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**OUTAPI TOWN COUNCIL**

Tel: 065 - 251191/2/3  
Fax: 065 - 251128  
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PO Box 853  
Outapi

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# **Request for Sealed Quotations For Goods**

**Supply and delivery of Meetings Refreshment for the Outapi Town Council for a  
period of 24 months (01 October 2023 to 30 September 2025)**

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**Procurement Reference No: G/RFQ/OUTC- 01/2023/24**

<b>Name of Bidder</b>		
<b>Contact person</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Contact phone number</b>	<b>Work:</b>	<b>Mobile:</b>

**Due Date for Submission : 30 August 2023 at 11:00**

**Letter of Invitation**

**Name**.....  
.....  
.....  
.....

**Procurement Reference Number:** G/RFQ/OUTC- 01/2023/24

**Date**.....

Dear Sir/Madam,

**Request for Quotations for** Supply and delivery of Meetings Refreshment to Outapi Town Council for a period of 24 months.

The Outapi Town 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. Hilma Amunyela, [creditors@outapitc.org.na](mailto:creditors@outapitc.org.na), Outapi Town Council.**

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,

**Mrs. Hilma Amunyela**  
**Secretary to the Procurement Committee**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Outapi Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per slot, 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 certified copy of company Registration Certificate;
- (b) have an original or certified copy of valid good Standing Tax Certificate;
- (c) have an original or certified copy of 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;
- (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.
- (i) Submit signed Bid sourcing Declaration.

## **5. Delivery**

Delivery shall be on the date of the meeting, an hour prior the meeting. Deviation in delivery period shall not be accepted.

5.1. The following tests and inspections will be conducted on the goods at delivery:

**Quantity received against ordered**

**The Quality and other specifications prescribed**

## **6. Sealing and Marking of Quotations**

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

## **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Outapi Town Council** Office not later than **30 August 2023 at 11:00**. Quotations by post or hand delivered should reach Outapi Town Council by the same date and time at latest. Late quotations will be rejected.

**Quotations received by e-mail or fax will not be considered.**

## **8. Opening of Quotations**

Quotations will be opened internally by the Outapi Town Council 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, will be posted on the website of the Outapi Town Council and available to any bidder on request within three working days of the Opening.

## **9. Evaluation of Quotations**

The Outapi Town Council 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.

## **10. Technical Compliance**

Bidders shall submit along with their quotation's documents, samples and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Council'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.

## **11. Prices and Currency of Payment**

Outapi Town Council may not allow for prices to be adjustable to change in rates of exchange of currency, price variation etc.

Prices shall be fixed in Namibian Dollars.

## **12. Margin of Preference**

12.1. The applicable margins of preference and their application methodology are as follows:

N/A

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

## **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.

## **14. Performance Security**

N/A

## **15. Notification of Award and Debriefing**

The Outapi Town Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Outapi Town Council 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

Quotation addressed to: <i>[name of Public Entity]</i>	
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 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 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	

**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: .....

Capacity of:

Name: .....

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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*

## LOCAL SOURCING DECLARATION

**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 local sourcing declaration by the bidders.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) If found that the goods , works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from the 14 regions of Namibia, and where the goods are required.
- (b) I/We\* understand this local sourcing 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 local sourcing declaration)

Name:.....

(Insert complete name of person signing the local sourcing declaration)

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the local sourcing 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

**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.*

**SECTION III: LIST OF GOODS, PRICE AND SCHEDULE**

**Contents**

- 1. List of Goods and Price Schedule.....
- 2. List of Goods and Delivery Schedule.....
- 3. List of Related Services and Completion Schedule .....
- 4. Technical Specifications .....
- 5. Inspections and Tests .....
- 6. Evaluation Criterias .....

# I. Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

## CATEGORY A

- The actual quantities shall be determined by the order to be issued
- Column 6 is not relevant for this bid
- The bidder is obliged to complete and quote all the section, failure to complete all section shall render disqualifications
- Column 8, vat at 15% shall be calculated per item
- Column 9, is the total price that shall form part of the evaluation criteria,

## 1. List of Goods and Delivery Schedule

*[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]*

Line Item No.	Description of Goods	Quantity	Physical unit	Final Destination (Project Site) as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder’s offered Delivery date <i>[to be provided by the bidder]</i>
	<b>Category A</b>						
1.	100% assorted soft drinks (330 ml Can) <b>(up to 16 attendee)</b>	To be determined by the order to be issued	Rate per person	To be delivered to Outapi Town Council	Order date	Within 5 days	
2.	Still water 500ml <b>(up to 16 attendee)</b>	To be determined by the order to be issued	Rate per person	To be delivered to Outapi Town Council	Order date	Within 5 days	
3.	Endear mints candy coated 1 kg plastic with 50 units to be removed only by consumer	To be determined by the order to be issued	2 packs	To be delivered to Outapi Town Council	Order date	Within 5 days	
4.	Savory Meat Platter <b>(up to 16 attendee)</b>	To be determined by the order to be issued	Rate per person	To be delivered to Outapi Town Council	Order date	Within 5 days	
5.	Fruit Platter (should be in full) <b>(up to 16 attendee)-</b>	To be determined by the order to be issued	Rate per person	To be delivered to Outapi Town Council	Order date	Within 5 days	
6.	Dietary Cooldrinks (Coke) <b>(up to 16 attendee)</b>	To be determined by the order to be issued	Rate per person	To be delivered to Outapi Town Council	Order date	Within 5 days	
						<b>Total Bid Price</b>	

### 3. List of Related Services and Completion Schedule

*[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)]*

<b>Service</b>	<b>Description of Service</b>	<b>Quantity<sup>1</sup></b>	<b>Physical Unit</b>	<b>Place where Services shall be performed</b>	<b>Final Completion Date(s) of Services</b>
1	Provision of Meetings Refreshment to Outapi Town Council for the period from 01 <sup>st</sup> October 2023 to 30 <sup>th</sup> September 2025	Shall be determined by the order to be issued	As defined in Category A	Outapi Town Council	30th September 2025

## 4.1 Technical Specifications Category A

*The Goods and Related Services shall comply with following Technical Specifications and Standards:*

<i>Item No</i>	<i>Name of Goods or Related Service</i>	<i>Technical Specifications and Standards</i>
	<b>Category A</b>	
<b>1</b>	Assorted soft drinks	330ml Can, 100%
<b>2.</b>	Still water 500ml	Still water 500 ml
<b>3.</b>	Dietary Cooldrinks (Coke) (up to 16 attendee)	500ml, can
<b>4.</b>	Savory Meat Platter (up to 16 attendee)	Should contain variety and 80% meat or meat related (meatballs, chicken, Vienna sausage, ribs, meat/chicken pie and eggs.
<b>5.</b>	Fruit Platter (should be in full) (up to 16 attendee)-	Should contain variety of fruits, served as a whole.
<b>6.</b>	Endear Mints candy coated sweets sweets covered in plastics and to be removed only by consumer	Plastic of 50 units/sweets

## 5. Inspections and Tests

The following inspections and tests shall be performed:

- Check the Delivery Receipt.
- Count the Physical Stock against the order that was issued.
- Disputed Counts or Visible Damage- damaged goods will be opened jointly at the time of delivery. A note will be made on the delivery note if any breakages or visible damage is seen on the goods.
- Signing of the Delivery receipt by the office of the CEO Representatives or authorized representative.
- Expiry dates of all items.

## 6. Evaluation Criteria

The Purchaser's evaluation of a bid may consider, in addition to the Bid Price quoted one or more of the following criteria.

### Category A

- a) Documents as required in the bid
- b) Delivery schedule
- c) Outapi based (to be proven by the fitness certificate issued by the Local Authority Council of Outapi)
- d) Prices – price per category
- e) To be eligible for category A, all items shall be quoted for

**Category A can only be awarded to one bidder.**



## SECTION IV: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

<i>Item No</i>	<i>Technical Specification Required</i>	<i>Technical Compliance of Specification Offered Specifications and Standards</i>	<i>Details of Non-Compliance/ Deviation (if applicable)</i>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<b>1</b>	Assorted soft drinks	330ml Can, 100%	
<b>2.</b>	Still water 500ml	Still water 500 ml	
<b>3.</b>	Dietary Cooldrinks (Coke) (up to 16 attendee)	500ml, can	
<b>4.</b>	Savory Meat Platter (up to 16 attendee)	Should contain variety and 80% meat or meat related (meatballs, chicken, Vienna sausage, ribs, meat/chicken pie and eggs.	
<b>5.</b>	Fruit Platter (should be in full) (up to 16 attendee)-	Should contain variety of fruits, served as a whole.	
<b>6.</b>	Endear Mints candy coated sweets sweets covered in plastics and to be removed only by consumer	Plastic of 50 units/sweets	

*[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.]*

### 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 the Public Entity [www.Outapi.com.na](http://www.Outapi.com.na) 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: \_\_\_\_\_

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b>	The purchaser is: <b>Outapi Town Council</b>
<b>Site</b>	The Site/final destination for delivery of the Goods is 01 October 2023.
<b>Incoterms Edition</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b>	Any notice shall be sent to the following addresses: For the Outapi Town Council the address and the contact's name shall be: <b>Mrs. Hilma Amunyela, Outapi or creditors@outapitc.org.na</b> For the Supplier, the address and contact name shall be: _____
<b>Disputes</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The Goods are to be delivered on the meeting date, an hour before the meeting.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p>
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed <b>“shall not”</b> be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used.</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	<p>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</p>
<b>Terms of Payment</b> <b>GCC 16.3</b>	<p>Payments shall be made not later than (30) thirty days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	<p>The price <i>“shall not be”</i> adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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.</p> <p>ii) No interest rate payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) No performance security is required*</p>
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	<p>N/A</p>
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: _____</p>
<b>Insurance</b> <b>GCC 24.1</b>	<p><i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] N/A</i></p>

Subject and GCC clause reference	Special Conditions
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>Outapi Town Council.</b>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <b>quantity and quality</b>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <b>Outapi Town Council</b>
<b>Liquidated Damages GCC 27.1</b>	N/A
<b>Warranty GCC 28.3</b>	<p>The period of validity of the warranty shall be: <b>30</b> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>Outapi Town Council.</b></p> <p>For item 1, the minimum period of warranty/shelf life shall be <b>30</b> days  For item 2, the minimum period of warranty/shelf life shall be <b>365</b> days</p>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>30</b> day(s)

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid certified copy of company registration		
Original valid good standing certificate from Inland Revenue		
Original valid good standing certificate from Social Security		
Certified copy of Affirmative Action Certificate/Letter		
Certified Copy of company fitness certificate from Outapi Town Council.		

**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.*