



OMUTHIYA TOWN COUNCIL

Request for Quotations for Non-Consultancy Services

NCS/RFQ-OMUTC-01-2023

PROVISION OF CATERING SERVICES TO OMUTHIYA TOWN COUNCIL

Procurement Reference No: *NCS/RFQ-OMUTC-01-2023*

Omuthiya Town Council

P.O Box 19262

Omuthiya

Tel: 065-244700

Fax 065-244730

Email: ttandjamba@omuthivatc.org.na



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Letter of Invitation

Procurement Reference No: NCS/RFQ-OMUTC-01-2023

Dear Sirs,

REQUEST FOR QUOTATIONS FOR CATERING SERVICES TO OMUTHIYA TOWN COUNCIL FOR A PERIOD OF 24 MONTHS

The **Omuthiya Town Council** invites you to submit your best quote for the services 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 *Titus Andjamba at Tel No: 065-244700*.

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,

Titus T. Andjamba
Procurement Management Unit

SECTION I: REQUEST FOR QUOTATIONS

1. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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.

2. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

3. Validity of Quotations

The quotation validity period shall be 30 days from the date of bid submission deadline.

4. Services Completion Period

This is a 24 month contract offered after issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

5. 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 at the back of the envelope.

6. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at *Omuthiya Town* or forwarded by fax : 065-244730, not later than **Friday, 24 March 2023** Quotations by post or hand delivered should reach Omuthiya Town Council at 16H00 by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

7. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 6 above. Where quotations received are for value of N\$ 15,000.00 and above, a record of the Quotation Opening stating the name of the Bidders and the amount quoted by them will be put on the Notice Board of the Public Entity within one working day of the Opening.

8. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

9. Eligibility Criteria

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

- (a) *be registered, have a company registration certificate from the Ministry of Industrialisation, Trade and SME Development;*
- (b) *have an original valid good standing Tax Certificate;*
- (c) *have an original valid good standing social security certificate;*
- (d) *have a valid Affirmative Action Compliance Certificate;*
- (e) *have a certificate indicating SME Status;*
- (f) *Initial all the Bid document and annexures*
- (g) *Attach Banking Confirmation from a Recognised Banking Institution issued within the last 3 months*
- (h) *All copies (All Pages) of original documents should be certified by the Commissioner of Oaths*
- (i) *Failure to adhere to the above will lead to an automatic disqualification*

10. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

11. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

12. Bid Security/Bid-Securing Declaration

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

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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.

14. Performance Security

Not applicable

15. Notification of Award and Debriefing

The Public Entity shall after award of contract, exceeding N\$ 15000.00, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

Furthermore, the Public Entity shall attend to all requests for debriefing for contract exceeding N\$ **15000.00**, made in writing within 30 days the unsuccessful bidders are informed of the award.

16. Rights of Public Entity

The Omuthiya Town Council reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to :	<i>Omuthiya Town Council</i>
Procurement Reference Number:	<i>NCS/RFQ-OMUTC-01-2023</i>
Subject matter of Procurement:	<i>Provision of catering services to Omuthiya Town Council for a period of 24 months.</i>

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

We undertake to observe the highest standard of 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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

The validity period of our Quotation is 30 days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within 15 days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within 24 months from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

BID SECURING DECLARATION

By subscribing to the undertaking in Quotation Letter:

I/We* accept that I/we* may be disqualified from bidding for any contract with any Public Entity for the period of time that may be determined by the Procurement Policy Unit, if I am/we are* in breach of any obligation under the quotation conditions, because I/we*:

- (a) have modified or withdrawn my/our* quotation after the deadline for submission of quotations during the period of quotation validity specified by me/us in the Quotation Letter; or
- (b) have refused to accept a correction of an error appearing on the face of the quotation; or
- (c) having been notified of the acceptance of our quotation by the *Omuthiya Town Council* during the period of quotation validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us ; or (b) if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Quotation.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable

SECTION III: SCOPE OF SERVICES

This is a 24 month contract whereby a successful service provider is expected to provide refreshments to Omuthiya Town Council's meetings and events for a period of 24 months/ 2 years.

- ✓ Cool drinks 330ml
- ✓ Still water 500ml
- ✓ 100% 330ml
- ✓ Lunch
- ✓ Breakfast
- ✓ Sweets
- ✓ Peanuts
- ✓ Snacks/chips
- ✓ platters

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: *NCS/RFQ-OMUTC-01/2023*

[Complete the unit and total prices for each item listed below and the currency of your quotation. Authorise 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: N\$

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Cool drinks 330ml	1	Each		
2.	Still Water 500ml	1	Each		
3.	100% Juice 330ml	1	Each		
4.	Lunch	1	Per plate		
5.	Breakfast	1	Per plate		
6.	Sweets	1	Each		
7.	Peanuts	1	Each		
8.	Snacks/Chips	1	Each		
9.	Platter	1	Each		
				Other additional costs	
				Subtotal	
				VAT @ % 	
				Total	

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: *NCS/RFQ-OMUTC-01/2023*

[Bidders should complete columns C and D with the specifications of the services 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.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	<i>Provision of catering services to Omuthiya Town Council for a period of 24 months</i>		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS/RFQ-GCC14/..... for Procurement of Services.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: ***NCS/RFQ-OMUTC-01/2023***

The clause numbers given in the first column correspond to the relevant clause numbers of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is _____
Definitions GCC 1.1(o)	The Service Provider is _____
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Omuthiya Town Council, the address and the contact name shall be: _____n/a_____ For the Service Provider, the address and contact name shall be: _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Titus T Andjamba For the Service Provider: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____.

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____ <i>n/a</i> _____.
Intended Completion Date GCC 2.3	The intended completion date is _____.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(d)	The other actions are <i>n/a</i> _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____ <i>n/a</i> _____
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are [<i>insert percentage of the final contract price</i>] per week. The maximum amount of liquidated damages for the whole contract is [<i>insert percentage</i>] of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage _____ <i>N\$500.00 per week</i> _____ to be used for the calculation of Lack of Performance Penalty(ies) is _____ <i>N\$500.00</i> _____ <i>per week</i> _____. (<i>Where applicable</i>)
Performance Security GCC 3.11	(i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing [<i>insert percentage</i>] of the final contract price shall be required.* * Delete as appropriate

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are(<i>where applicable</i>): _____ n/a _____
Contract Price GCC 6.2(a)	The amount in local currency is _____ n/a _____.
Contract Price GCC 6.2(b)	The amount in foreign currency or currencies is _____ n/a _____.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ n/a _____ days in the case of the final payment. The interest rate is _____ n/a _____.
Price Adjustment GCC 6.6.1	Price adjustment is <i>not applicable</i> .
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ n/a _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

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-OMUTC-01/2023

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Company profile, past experience and references where similar services have been provided	

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.*