REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

PROCUREMENT MANAGEMENT UNIT

Tel (062) 562249
Fax (061) 2706536
Enquiries: Ms. Kahungirue Mate
+264 81 261 5422

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

Request for Sealed Quotations for Non – Consultancy Services

Provision of catering services for the Social Development Activities in Aminuis Constituency - Leonardville Hall in Omaheke from 12 -16 October 2026.

Procurement Reference No: NCS/RFQ/027- 33/2026

Closing date: Monday, 05 October 2026 at 11h00

Bidders Name: .....

Bid Price: .....

REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

LETTER OF INVITATION

PROCUREMENT REFERENCE NO: NCS/RFQ/027- 33/2026

15 September 2026

TO: PROSPECTIVE BIDDERS

Dear Sir/Madam

Provision of catering services for the Social Development Activities in Aminuis Constituency - Leonardville Hall in Omaheke from 12 -16 October 2026.

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture requests 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. For enquiries, please do not hesitate to contact the following person:

Administrative enquiries:	Mr. Gustav Kanana	Gustav.Kanana@meiysac.gov.na
	Ms. L. van Wyk	Leonie.vanWyk@meiysac.gov.na
Technical enquiries:	Ms Kahungirue Mate	+264 81 261 5422

Please prepare and submit your quotation on **Monday, 05 October 2026 at 11h00**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

16/09/2026

MR. GUSTAV KANANA
DEPUTY DIRECTOR: HEAD OF PMU

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture 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;

Documents must be completed an in indelible ink and shall be signed by a person duly authorised to the bidder's documents.

5. Bid Securing Declaration

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

6. Period for Services: The period of services shall be on **12-16 October 2026**.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be delivered in the Tender Box located at Ministry of Education, Innovation, Youth, Sports, Arts and Culture not later than **Monday, 05 October 2026** at **11h00**. Quotations by post or hand delivered should reach the Ministry of Education, Innovation, Youth, Sports, Arts and Cultures, Head Office, room 226, 2nd floor, Government Office Park, Luther Street, Procurement Management Unit, Windhoek, by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered. Clarifications to be done by e-mail.

10. Opening of Quotations

Quotations will be opened internally by the Ministry of Education, Innovation, Youth, Sports, Arts and Culture immediately after the closing time referred to in section 9 above. A record of the Quotation Opening Report stating the name of the Bidder, the total amount, any discount or alternative offered, the presence or absence of a Bid-Securing Declaration, Written Undertaking and compliance with Mandatory Documents (Section 50 (2)) will be put on the notice board of the Ministry of Education, Innovation, Youth, Sports, Arts and Culture and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Ministry of Education, Innovation, Youth, Sports, Arts and Culture shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

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

Category	Margin of Preference	Documentary Evidence to be provided
MSME	1%	Certified copy of SME registration certificate Declaration indicating the percentage of Namibian MSME ownership
PDP owned enterprises	2%	Certified copy of ID's of all shareholders Certified copy of founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian PDP's ownership
Women owned enterprise	2%	Certified copies of ID's of all share holders Certified copy of Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	ID's of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate Declaration indicating the percentage of Namibian Youth ownership
Service rendered by Namibian citizens	1%	Declaration that bidder employs 50% or more Namibian citizens

In line with the paragraph 9 (3) of the Notice of issuance of code of good practice on preference referred to in section 71 and 72 of the Public Procurement Act, 15 of 2015 bidders are requested to **include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications**.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of services shall be by Letter of Award in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule 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 may be rejected.]***

Quotation Addressed to:	**Ministry of Education, Innovation, Youth, Sports, Arts and Culture**
Procurement Reference Number:	**NCS/RFQ/027- 33/2026**
Subject matter of Procurement:	**Provision of catering services for the Social Development Activities in Aminuis Constituency - Leonardville Hall in Omaheke**

We offer to provide the services detailed in the Scope of Services, 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 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 further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days *[insert number of 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 bid validity.

The service will commence within_____*[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within_____*[insert number]* days 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
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: .....

Procurement Ref No.: NCS/RFQ/027- 33/2026

To: .....
[insert complete name of Public Entity and address]

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***

[This form is to be deleted if Bid Security is not applicable.]

Appendix to Quotation Letter

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: SCOPE OF SERVICES

Provision of catering services for the Social Development Activities in Aminuis Constituency - Leonardville Hall in Omaheke

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/027- 33/2026

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price Incl. VAT
A*	B*	C*	D*	E	F
	Morning Tea Break				
	12 Oct. 2026: Boerewors/ Russian Hotdog, boiled egg with Tea, coffee, fresh Milk & Juice	63			
	13 Oct. 2026: Mince Vetkoek, Russian with Tea, coffee, fresh Milk & Juice	63			
	14 Oct. 2026: Beef, Egg, Cheese & Lettuce Hamburger with Tea, coffee, fresh Milk & Juice	63			
	15 Oct. 2026: Brothers with Chicken Schnitzel, boiled egg with Tea, coffee, fresh Milk & Juice	63			
	16 Oct. 2026: Ham & Cheese Toasted Bread, Russian with Tea, coffee, fresh Milk & Juice	63			
	Lunch				
	12 Oct. 2026: Macaroni, Butternut, Fried Chicken & Beef, assorted 600ml soft drink/Juice	63			
	13 Oct. 2026: Rice, Sweet potatoes, Fried Fish & Brisket meat, assorted 600ml soft drink/Juice	63			
	14 Oct. 2026: Spaghetti, Beetroot salad, Fried Chicken & Beef stew, assorted 600ml soft drink/Juice	63			
	15 Oct. 2026: Rice, Potatoes salad, Fried Fish & Brisket meat, assorted 600ml soft drink/Juice	63			
	16 Oct. 2026: Macaroni, Beetroot salad, Braai meat & Wors, assorted 600ml soft drink/Juice	63			
	Afternoon Tea Break				
	12 Oct. 2026: Doughnut x2 served with assorted fruit, Tea, Coffee, fresh Milk and Juice	63			
	13 Oct. 2026: Cupcakes x2 served with assorted fruit, Tea, Coffee, fresh Milk and Juice	63			
	14 Oct. 2026: Sliced cake served with assorted fruit, Tea, Coffee, fresh Milk and Juice	63			
	15 Oct. 2026: Muffins served assorted fruit, Tea, Coffee, fresh Milk and Juice	63			
	16 Oct. 2026: Sliced cake served with assorted fruit, Tea, Coffee, fresh Milk and Juice	63			
	500 ml still water (126 per day x5 days) (Tropizone)	630			
	TOTAL				

** 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 STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/027- 33/2026**

[Bidders should complete columns C and D with the specifications and Performance standards 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	Provision of catering services for the Social Development Activities in Aminuis Constituency - Leonardville Hall in Omaheke		

* 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:** for the procurement of services (time based) available on the website of the Public Entity *(insert website address)* except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: **NCS/RFQ/027- 33/2026**

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

CLAUSE	CONTRACT DATA
GCC 1.1 Effectiveness of Contract	The services is for the period: **12-16 October 2026**
GCC 1.3.1 Intended Completion date	The services to be completed on **16 October 2026**
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: **Ms. Kahungirue Mate 081 261 5422** The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least:_____
GCC 2.7 Reporting Obligations	The Service Provider shall report to: **Ms. Kahungirue Mate**
GCC 2.10 Performance Security	No Performance Security required
GCC 4.2 Contract Price	The amount payable is as per award letter issued
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider within 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices **shall not be** adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: .....

Description	**Attached (please tick if submitted and cross if not)**
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
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.