
- (b) **have an original / certified valid good Standing Tax Certificate;**
- (c) **have an original / certified 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 certificate indicating SME Status (for Bids reserved for SMEs); Not applicable**
- (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 Namibian Police
- (h) **Refreshments provided must be among principles business activities**
- (i) **have a valid certified copy of good standing Income Tax Certificate, in case of individual bidder/supplier**

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 Namibia 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 or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for *[insert no.]* days only and will be cancelled thereafter.

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.