



PROCUREMENT MANAGEMENT UNIT
For the
Oranjemund Town Council

✉ P.O Box 178 – Corner of 8th Avenue & 12th Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500
Fax: (+264) 63 233 501 – E-mail: procurement@ormdtc.com.na – Website: www.ornjemund-tc.com

BIDDING DOCUMENTS

Issued on: **23/09/2022**

Request for Sealed Quotations
for Non-Consultancy Services: Lump-Sum

Provision of Catering Services (LOT 1) and Decor Services (LOT 2) for the Mayoral
Relief Fund: Fundraising events 2022

FREE

Procurement Reference No: **NCS/RFQ/ORTC-05/2022/23**

Closing date & Time: **Friday, 7th October 2022 at 14h30**

QUOTATION OF (LOT) 1 - PARTICULARS OF BIDDER

Business Name:

Postal Address:

Telephone No: Cell No.:

Contact Person:

E-Mail Address:

Sub- Total:-VAT:-Total Bid Amount.....

QUOTATION OF (LOT) 2 - PARTICULARS OF BIDDER

Business Name:

Postal Address:

Telephone No: Cell No.:

Contact Person:

E-Mail Address:

Sub- Total:-VAT:-Total Bid Amount.....

INFORMATION TO THE BIDDERS:

Bidders shall enclose **One (1) Bidding document** with all necessary supporting documents in a single sealed envelope with the Procurement Reference Number “**NCS/RFQ/ORTC-05/2022/23**” The inner and outer of the envelope shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Oranjemund Town Council, corner of 8th Avenue and 12th Street, on or before **Friday, 7th October 2022 at 14h30**.

Vincent Shikukwete
PROCUREMENT MANAGEMENT UNIT



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Letter of Invitation

To: (Name of bidder)

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Friday, 23rd September 2022

Dear Sir/Madam,

NCS/RFQ/ORTC-05/2022/23: - Provision of Catering and Décor services for Oranjemund Diamond Festival 2022

The **Oranjemund 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 **Mr. Vincent Shikukwete, Procurement Management Unit; Oranjemund 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,

Vincent Shikukwete
Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Oranjemund Town 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 **Ninety (90) days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have an originally **certified copy of a valid company Registration Certificate**;
- (b) have an originally **certified copy of valid good Standing Tax Certificate**;
- (c) have **an originally certified copy of a valid good Standing Social Security Certificate**;
- (d) have **an originally certified copy of a valid Affirmative Action Compliance certificate**.
- (e) Have a **valid originally certified copy of a fitness certificate**.
- (f) 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;

5. Bid Securing Declaration

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

6. Delivery

Commencement shall be **within thirty (30) days** *after* acceptance/issue of Purchase Order. Deviation in service period **shall be considered** if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Finance Department Building, Oranjemund Town Council** not later than 7th October 2022. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Oranjemund 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, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Oranjemund Town Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Oranjemund 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.

11. Technical Compliance

Bidders shall submit along with their quotation's documents, reporting principal technic and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Oranjemund Town Council's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the services to be rendered. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows: **Not applicable**

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not applicable**

14. Award of Contract

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

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Oranjemund 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 Oranjemund 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

(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 authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]

Quotation addressed to:	Oranjemund Town Council
Procurement Reference Number:	NCS/RFQ/ORTC-05/2022/23
Subject matter of Procurement:	Provision of Catering and Décor services for Oranjemund Diamond Festival 2022

We offer to supply the services 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.

The validity period of the Quotation is **Ninety (90) 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/ 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	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To: Oranjemund Town Council, P.O Box 178, Oranjemund

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

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]

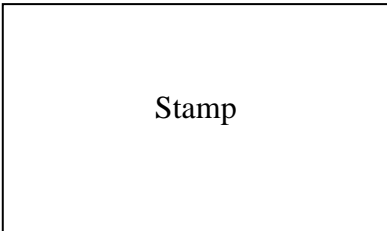
Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

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)



SECTION III: LIST OF SERVICES AND PRICE SCHEDULE

PROVISION OF CATERING SERVICES: QUOTATION (LOT) 1

1. Oranjemund Diamond Festival Investment Conference and Welcoming Cocktail/dinner on 30th of November 2022 hosted at the Little Theatre and Berronies.
2. Art Summit (Wine & Cheese) Mid-day activity on the 02nd of December 2022

A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Catering services to be executed under this Contract includes the following:

- Provision of crockery and cutlery
- Cleaning of kitchen after event
- Presentation of food (1 dish) to be served 7 days prior to event at a time that will be communicated.
- Provide enough waitresses for the event to serve 150 people.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ORTC-05/2022/23

QUOTATION (LOT) 1

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Catering Services <ul style="list-style-type: none"> • 1 tea break • Provision of a three (3)-course light dinner meal at Oranjemund Diamond Festival gala/cocktail dinner • Please note: kindly provide quoted menus for the three (3) meal for the Gala/Cocktail dinner 	150	Each per person		
	<ul style="list-style-type: none"> • Art Summit (Wine & Cheese) Mid-day activity 				
				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: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/ORTC-05/2022/23**

PROVISION OF CATERING SERVICES: QUOTATION (LOT) 1

[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)
A*	B*	C	D
1	Has the bidder quoted for catering services including welcoming drinks for guests		
2	Has the bidder provided a three-course meal menu for guests as per date and total of 200 persons on the scope of the services?		

* 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 III: SCOPE OF SERVICES

PROVISION OF DÉCOR SERVICES: **QUOTATION (LOT) 2**

1. Oranjemund Diamond Festival Investment Conference and Welcoming Cocktail/dinner on **30th of November 2022** hosted at the Little Theatre and Berronies.

A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Decor services to be executed under this Contract includes the following:

- Provision of excellent décor services, to do the décor in advance prior to the events.
- Décor of cocktail tables, food serving tables etc.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/ORTC-05/2022/23**

QUOTATION (LOT) 2

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Grass wall back drop with OTC's branding for photos	1	1 day		
	Setting up of presentation area	150			
	Chair covers	150			
2	Tables	15	1 day		
3	Tables clothes	15	1 day		
4	Red carpet	2	1 day		
5	Draping's: Stage, ceiling, and entrance decor, including lights	1	1 day		
6	Table runners	25	1 day		
7	Tie backs	150	1 day		
8	Dinner plates	150	1 day		
9	Champagne glasses	80	1 day		
10	Cutlery and crockery	150	1 day		
11	Underplates	150	1 day		
12	Wine glasses	150	1 day		
13	Centre pieces	15	1 day		
14	Napkins	150	1 day		
				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: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/ORTC-07/2022**

PROVISION OF DÉCOR SERVICES: **QUOTATION (LOT) 2**

[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)
A*	B*	C	D
1	See specifications outlined in Section III: Scope of works.		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

* 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: 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. NCS/RFQ-GCC on the website of the Oranjemund Town Council (www.oranjemund-tc.com) 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
Purchaser GCC 1.1(h)	The purchaser is: Oranjemund Town Council
Site GCC 1.1(m)	Services to be provided to Local Economic and Community Services Department of Oranjemund Town Council under the supervision of Mr. Charles Kakuru.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Oranjemund Town Council, the address and the contact name shall be: Procurement Management Unit, Oranjemund Town Council, P.O Box 178, Oranjemund For the Supplier, the address and contact name shall be: Mr. Vincent Shikukwete

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within _____ days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ shall not be ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: 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.
Performance Security GCC 18.1	(i) No performance security is required*or
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Transportation GCC 25	The Goods shall be delivered

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be: Visual inspection by Council's representative. Site visit will be on 2 days before the closing of this bid. Companies will be required to display a Preview of proposed décor layout. Pre-qualification presentation will be required 3 days after closing of the bid.
Location of Inspection and Tests GCC 26.2	There will be a need to have the report draft submitted to the Principle Ministry for approval before the final payment of these services.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are N\$ 100.00 per day . The maximum amount of liquidated damages for the whole contract is [4%] of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: Not applicable.
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: Fourteen (14) days

- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

Description	Attached (please tick if submitted and cross if not)	
	Quotation LOT 1	Quotation LOT 2
Provision of Catering Services: Quotation LOT 1 Provision of Décor Services: Quotation LOT 2		
List of Goods and Price Schedule		
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Bid Security/Bid securing declaration		
Company profile, past experience and references where similar services have been provided		
Certified company Registration Certificate;		
Original/ certified valid good Standing Social Security Certificate		
Original/ certified valid good Standing Tax Certificate;		
Valid certified copy of Affirmative Action Compliance Certificate		

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.*