



REPUBLIC OF NAMIBIA

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE

PROCUREMENT MANAGEMENT UNIT

Tel (064) 530781
Fax (064) 530972
Enquiries: Mr. A. Mwafangeyo
081 235 9457

Government Office Park, Luther Street
Private Bag 13391
Windhoek, Namibia

Request for Sealed Quotations for Non – Consultancy Services

Provision of catering services for the COP23 year 2 PP-PREV Quarter 1 activities at Swakopmund International Youth Hostel in Erongo Region.

Procurement Reference No: G/RFQ/027-141/2024

Closing date: Tuesday, 12 November 2024 at 11h00

Bidders Name :

Bid Price:.....

**REPUBLIC OF NAMIBIA****MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE****Letter of Invitation****Procurement Reference No: G/RFQ/027-141/2024**

23 October 2024

TO: Prospective Bidders

Dear Sir/Madam

Provision of catering services for the COP23 year 2 PP-PREV Quarter 1 activities at Swakopmund International Youth Hostel in Erongo Region.


The Ministry of Sport, Youth and National Service 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 and the General Conditions of Contract.

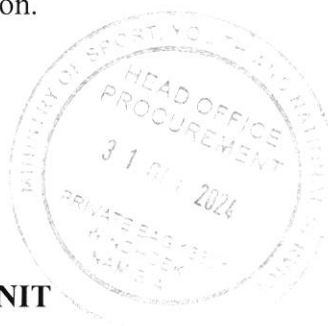
Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to and/or addressed to Procurement Management Unit, in a sealed envelope marked Ministry of Sport, Youth and National Service **Quotation Reference No: G/RFQ/027-141/2024** and Deposited into the Tender Box which marked the same Reference Number on 2nd Floor, Room 226. **Special attention should be paid to Section I: Instructions to Bidders at page 2, paragraph 4.** Queries, if any, should be addressed to Mr. Akser Mwafangeyo, Ministry of Sport, Youth and National Service **Telephone: +264 81 235 9457.**

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,


31. 10. 2024

Ms. Leonie van Wyk

HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Sport, Youth and National Service reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. 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 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 Contract Data Sheet 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 for 120 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 company Registration Certificate;
- (b) have valid certified copy Good Standing Tax Certificate;
- (c) have a valid certified 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) Submit signed Bid-securing Declaration.
- (f) A written 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;
- (g) Documents must be completed in indelible ink and shall be signed by a person duly authorised to the bidders documents.