



**REPUBLIC OF NAMIBIA  
ZAMBEZI REGIONAL COUNCIL**



Tel: +264 66 261700  
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Ngoma Street  
Govt. Building

Private Bag 5002  
Katima Mulilo

# **REQUEST FOR SMALL VALUE PROCUREMENT/INFORMAL QUOTATION**

**CATERING SERVICES (BREAKFAST & LUNCH) FOR RACOC MEETING TO BE  
HELD ON THE 18<sup>th</sup> FEBRUARY 2026**

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**Procurement Reference No: NCS/IQ/ZRC-136/2025/2026**

*Zambezi Regional Council, Private Bag 5002, Tel: 066-261700, Fax 066-252650,  
ashikoyeni@zambeziirc*



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**LETTER OF INVITATION**

To .....  
.....  
.....  
.....

**Procurement Reference No: NCS/IQ/ZRC-136/2025/27**

Dear Sir/Madam,

03/02/2026

**REQUEST FOR CATERING SERVICES (BREAKFAST & LUNCH) FOR RACOC MEETING.**

The Zambezi Regional Council is hereby inviting you to submit your quotation for the goods listed hereunder. Your offer should be made on this form enclosed, addressed to Zambezi Regional Council, Private Bag 5002, Katima Mulilo, with Procurement Reference No **NCS/IQ/ZRC-136/2025/26** on or before Wednesday 11 of February 2026 at 10:00.

**Full Name of Head of Procurement Management Unit: Mr. A Shikoyeni**

Date: .....



Signature .....

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Zambezi 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 30 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 company Registration Certificate certified copy;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original 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 valid certified copy of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) [public entity to select appropriate] Submit bid valid security/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;
- (h) Initial all pages, stamp & Corrections
- (i) Document filled in black ink
- (j) No eraser fluid used
- (k) Attach a quotation.

**Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Zambezi Regional Council with the Bidder's name and contact information at the back of the envelope.

**5. Submission of Quotations**

Quotations by hand delivered should reach Zambezi Regional Council: Community Health sub division by the same date and time at latest 11/02/2026 @ 10H00. Late quotations will be rejected. Quotations received by e-mail will not be considered.

**6. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 below. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be submitted to the Public Entity and available to any bidder on request within three working days of the Opening.

**7. 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.

**8. Technical Compliance**

Bidders shall submit along with their quotation's 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 and Compliance Sheet 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.

**9. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

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 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 authorization on this form will confirm that the terms and conditions of the RIQ prevail over any attachments. **If your quotation is not authorized, it will be rejected.**]

Quotation addressed to:	
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.

The validity period of the Quotation is 30 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 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 Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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

**Date**.....

**Procurement Ref No**.....

**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 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.

**RACOC meeting to be held on the 18<sup>th</sup> February 2026 at Zambezi Regional Council (1 day).**

ITEM NO	DESCRIPTION	QUANTITIE S*	UNIT PRICE	TOTAL PRICE N\$
1	Pap with fish	10		
2	Pap with meat	10		
3	Macaroni with meat	5		
4	Macaroni with chicken	5		
5	Rice with meat	5		
6	Rice with chicken	5		
7	Bonqua water 500ml	80		
8	Assorted cooldrink	80		
9	Assorted Bronchens with eggs, cheese and polony	40		
		SUB-TOTAL		
		15% VAT		
		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-----/2025/2026.
- (b) Your presence during opening of quotation of the quotation box is vital.
- (c) Only companies registered for VAT may charge VAT and Vat registration number MUST be indicated on the quotation.
- (d) All possible charges e.g. time or the venue will be communicated to the supplier in advance.
- (e) The following tests and inspections will be carried conducted on the goods at delivery:
  - If the requested quantity has been delivered
  - If the required quality has been delivered
- (f) To be delivered at Regional Council

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 .....

## 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/IQ/ZRC-.....2025/26

*\* Columns A and B to be completed by Public Entity.*

**Specifications and Compliance Sheet Authorised By:**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Pap with fish		
2.	Pap with meat		
3.	Macaroni with meat		
4.	Macaroni with chicken		
5	Rice with meat		
6	Rice with chicken		
7	Bonqua water 500ml		
8	Assorted cooldrink		
9	Assorted Bronchens with eggs, cheese and polony		

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods.

## SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except were modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/IQ/ZRC-...2025/26

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b>	The purchaser is: Zambezi Regional Council
<b>Site</b>	To be collected
<b>Terms of Payment</b>	The structure of payments shall be: full payment following submission of an invoice.
	The price <i>“shall not be”</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  <b>On Acceptance:</b> The Contract Price of goods received shall be paid no

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
	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.

### SCHEDULE 3

#### QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: NCS/IQ/ZRC-..... -2025/26**

Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Evidences for conformity of Goods	
Valid Company Registration Certificate certified copy;	
Original Valid Good Standing Tax Certificate/Certified copies	
Original valid good Standing Social Security Certificate/certified copies	
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;	
have a certified copy certificate indicating SME Status (for Bids reserved for SMEs);	
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;	

Quotation.	
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***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.*