



REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL



DIVISION OF GENDER EQUALITY, POVERTY ERDATICATION AND SOCIAL WELFARE

REQUEST FOR SEALED QUOTATION

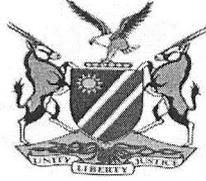
BID REFERENCE NO.	NCS/IQ/ZRC-129/2024/2025
TITLE:	REQUEST FOR REFRESHMENTS FOR THE COMMERATION OF THE 16 DAYS ACTIVISM AGAINST GENDER BASED VIOLENCE
DESCRIPTION	REQUEST FOR REFRESHMENTS FOR THE COMMERATION OF THE 16 DAYS ACTIVISM AGAINST GENDER BASED VIOLENCE
CLOSING DATE AND TIME	28 November 2024 AT 11H00
BID DOCUMENTS	AVAILABLE FROM THE OFFICE OF ZAMBEZI REGIONAL COUNCIL, WEBSITE
LEVY	NONE
DELIVERY ADDRESS	ZAMBEZI REGIONAL COUNCIL, GROUND FLOOR IN THE BID BOX.

NB:

- FAXED/MAILED/ELECTRONIC BIDS SHALL NOT BE ACCEPTED.
- BIDS RECEIVED BY COURIER AFTER THE CLOSING DATE & TIME SHALL NOT BE ACCEPTED.
- SEALED BIDS IN EVELOPES CLEARLY MARKED WITH THE ABOVE PROCUREMENT REFERENCE NUMBER.

.....
MR. ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT UNIT





Procurement Policy Unit
(Established under section 6 of the Public Procurement Act, 2015)

Ref No: NCS/IQ/ZRC-129/2024/2025

STANDARD BIDDING DOCUMENTS

[Issued in terms of section 7(1) (i) of the Public Procurement Act, 2015]

**REQUEST OF REFRESHMENT FOR THE
COMMEMORATION OF THE 16 DAYS ACTIVISM
AGAINST GENDER BASED VIOLENCE AT
LIANSHULU**

**Head of Procurement Management Unit
Zambezi Regional Council
Private Bag 5002
Katima Mulilo, Namibia**

**Tel: +264-66-252286/252241
Fax number: +264-66-252217
Email: Irene.Kawana2@mgepesw.gov.na**



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**

DIVISION OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

INFORMAL QUOTATION (NCS)

To: _____

Katima Mulilo

Procurement Ref. No: NCS/IQ/ZRC-129/2024/2025

REQUEST OF REFRESHMENT FOR THE COMMEMORATION OF THE 16 DAYS ACTIVISM AGAINST GENDER BASED VIOLENCE AT LIANSHULU

The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, addressed to Mr. Abraham Shikoyeni, Private Bag 5002, Katima Mulilo Namibia, marked quotation reference No: **NCS/IQ/ZRC-129/2024/2025**. Your quotation should reach Zambezi Regional Council (**Division Gender Equality, Poverty Eradication and Social Welfare**) on **28 November 2024**.

Full Name of Member of Procurement Management Unit: Mr. Abraham Shikoyeni

Date:



Signature:

SPECIFICATIONS

ANNEX I

DESCRIPTION	UNIT OF MEASURE	QUANTITIES
Brotchen with Filling		300
Juice 100%		20
600ml Cool Drink		250
Still water 500ml Bonaqua		50
BBQ Chicken Platter		1
Chicken and RIB Platter		1
PNP Savory Platter		1
Serviette		2
Paper Plate		1
Sweet 150g		1
		2

SECTION III: SCOPE OF SERVICES

[Insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required]

Currency of Quotation: _____

ITEMS NO.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1.	Brotchen with Fillings	300		
2.	Juice 100%	20		
3.	600ml Cool Drink	250		
4.	Still water 500ml Bonaqua	50		
5.	BBQ Chicken Platter	1		
6.	Chicken and RIB Platter	1		

7.	PNP Savory Platter	1		
8.	Serviette	2		
9.	Paper Plate	1		
10.	Sweet 150G	2		
OTHER COSTS:				
		SUB TOTAL		
		VAT 15%		
		GRAND TOTAL		

Remarks: quantities may be increased or decreased by 10% at time of placement of order.

- (a) Your quotation must be in a sealed envelope marked **NCS/IQ/ZRC-129/2024/2025**.
 - (b) Your presence during the opening of the quotation box is vital for transparency.
 - (c) Only companies registered for VAT may charge VAT and VAT registration number **MUST** be indicated on the quotation.
 - (d) All possible changes e.g. in time or the venue will be communicated to the supplier in advance.
 - (e) The following tests and inspections will be conducted on the goods at delivery:
 - Inspect if the requested quantity has been delivered.
 - Inspect the quality of goods delivered.
 - (f) The Zambezi Regional Council requests delivery to **Gender Regional Office**.
- I/ we agree to supply the abovementioned good(s) at price quoted by me/us and subject to conditions specified overleaf.

Date:

Bidder's signature and seal

(Please see overleaf)

SCHEDULE 1
BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1) (b) and 37 (5))

Date:

Procurement Ref No.: NCS/IQ/ZRC-129/2024/2025

To:

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 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 bidding document.

I/WE understand this bid securing declaration ceases to be valid if I am/we are not the successful Bidder

Signed:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

Corporate seal (stamp):

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 clarification at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.
- (d) 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 an original valid good standing Tax Certificate;
- (c) Have an original valid good Standing Social Security Certificate;
- (d) Have a valid certificate copy of Affirmative Action Compliance Certificate , proof from the Employment Equity Commission 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)

5. Bid Securing Declaration

Bidder are required to subscribe to a Bid Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid 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.