



HARDAP REGIONAL COUNCIL



Request for Sealed Quotations For NON-CONSULTING Services

Procurement to provide catering services for the 3rd
Quarter PA review and Regional Year-end function in
Tsumeb

Procurement Reference No: NCS/RFQ/HRC-069/2025

Private Bag 2017, MARIENTAL

Tel: (063) 242542

Email: cindylou_stephanus@yahoo.com

DEADLINE: 8 Dec 2025 @ 11:00

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2025 -11- 18

REQUEST FOR QUOTATION



HARDAP REGIONAL COUNCIL

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATION

NCS/RFQ/HRC-069/2025

Procurement to provide catering services for 3rd Quarter Review and Year-End in Tsumeb

The Hardap Regional Council 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 **MRS. R SAMARIA** at Hardap Regional Council, Private Bag 2017, MARIENTAL, email: cindylou_stephanus@yahoo.com

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,

M. R. Samaria 18/11/2025

MRS. R SAMARIA

HEAD: PROCUREMENT MANAGEMENT UNIT

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2025-11-18

REQUEST FOR QUOTATION

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Hardap Regional Council 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*
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

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 **180** days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid certified copy of the company Registration Certificate;**
- (b) valid bank confirmation letter**
- (c) have an original or certified copy of valid good Standing Tax Certificate;**
- (d) have an original or certified copy of valid good Standing Social Security Certificate;**
- (e) have an original or certified copy of valid good BIPA Certificate;**
- (f) have a valid certified ID copy;**
- (g) 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;**
- (h) have a valid certified copy of SME certificate (for Bids reserved for SMEs);**
- (i) Submit duly completed and signed Bid-securing Declaration.**
- (j) Duly completed and signed 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;**

(k) Fill in all pages to be filled in with black ink and fully initial all pages of the document and all attachments.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be *10 working days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be considered*.

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 **Hardap Regional Council, ground floor**, not later than Monday, 8 Dec 2025 at 11:00. Quotations by post or hand delivered should reach **Hardap Regional Council, Regional Office Park** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

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 mandatory documents 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

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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

N/A

14. 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.

15. Notification of Award and Debriefing

The Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

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:	HARDAP REGIONAL COUNCIL
Procurement Reference Number:	NCS/RFQ/HRC-069/2025
Subject matter of Procurement:	Procurement to provide catering services for 3rd Quarter PA review and year-end

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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 *disqualification on the grounds mentioned in the BSD*.

The validity period of the 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 delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

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.: **NCS/RFQ/HRC-069/2025****To: HARDAP REGIONAL COUNCIL**

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 contract.

QUOTATION FOR: PROCUREMENT OF MARKETING MATERIALS AND EQUIPMENT FOR REGIONAL COUNCILS ANNUAL WELLNESS SPORTS WEEK (RCAWSW).
MARIENTAL, HARDAP REGION

INSTRUCTIONS TO THE PUBLIC ENTITY

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

[illegible][illegible]

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- (a) The Bidders are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.
- (b) The Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- (c) Bidders should indicate whether they are the manufacturers or accredited representatives in the Republic of Namibia for a manufacturer, or the direct importers (i.e. importing directly from the manufacturer) of items/models/brand-names tendered for. Bidders who are not the manufacturers or accredited representatives of the manufacturers or direct importers should submit with their tender for each item/model/brand-name tendered for, a firm commitment from their supplier that they are the authorised distributor of that particular item/model/brand-name. Failure to comply shall invalidate the tender for the item/model/brand-name.
- (d) All equipment should be covered by a full part and labour warranty for at least one year after installation and commissioning, if not stated otherwise in the specifications. During the warranty period any fault should be rectified on site at any place in Namibia within 48 hours of submitting a call.
- (e) It is a requirement that the successful Bidder should deliver and maintain all equipment in terms of this tender. Repairs under warranty will be at the Suppliers expense.
- (f) Bidders shall include full technical specifications of the equipment offered, covering at least all features specified. Statements claiming compliance with tender specifications, but not substantiated by manufacturer specifications, are not deemed sufficient for this purpose. The Council reserves the right to disqualify any tender on the grounds of technical information not being provided with the tender before the closure of the tender.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/HRC-069/2025**

[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.]

Braai lunch packs for 13 people for 1 d

Item No	Description	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C*	D	E
1	Morning tea break for 13 people for 3 days			
2	Afternoon tea break for 13 people for 3 days			
3	Water for 13 people for 3 days (morning and afternoon)			
4	Snacks (sweets, chips, nuts and raisins) for 13 people			
5	Afternoon lunch for 13 people for 2 days			
6	Venue for 13 people for 3 days			
7	Assorted drinks for 13 people (juice and soft drinks)			

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/HRC-035/2025** on the website of the Public Entity 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/HRC-069/2025**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Hardap Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is at Hardap Regional Council, First Floor, and Procurement Management Unit.
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 the Hardap Regional Council, the address and the contact name shall be: MRS. R SAMARIA, Private Bag 2017 Mariental, email: cindylou_stephanus@yahoo.com For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: N/A

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within ten (10) working 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 adjustable.
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
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 " <i>shall not be</i> " 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. ii) An interest rate as appropriate as per the legal rate is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	N/A
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: N/A
Insurance GCC 24.1	Insurance cover will be as specified in the Incoterms 2010.
Transportation GCC 25	The Goods shall be delivered: Incoterm for transportation.

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be:
Location of Inspection and Tests GCC 26.2	The inspections shall be conducted at: Hardap Regional Council, Mariental.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 10 % of the final contract amount.
Warranty GCC 28.3	The period of validity of the warranty shall be: 365 day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be:
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 365 day(s)

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/HRC-069/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Valid bank confirmation letter		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Manufacturers authorization		
Valid Good standing Tax Certificate		
Valid Good Standing Social Security Certificate		
Valid Certified copy of company Registration Certificate		
Valid Certified copy of Affirmative Action Compliance Certificate		
Valid Certified copy of certificate indicating SME Status		
Have an original or certified copy of valid good BIPA Certificate		
Valid certified ID copy		

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.