REPUBLIC OF NAMIBIA

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

PROCUREMENT MANAGEMENT UNIT

Tel (061) 2706144
Fax (061) 2706236
Enquiries: Mr Gebhard Eshumba

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

Request for Sealed Quotations

SUPPLY AND DELIVERY OF CATERING SERVICES TO 32 PERSONS FOR TRAINING OF PROFESSIONAL BUSINESS DEVELOPMENT SERVICES FOR YOUTH IN AGRICULTURE AT FRANS DIMBARE SKILLS TRAINING CENTRE, IN KAVANGO EAST REGION

Procurement Reference No: NCS/RFQ/027 – 27 / 2026

Closing date: Monday , 31 AUGUST 2026 @ 11h00

Bidders Name.....

Total Price.....

REPUBLIC OF NAMIBIA

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

Letter of Invitation

24 August 2026

SUPPLY AND DELIVERY OF CATERING SERVICES TO 32PERSONS FOR TRAINING OF PROFESSIONAL BUSINESS DEVELOPMENT SERVICES FOR YOUTH IN AGRICULTURE AT FRANS DIMBARE SKILLS TRAINING CENTRE, IN KAVANGO EAST REGION

Procurement Reference Number: G/RFQ/027-27/2026

TO: PROSPECTIVE BIDDERS

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. G.Kanana	Gustav,Kanan@meyisac.gov.na
	Ms. L. van Wyk	Leonie.vanwyk@meiyac.gov.na
Technical enquiries:	Mr G Eshumba	+264 81 3048324

Please prepare and submit your quotation on **Monday, 31 August 2026** at **11h00,** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

25/08/2026

Mr G. KANANA
DEPUTY DIRECTOR: HEAD OF PMU

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 60 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 copy** company Registration Certificate;
(b) have **valid certified copy** Good Standing Tax Certificate;
(c) have a **valid certified copy** 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;

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be from **31 August 2026**.

7. Documents to be submitted

As per paragraph 4 above.

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 Sport, Youth and National Service not later than **Monday, 31 August 2026 at 11h00**. Quotations by post or hand delivered should reach Ministry of Sport, Youth and National Service, Government Office Park, Windhoek, second floor, Room 226 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 Sport, Youth and National Service 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 website of the Ministry of Sport, Youth and National Service and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Ministry of Sport, Youth and National Service 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 contract 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, Sport, Youth, Arts and Culture	
Procurement Reference Number: **NCS/RFQ/027 – 27 /2026**	
Subject matter of Procurement: SUPPLY AND DELIVERY OF CATERING SERVICES TO 32 PERSONS FOR TRAINING OF PROFESSIONAL BUSINESS DEVELOPMENT SERVICES FOR YOUTH IN AGRICULTURE AT FRANS DIMBARE SKILLS TRAINING , IN KAVANGO EAST REGION	

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:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company's Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
<tr><td>Date</td><td></td><td colspan="2">Phone No./E-mail</td></tr>
</table>

BID SECURING DECLARATION

(Section 45 of Act)

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

Date: .....*[Day|month|year]*.....

Procurement Ref No.: NCS/RFQ/027-26/2026

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

SUPPLY AND DELIVERY OF CATERING SERVICES TO 32 PERSONS FOR TRAINING OF PROFESSIONAL BUSINESS DEVELOPMENT SERVICES FOR YOUTH IN AGRICULTURE AT FRANS DIMBARE SKILLS TRAINING CENTRE, IN KAVANGO EAST REGION

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/027 – 27 / 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
1.	**BREAKFAST** **MONDAY** Cornflakes, Boerewors, Eggs, Brown and White Bread with Tea & Coffee & Fresh Milk & Concentrated Juice	32			
	TUESDAY Oats, Viennas, Brown and White Bread with Tea & Coffee & Fresh Milk & Concentrated Juice	32			
	WEDNESDAY Weetbix, Polony & Cheese, Bread with Tea & Coffee & Fresh Milk & Concentrated Juice	32			
	THURSDAY Oats, Boerewors, Scrambled Eggs, White and Brown Bread with Tea, Coffee & Fresh Milk & Concentrated Juice	32			
	FRIDAY Cornflakes, Boerewors, Eggs, Brown and White Bread with Tea & Coffee & Fresh Milk & Concentrated Juice	32			
2.	**MORNING TEA BREAK** **MONDAY** Ham & Cheese Sandwich with Tea, Coffee, Fresh Milk & Concentrated Juice	32			
	TUESDAY Toasted Bread with Tuna Salad, Tea, Coffee, Fresh Milk & Concentrated Juice	32			
	WEDNESDAY Sandwich with Egg Mayonnaise, Tea, Coffee, Fresh Milk & Concentrated Juice	32			

	THURSDAY Toasted Bread with tomato and Cheese , Tea, Coffee, Fresh Milk & Concentrated Juice	32			
	FRIDAY Toasted Bread with Fried Eggs, Tea, Coffee, Fresh Milk & Concentrated Juice	32			
3.	**LUNCH** **MONDAY** Rice & Steamed veggies, Fried Chicken & Beef Stew, Assorted 600ml Soft Drinks	32			
	TUESDAY Rice served with Potato Salad and Pumpkin, Fried Hake Fillet, Chicken Stew, Assorted 600ml Soft Drink	32			
	WEDNESDAY Spaghetti Roasted Pork & Meatballs, Assorted 600ml Soft Drink	32			
	THURSDAY Pap, Fried Chicken Drumstick & Beef Stew, Assorted 600ml Soft Drink	32			
	FRIDAY Tuna Noodle Salad served Braai Meat, Boerewors, 600ml Soft Drink	32			
4.	**AFTERNOON TEA BREAK** **MONDAY** Vanilla Muffins served with assorted Fruit, Tea & Coffee, Fresh Milk & Concentrated Juice	32			
	TUESDAY Lemon Flavor Cupcakes served with assorted Fruit, Tea & Coffee, Fresh Milk & Concentrated Juice	32			
	WEDNESDAY Vanilla and Chocolate Sliced Cake served with Tea & Coffee, Assorted Fresh Fruit, Tea & Coffee, Fresh Milk & Concentrated Juice	32			
	THURSDAY Vanilla Muffins served assorted Fruit, Tea, Coffee, Fresh Milk and Concentrated Juice	32			
	FRIDAY Doughnuts served with assorted Fruit, Tea, Coffee, Fresh Milk and Concentrated Juice	32			
5.	**DINNER** Sunday Arrival Dinner Beef Mince Soup with spaghetti, Concentrated Juice, Fruit	32			
	MONDAY Rice, Beef Stew and Chicken Drumstick and Steamed Vegetable, Assorted 600ml Soft Drinks,	32			

	TUESDAY Porridge with Salsa, Fried River Fish & Beef Stew, assorted 600ml Soft Drink	32			
	WEDNESDAY Macaroni served with Beef Stew and Butternut, 600ml Assorted Soft Drink,	32			
	THURSDAY Porridge, Gravy, Fried Chicken & Beef Braai, Assorted 600 Soft Drinks	32			
6.	500ml Water Still (2per day x 5 days)				
				VAT @%	
				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 – 27 /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.	SUPPLY AND DELIVERY OF CATERING SERVICES TO 32 PERSONS FOR TRAINING OF PROFESSIONAL BUSINESS DEVELOPMENT SERVICES FOR YOUTH IN AGRICULTURE AT KEETMANSHOOP MULTI-PURPOSE YOUTH RESOURCE CENTRE, IN //KHARAS REGION		

* 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/027 – 27 /2026** 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 – 27 / 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 Contract *shall* to come into effect as from **31 August 2026**.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : **Mr. Gerbhard Eshumba – 0812894559** 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. L Van Wyk
GCC 2.10 Performance Security	No Performance Security required
GCC 4.2 Contract Price	The amount payable is as per purchase order 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
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.: NCS/RFQ/027 – 27/ 2026

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.*

31 Aug 2026
NCS/RFQ/027 - 27/2026

REQUEST FOR PROCUREMENT

Ministry of Education, Innovation, Youth, Sports, Art And Culture
Procurement Management Unit
24 AUG 2026
Private Bag 13391 Windhoek

Directorate: **YOUTH DIRECTORATE**

Delivery Period: **September 2026**

Division / Subdivision: Training and Employment

Motivation: Catering services needed inclusive of Breakfast, tea-breaks, lunch, water and dinner to host the youth during training for professional business development services for the youth agriculture co-operatives in Namibia, **14 – 19 September 2026.**

Cluster 2: Zambezi, Kavango East, Kavango West, Omusati, Oshana, Ohangwena and Oshikoto

Venue: Frans Dimbare Youth Skills Training Centre, Divindu
Number of Participants: 32

Enquiries: Gebhard Eshumba	**Telephone: 081 2894559**
Goods / Services / Works required: and Specifications	**Quantity**
1. Breakfast x 21persons	5days
2. Morning Tea-break & Afternoon tea-breaks	5days
3. Lunch with 330ml soft drink persons	5days
4. Dinner x 21persons	5days
5. 500ml still water x2 per day	5days

Confirmation of availability of funds by the FDC Holder

I hereby confirm that funds are available on the following budget vote code: 2703 270 1400 0100

Ministry Of Education, Innovation, Youth, Sports, Arts And Culture
Budget Control
06 AUG 2026

Budgeted amount: 10 100 000.00

Year-To-Date Expenditure: 1879 812.62

Funds available: 8049 187.38

Signature of the Director: _____ **Date:** 04/07/26

Signature of the Financial Advisor: _____ **Date:** 10/08/2026

Approved by the Executive Director: _____ **Date:** 18/08/2026

REPUBLIC OF NAMIBIA

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

YOUTH, SPORTS AND NATIONAL SERVICE

Tel: +264 61 270 6000
Fax: +264 61 245939
Enquiries: Gebhard Eshumba
E-mail: eshumbaii02@gmail.com

NIDA Building, Goethe Street,
Private Bag 13391
WINDHOEK

SUBMISSION

To: Mr. Gerard N. Vries
Executive Director
MEIYSAC

From: _____
Mr. Gebhard Eshumba
Acting Chief Youth Officer – Employment

Date: 03 August 2026

SUBJECT: **REQUEST FOR APPROAVAL FOR AMENDMENT TO THE APPROVED SUBMISSION ON THE PROCUREMENT OF THREE SERVICE PROVIDERS FOR PROFESSIONAL BUSINESS PLAN DEVELOPMENT FOR YOUTH AGRICULTURAL CO-OPERATIVES, 31 AUGUST TO 05 SEPTEMBER 2026 AND 14 – 19 SEPTEMBER 2026 RESPECTIVELY.**

PURPOSE

Seeking approval from the Executive Director for:

1.1 Approval for the second amendment to the approved submission regarding the procurement of three (3) service providers to facilitate professional business plan development for youth agricultural co-operatives in Namibia.

1.2 Travelling for the youth participants and officials for the business development training to travel on **Monday and travel back on Saturday**. Training activities to start in Tuesday and finishes on Friday afternoon.

1.3 Training for youth agriculture co-operatives business plan development to be facilitated and developed by officials from the Ministry of Agriculture, Fisheries Water and land Reform together with Ministry officials.

1.5 Regions to be divided into two clusters and training will take place at Keetmansoop Multi-Purpose Youth Resource Centre for **cluster 1** and **cluster 2** at Frans Dimbare Youth Skills Training Centre

1.6 Procurement of **catering services** for the youth during the youth agriculture co-operative professional business plan development.

1.7 The new dates for the youth agriculture co-operatives business plan development training is **31 August to 05 September 2026 for cluster 1**and **14 -19 September 2026.** Respectively.

2. BACKGROUND AND MOTIVATION

Following the approval of the submission, the Directorate Youth Development engaged the Ministry of Agriculture, Fisheries, Water and Land Reform, through its Co-operative Development Division, to explore more opportunities for collaboration. During these consultations, it was established that the Ministry of Fisheries, Water and Land Reform has the technical capacity and staff, Business (Development Analysts) mandated to provide business plan development support to registered co-operatives in Namibia.

In view of this development, we kindly request the revocation of the procurement request of three (3) external service providers that were initially proposed to deliver professional business plan development services for the youth agriculture co-operatives. Instead, these services will be provided by officials from the Ministry of Agriculture, Fisheries, Water and Land Reform at no professional consultancy cost to the Ministry.

The use of the Ministry of Agriculture, Fisheries, Water and Land Reform officials will result in significant cost savings by eliminating the expenditure that would have been incurred through the procurement of private service providers via the tender process.

This collaborative approach also strengthens inter-ministerial cooperation while ensuring that youth agricultural co-operatives receive quality technical support from government specialists.

Consequently, the following amendments to the approved programme are proposed:

- The business plan development sessions will be facilitated by officials from the Ministry of Agriculture, Fisheries, Water and Land Reform instead of externally procured service providers.
- The duration of each clustered training workshop will be reduced from four (6) days to four days as per ED request.
- The regional clustering will be changed to two clusters. However, the trainings will no longer be conducted concurrently. **This adjustment is necessary due to the limited number of technical officials available within the Ministry of Agriculture, Fisheries, Water and Land Reform to facilitate the sessions.**
- The procurement for catering services (meals and refreshments) will be amended to cover the duration of training.

- The number of Ministry officials co-facilitating the training and the number of youth participants will remain unchanged.

The Management will officiate the event, as their presence will provides strategic leadership, demonstrates the directorate's commitment to youth entrepreneurship, and motivates participants.

They will engage regional leadership and the Lifelong Learning division to strengthen collaboration and coordination on youth empowerment initiatives. Their participation also offers an opportunity to discuss the directorate's decentralization programme, align activities at the regional level, and promote effective implementation of decentralized youth development programmes that support agricultural entrepreneurship.

Revised training plan with cluster and their regions is as follows:

Cluster 1		
//Karas Hardap Omaheke Khomas Erongo Kunene Otjozondjupa	Keetmansoop Multi-Purpose Youth Resource Centre	**31 August to 05 September 2026**

	Cluster 2	
Regions as clustered	**Venue**	**Dates (proposed)**
Cluster		
Zambezi Kavango East Kavango West Omusati Oshana Ohangwena Oshikoto	Frans Dimbare Youth Skills Training Centre	**14 – 19 September 2026**

3. FINANCIAL IMPLICATIONS

3.1 DSA for youth Officers at rate 1 for own meals and accommodations while attending the youth.

Cluster 1 (Keetmanshoop)

Youth officers: 31 August to 02 September 2026

N$1,378 x 5days x 10 persons = **N$68,900.00**

Cluster 2 (Frans Dimbare)

Youth officers: 14 – 16 September 2026.

N$1,274x5days x 10 persons = **N$57,330.00**

3.2 DSA Management

1. Mr. Nicolars Tembwe – 31 August to 05 September 2026 (Keetmanshop)

DSA: N$1,401 x 2days x 1person = **N$3,802. 00**

Kilometres: 500 km x 2 x 7, 15 = **N$7,150.00**

2. Mr. Lysias T. Haiduwa – 14 – 19 September 2026 (Frans Dimbare)

DSA: N$1, 516 x 2days x 1person = **N$3,032.00**

Kilometres: 915 km x 7, 15 x 2 = **N$13,084.50**

VOTE: 01 27 03 ~~001 0500~~ 021 010 1 **COMMITMENT NO:** 26/03-001/21

Appropriation budget: N$ 4.576.770.00
Amount Spend: N$ 1.530.99.:.95...
Amount requested: **N$ 153, 298.50 (estimate)**
Balance after commitment: N$ 2.893.271.55

Ministry Of Education, Innovation, Youth, Sport... Finance Section - YSA... Budget Control... 06 AUG 202... Private Bag 1339...

3.3 Procurement request for Catering Services

The training will need expenditures related to meals for youth participants. Catering in the form of breakfast, tea-breaks (morning and afternoon), lunch and dinner.
Participants: Each co-operative will represented by 3 members. One of the region has more than one youth agriculture.
Cluster 1: 32 participants
Cluster 2: 32 participants

VOTE: 01.27.03.027.0100 **COMMITMENT NO:** 26/03-001-41

Appropriation budget: N$ 10.130.000.00
Amount Spend: N$ 6.403.305.28
Amount requested: **N$ 90,000.00(estimate)**
Balance after commitment: N$ 3.636.634.72

Ministry Of Education, Youth, Sports, Arts And Culture
Finance - Budget Control - YSAS
06 AUG 2026
Private Bag 13391 Windhoek

3.4 Overtime

This submission is also requesting for the approval of official travelling on Saturday, especially the drivers to be remunerated in line with the provision of the Labour Act.

VOTE: 01.27.03.021.0500 **COMMITMENT NO:** 26.103-001-21

Appropriation budget: N$ 4.576.770.00
Amount Spend: N$ 1.538.199.95
Amount requested: **N$ (8,000.00(estimate)**
Balance after commitment: N$ 3038.570.05

3.5 Transport schedule as outlined in the training schedule plan

Transport will be needed to transport both the youth officers and the youth to the venue of the training. If no ministerial transport available, officials can pool vehicles from government garages in their respective regions.

Cluster 1: and their regions	**Driver**	**Vehicle type**	**Route**
Cluster 1 and their regions: Keetmashoop Multi-Purpose Youth Resource Centre 31 August to 05 September 2026),			
//Karas,	Kanguvi Reonald	Double cab bakkie	Karusberg, Berseba to Keetmanshoop, back
Otjozondjupa	Johanna Itondoka	Double cub bakkie	Otjiwarongo to Keetmashoop back
Kunene	Edwin Matundu	Double cab bakkie	Kamanjab to Keetmanshop and back
Omaheke	Jafet Mbwende	Double cab bakkies	Gobabis to Keetmanshop and back
Erongo, Khomas, Hardap	Aksel Shuudeni Mwafangeyo	Quantum Cubi	Usakos, Utiseb, Uis, Windhoek, Rehoboth and back

Cluster 2 and their regions: Frans Dimbare Youth Skills Training Centre 14 – 19 September 2026			
Zambezi	Juliet Busiwalelo	Double cab	Katima Mulilo to Frans Dimbare and back
Omusati,Oshana,Oshikoto and Ohangwena Kavango West and Kavango East	Gabriel Nghifikepunye(driver	28 Seater bus(Iveco)	Oshifo, Oshakati, Omuthiya, Eenhana, Nkurenkuru, Rundu to Frans Dimbare and back
Northern regions	Laina Konia Niita	Double cab for the officials	Okahao, Oshakati, Omuthiya, Eenhana, Nkurenkuru, Rundu to Frans Dimbare and back

VOTE: ..... **COMMITMENT NO:** .....

TRANSPORT SECTION COMMITMENT
0 AUG 2026
PRIVATE BAG 13391 WINDHOEK NAMIBIA

Appropriation budget: N$ 11,203 000.00
Amount Spend: N$ 2,989,810.65
Amount requested: **N$ (20,000.00(estimate)**
Balance after commitment: N$ 8,000,189.35

4. PERSONAL IMPLICATIONS

4.1 Youth officers to accompany the youth

1. Ronald Kanguvi - ǁKharas region
2. Faith Lilemba - Hardap region
3. Kahungirue Mate - Omaheke region
4. Aksel Mwafangeyo – Erongo region
5. Petrus Shilongo – Khomas region
6. Cathrine Bayole - Zambezi region
7. Juliet Buswalelo– Zambezi region
8. Abrosius Munyoka - Kavango East region
9. Kashella Anna – Marry - Kavango West
10. Johana Itondoka - Otjozondjupa region
11. Easter Mokaxua - Ohangwena region
12. Tomas Nahambo - Oshikoto region
13. Laina Konias - Oshana region
14. Ilonga Kaushiwetu - Omusati region
15. Edwin Matundu - Kunene region
16. Jafet Mwende – Omaheke region

17. Maria Ribebe - Khomas region
18. Aune Uulumbu – Khomas region
19. Gabriel Nghifikepunye (driver)
20. Gebhard Eshumba - Youth agriculture co-operative, Coordinator (Keetmanshoop)

Management
1. Nicolars Tembwe
2. Lysias Tangeni Haiduwa

5. RECOMMENDATIONS
It is recommended that approval be granted for amended submission as it will enhance the quality of the business plan development process while ensuring prudent utilisation of public funds.

Supported/~~Not supported~~

Mr. Lysias T. Haiduwa
DEPUTY DIRECTOR: TRAINING AND EMPLOYMENT

04/08/2026
DATE

Recommended /~~Not Recommended~~

Mr. Nicolars Tembwe
DIRECTOR: YOUTH

04/07/2026
DATE

Mrs. Aune Hasheela
DIRECTOR: YOUTH - CONTROL ADMINISTRATIVE OFFICER (Transport)

06/08/2026
DATE

10 AUG 2026

Mr. Gottfried Kandingua
DEPUTY DIRECTOR: FINANCIAL ADVISOR

10/08/2026
DATE

APPROVED/~~NOT APPROVED~~

Gerard N. Vries
EXECUTIVE DIRECTOR

18 AUG 2026
18/08/2026
DATE

REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

CO-OPERATIVES MEMBERS REFRESHER AND BUSINESS PLAN COURSE

31 August TO 05 SEPTEMBER - 2026

VENUE: Keetmanshoop Youth Skills Training Centre

FACILITATOR: DCDR

Day 1: Monday 31 August 2026, Travelling to Keetmanshop

Day 1 : Tuesday 01 September 2026		
08:00 – 08:15	**Official Opening** **Introduction of participants and facilitators**	Mr. Nicolars Tembwe
08:15 – 08:40	○ Introduction of the business plan training ○ Expectations of participants	Facilitator
08:40 – 10:00	○ Learning outcomes ○ Entrepreneurship and Entrepreneur ○ Business Idea	Facilitator/ Youth
10:01 – 10:30	**Morning Break Idea**	
10:30 -11:30 11:30: 13:00	○ Researching the feasibility of the business idea ○ Conducting a market analysis	Facilitator/ youth
13:00 – 14:00	**Lunch Break**	
14:00 – 15:30	○ Implementation plan ○ Business planning vs Business plan	Facilitator/ Youth
15:30 – 15:45	**Afternoon Break**	

15:45 – 17:00	○ Reasons for drawing up a business plan	Facilitator/ youth
Day 2: Wednesday 02 September 2026		
08:00 – 8:30	Recap of day Two	Facilitator
08:30 – 10:00	○ Components of a business plan ○ Cover sheet ○ Table of Contents ○ Executive Summary ○ Business description	Facilitator
10:00 – 10:30	**Tea Break**	
10:30 – 13:00	○ Situational Analysis ○ SWOT Analysis	Facilitator/youth
13:00 – 14-00	**Lunch Break**	
14:00 – 15:30	○ Marketing plan	Facilitator/youth
15:30 – 15:45	**Afternoon Break**	
15:45 – 17:00	○ Marketing plan continues	Facilitator
Day 3: Thursday 03 September 2026		
08:00 – 08:30	Recap of day Three	Facilitator/youth
08:30 – 10:00	○ Operations (Productions) and Management Plan ○ Organisational Chart	Facilitator
10:00 – 10:30	**Tea Break**	
10:30 – 13:00	○ Financial plan • Projected Income and Expenditure • Projected Balance sheet • Projected Cash Flow	Facilitator/ youth
13:00 – 14:00	**Lunch Break**	
14:00 – 15:30	○ Appendices ○ How to evaluate the Business plan	Facilitator/youth

15:30 - 15:45	**Afternoon Break**	
15:45 - 17:00	○ Sources of Finance ○ Collateral or security	Group work /youth
Day 4: Friday 04 September 2026		
08:00 – 08:30	Recap of the day Four	Facilitator
08:30 – 10:00	Drawing up of a business plan for each co-operative	Group work
10:00 – 10:30	**Morning break fast**	
10:30 – 13:00	Drawing up…. continue	Group work
13:00 – 14:00	**Lunch**	
14:00 – 15:30	Drawing up…. continue	Facilitator
15:30 – 15:45	Drawing up…. continue	
15:45 – 17:00	**Way forward and Closure**	Facilitator

05 September 2026, travelling back to destinations

REPUBLIC OF NAMIBIA

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

YOUTH, SPORTS AND NATIONAL SERVICE

Tel: +264 61 270 6000
Fax: +264 61 245939
Enquiries: Gebhard Eshumba
E-mail: eshumbag02@gmail.com

NIDA Building, Goethe Street,
Private Bag 13391
WINDHOEK

SUBMISSION

To: Mr. Gerard N. Vries
Executive Director
MEIYSAC

From:
Mr. Gebhard Eshumba
Acting Chief Youth Officer – Employment

Date: 06 May 2026

SUBJECT: **REQUEST FOR THE PROCUREMENT OF THREE SERVICE PROVIDERS FOR THE PROFFESIONAL BUSINESS DEVELOPMENT SERVICES FOR THE YOUTH AGRICULTURE CO-OPERATIVES IN NAMIBIA, 15 – 19 JUNE 2026.**

1. PURPOSE

Seeking approval from the Executive Director for:

1.1 Procurement **of three service providers** for professional business development services for the youth agriculture co-operatives in Namibia: Developing bankable business plans, preparing comprehensive financial forecasts, financial statements and enhancing their readiness to access funding from the National Youth Development Fund.

1.2 Support with **meals procurement** for the youth during the four days business development training through Travel Agencies, preferable with Trip travel.

1.3 **DSA** for the Youth Officers responsible for youth agriculture co-operatives in the regions that will accompany the youth to the training.

2. BACKGROUND AND MOTIVATION

The Ministry of Education, Innovation, Youth, Sport, Arts and Culture, through the Directorate of Youth Development, has successfully implemented a key directive from the SWAPO Party Manifesto Implementation Plan to establish at least one Youth Agriculture Co-operative in each of the fourteen regions of Namibia. These co-operatives have now been formally established and registered with the Registrar of Co-operatives, marking a significant milestone in promoting youth participation in agriculture, rural development, and economic empowerment.

Following their establishment, these co-operatives are expected to access financial support from the National Youth Fund to operationalize and scale their agricultural activities. However, access to such funding requires the submission of bankable business plans and credible financial forecasts that meet standard investment and lending criteria.

A critical challenge has emerged as most members of these co-operatives are unemployed youth with limited formal education and minimal exposure to business planning, financial modelling, and enterprise management. As a result, they are unable to independently develop high-quality, fundable business proposals. This gap poses a serious risk of delayed or failed access to funding, which could undermine the sustainability and impact of the Youth Agriculture Co-operative Programme.

Despite successful establishment and registration, Youth Agriculture Co-operatives face the following constraints:

- Lack of technical capacity to develop bankable business plans
- Inadequate skills in financial forecasting and budgeting
- Limited understanding of funding requirements under the National Youth Fund
- Risk of exclusion from financing opportunities due to poor-quality applications.

Without targeted technical support, these co-operatives may fail to transition from establishment to full operation, thereby compromising the intended outcomes of job creation, food security, and youth economic empowerment.

Therefore it is against this background that the directorate proposes the appointment of **three (3) professional service providers** with expertise in: Agribusiness development, Business plan development, Financial modelling and fore casting and Enterprise incubation and mentorship. Each service provider will be assigned to a **regional cluster** to ensure efficiency, cost-effectiveness, and localized support.

The regions are grouped into three clusters as follows:
Cluster 1:

- **||Kharas**
- Hardap
- Omaheke
- Erongo
- Khomas

Cluster 2:

- Zambezi
- Kavango East
- Kavango West
- **Otjozondjupa**

Cluster 3:

- Ohangwena
- Oshikoto
- **Oshana**
- Omusati
- Kunene

Each service provider will be responsible for delivering **four (4) days training services** within their assigned cluster assisting youth co-operative beneficiaries to develop a bankable business plan as per National Youth Development requirements. Each youth agriculture co-operative will be represented by three (3) leadership members.

The training will take place at our multi-purpose youth resource centres where youth will be accommodated and provided with meals for the durations of training and under the guidance of the service providers and youth officers responsible for agriculture co-operative in each region.

Cluster 1: The training will take place at Keetmanshoop Multi-Purpose Youth Resource Centre.
Cluster 2: The training will take place at Maria Mwengere Cultural Centre.
Cluster 3: The Training will take place at Oshakati Multi-Purpose Youth Resource Centre.

3. FINANCIAL IMPLICATIONS

3.1 DSA for youth Officers at rate 1 for own meals and accommodations while accompanying the youth.

Youth officers 15 – 19 June 2026.

Cluster 1: N$1274 x 6persons x 4days = N$30,576.00

Cluster 2: N$1318 x 4persons x 4days = N$21,088.00

Cluster 3: N$1156 x 4persons x 4days = N$18,496.00

Head office (1 officials and 1 management staff)

Officials

Cluster 1: N$1274 x 1person x 2days = N$2,548.00

Cluster 2: N$ 1318x 1persons x 2days = N$2,636.00

Management

N$1272 x 1persons x 4days = N$5,088.00

Kilometres

700kmx 2 x 7.50 = 10,500.00

5. RECOMMENDATIONS

It is recommended that the Executive Director, grant approval to the submission as presented.

Supported/~~Not supported~~

Mr. Lysias Tangeni Haiduwa
DEPUTY DIRECTOR: Resource coordination and programme

06/05/2026
DATE

Recommended /~~Not Recommended~~

Mr. Nicolars Tembwe
DIRECTOR: YOUTH

18/05/2026
DATE

Ministry Of Education, Innovation, Youth, Sports, Arts And Culture
Directorate of Finance - YSAC
Financial Advisor
21 MAY 2026
Private Bag 13391 Windhoek

Mr. Godfried Kandingua
DEPUTY DIRECTOR: FINANCIAL ADVISOR

DATE

APPROVED/~~NOT APPROVED~~

Gerard N. Vries
EXECUTIVE DIRECTOR

15 JUN 2026

10/06/2026
Date

REQUEST FOR PROCUREMENT

Directorate: **YOUTH DIRECTORATE:**	
Delivery Period: May 2026	
Division / Subdivision: Training and Employment	
Motivation: Consultancy services for professional business development for the youth agriculture co-operatives in Namibia: **Cluster 2**: **Zambezi(horticulture), Kavango East(Poultry) ,Kavango West (horticulture) and Otjozondjupa(Daily farming)** **Date:** 15 – 19 June 2026 **Venue:** Maria Mwengere Cultural Centre **Number of Participants:** 12 Youth	
Enquiries: Gebhard Eshumba	**Telephone: 0812894559**
Goods / Services / Works required: and Specifications	**Quantity**
1. Facilitate **business planning workshops**	4 days
2. Develop **bankable business plans** tailored to each co-operative.	4 (1 per region)
3. Prepare **detailed financial forecasts**, including: Cash flow projections, Income statements and Balance sheets	Each
4. Provide **one-on-one mentorship and coaching**	Each
5. Align all documents with **National Youth Fund requirements**	Each
6. Support co-operatives during the **application submission process**	Each

Confirmation of availability of funds by the FDC Holder

I hereby confirm that funds are available on the following budget vote code: 01 27 03 027 0100

Budgeted amount: expenditure to be paid from the vote 27 03 027 0100

Year-To-Date Expenditure: 10 100 000.00

Funds available: 20 59 812.62

7952 827.35

MINISTRY OF SPORT, YOUTH AND NA... FINANCE SECTI... BUDGET ...
2026

Signature of the Director: _____ Date: 18/05/2026

Signature of the Financial Advisor: _____ Date: 21.05.2026

Approved by the Executive Director: _____ Date: 10/06/2026

15 JUN 2026

REQUEST FOR PROCUREMENT

Directorate: **YOUTH DIRECTORATE:**

Delivery Period: May 2026

Division / Subdivision: Training and Employment

- **Motivation:** Consultancy services for professional business development for the youth agriculture co-operatives in Namibia: **Cluster 3**: **Ohangwena, Oshikoto, Oshana, Omusati and Kunene**

Date: 15 – 19 June 2026
Venue: Oshakati Multi-Purpose Resource Youth Centre
Number of Participants: 15 Youth

Enquiries: Gebhard Eshumba	**Telephone: 0812894559**
Goods / Services / Works required: and Specifications	**Quantity**
1. Facilitate **business planning workshops**	4 days
2. Develop **bankable business plans** tailored to each co-operative.	4 (1per region)
3. Prepare **detailed financial forecasts**, including: Cash flow projections, Income statements and Balance sheets	Each
4. Provide **one-on-one mentorship and coaching**	Each
5. Align all documents with **National Youth Fund requirements**	Each
6. Support co-operatives during the **application submission process**	Each

Confirmation of availability of funds by the FDC Holder

I hereby confirm that funds are available on the following budget vote code: 01 27 03 027 0100

Budgeted amount: expenditure to be paid from the vote 27 03 0270100

Year-To-Date Expenditure: 10 100 000.00

Funds available: 2059 812.62

7952 827.35

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
FINANCE SECTION
BUDGET CONTROL
PRIVATE BAG 13
WINDHOEK

Signature of the Director: _____ Date: 18/05/2026

Signature of the Financial Advisor: _____ Date: 21.05.2026

Approved by the Executive Director: _____ Date: 10/06/2026



REQUEST FOR PROCUREMENT

Directorate: **YOUTH DIRECTORATE:**	
Delivery Period: June 2026	
Division / Subdivision: Training and Employment	
Motivation: Consultancy services for professional business development for the youth agriculture co-operatives in Namibia: **Cluster 1:‖Kharas, (Small Stock), Hardap (Horticulture) ,Omaheke(Mixed, Poultry and horticulture), Erongo (poultry)and Khomas(horticulture)** **Date:** 15 – 19 June 2026 **Venue:** Keetmanshop Multi-Purpose Youth Centre **Number of Participants:** 15 Youth	
Enquiries: Gebhard Eshumba	**Telephone: 0812894559**
Goods / Services / Works required: and Specifications	**Quantity**
1. Facilitate **business planning workshops** to	4 days
2. Develop **bankable business plans** tailored to each co-operative.	4(1 per region)
3. Prepare **detailed financial forecasts**, including: Cash flow projections, Income statements and Balance sheets	Each
4. Provide **one-on-one mentorship and coaching**	Each
5. Align all documents with **National Youth Fund requirements**	Each
6. Support co-operatives during the **application submission process**	Each

Confirmation of availability of funds by the FDC Holder

I hereby confirm that funds are available on the following budget vote code: 01.27.03.027.0100

Budgeted amount: expenditure to be paid from the vote 27 03 027 03 027 0100

Year-To-Date Expenditure: 10 100 000.00

Funds available: 2059 812.62

7 952 827.35

MINISTRY OF YOUTH AND NATIONAL SERVICE, SPORT, ARTS AND CULTURE
FINANCE SECTION
BUDGET CONTROL
2026 -05- 19
PRIVATE BAG 13
WINDHOEK N

gw

Signature of the Director:

Date: 18/05/2026

Signature of the Financial Advisor:

Date: 21 MAY 2026

Approved by the Executive Director:

Date: 18/06/2026

15 JUN 2026

REQUEST FOR PROCUREMENT

Directorate: **YOUTH DIRECTORATE:**

Delivery Period: 15 – 19 June 2026

Division / Subdivision: **Training and Employment**

Motivation: Catering services needed inclusive of Breakfast, tea-breaks, lunch, water and dinner to host the youth during training for professional business development services for the youth agriculture co-operatives in Namibia, 15 – 19 June 2026.

Cluster 1: //Karas, Hardap, Omaheke, Khomas and Erongo
Venue: Keetmashop Multi-Purpose Youth Resource Centre
Number of Participants: 15 Youth trainees

Enquiries: Gebhard Eshumba	**Telephone: 081 2894559**
Goods / Services / Works required: and Specifications	**Quantity**
1. Breakfast for 15 persons	4days
2. Morning Tea-break & Afternoon tea-breaks 20 persons	4days
3. Lunch with 330ml soft drink15 persons	4days
4. Dinner for 15 persons	4days
5. 500ml still water x2 per day 20 persons	4days

Confirmation of availability of funds by the FDC Holder

I hereby confirm that funds are available on the following budget vote code: 2703 270 ~~1400~~ 2100

Budgeted amount: 10 100 000.00

Year-To-Date Expenditure: 1 879 812.62

Funds available: 8049 187.38

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
FINANCE SECTION
BUDGET CONTROL
2026 -05- 19
PRIVATE BAG 13391 WINDHOEK

Signature of the Director: _____ **Date:** 18/05/2026

Ministry of Education, Youth, Sports, Arts And Culture
Directorate: Youth National Service - YSNS
Private Bag 13391, Windhoek
21 MAY 2026

Signature of the Financial Advisor: _____ **Date:** _____

MINISTRY OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
OFFICE OF THE EXECUTIVE DIRECTOR
15 JUN 2026
Private Bag 13391, Windhoek

Approved by the Executive Director: _____ **Date:** 10/06/2026

REQUEST FOR PROCUREMENT

Directorate: **YOUTH DIRECTORATE:**	
Delivery Period: 15 – 19 June 2026	
Division / Subdivision: Training and Employment	
Motivation: Catering services needed inclusive of Breakfast, tea-breaks, lunch, water and dinner to host the youth during training for professional business development services for the youth agriculture co-operatives in Namibia, 15 – 19 June 2026. **Cluster 2**: Zambezi, Kavango East, Kavango West and Otjozondjupa **Venue:** Maria Mwengere Cultural Centre **Number of Participants:** 12 Youth trainees	
Enquiries: Gebhard Eshumba	**Telephone: 081 2894559**
Goods / Services / Works required: and Specifications	**Quantity**
1. Breakfast for 15 persons	4days
2. Morning Tea-break & Afternoon tea-breaks 20 persons	4days
3. Lunch with 330ml soft drink15 persons	4days
4. Dinner for 15 persons	4days
5. 500ml still water x2 per day 20 persons	4days

Confirmation of availability of funds by the FDC Holder

I hereby confirm that funds are available on the following budget vote code: 2703 270 ~~1400~~ 0100

Budgeted amount: 10 100 000.00

Year-To-Date Expenditure: 1 879 812.62

Funds available: 8049 187.38

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
FINANCE SECTION
BUDGET CONTROL
2026 -05- 19
PRIVATE BAG 13391
WINDHOEK NAMIBIA

Ministry of Education, Innovation, Youth, Sports, Arts And Culture
Director: Financial Advisor
02 JUN 2026
Private Bag 13391, Windhoek

Signature of the Director: _____ **Date:** 18/05/2026

Signature of the Financial Advisor: _____ **Date:** 02/06/2026

MINISTRY OF EDUCATION, ARTS AND CULTURE
YOUTH DIRECTORATE
15 JUN 2026
PRIVATE BAG 13186, WINDHOEK

Approved by the Executive Director: _____ **Date:** 10/06/2026

VOTE: 01.27.03.001.0300 COMMITMENT NO: 26/03-001-21

Appropriation budget: N$ 4576770.00
Amount Spend: N$ 487.041.95
Amount requested: **N$94,912.00(estimate)**
Balance after commitment: N$ 3994.816.05

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
FINANCE SECTION
BUDGET CONTROL
2026 -05- 19
PRIVATE BAG 13391
WINDHOEK NAMIBIA

32. Procurement for Service providers

The Directorate proposes the appointment of **three (3) professional service providers**. Each service provider will be responsible for delivering four (4) days training services within their assigned cluster, assisting youth co-operative beneficiaries to develop a bankable business plan. Attached please find the procurement request for each cluster.

VOTE: 01.27.03.027.0100 COMMITMENT NO: 26/03-027-41

Appropriation budget: N$ 10100.000.00
Amount Spend: N$ 1.879.812.62
Amount requested: **N$ 180,000.00 (estimate)**
Balance after commitment: N$ 8.049.187.38

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
FINANCE SECTION
BUDGET CONTROL
2026 -05- 19
PRIVATE BAG 13391
WINDHOEK NAMIBIA

3.3 Procurement for Meals Service Supply

The training will need expenditures related to meals for youth participants. Procurement for meals, in the form of breakfast, tea-breaks (morning and afternoon), lunch and dinner. The meals will procured through the Travel Agencies, **Trip travel**. Attached please find the procurement request per cluster.

VOTE: 01.27.03.027.0100 COMMITMENT NO: 26/03-027-42

Appropriation budget: N$ 10.100.000
Amount Spend: N$ 2.059.812.62
Amount requested: **N$ 87,360.00(estimate)**
Balance after commitment: N$ 7.952.827.38

MINISTRY OF SPORT, YOUTH AND NATIONAL SERVICE
FINANCE SECTION
BUDGET CONTROL
2026 -05- 19
PRIVATE BAG
WINDHOEK

3.4. Transport schedule 15 -19 June 2026

Transport will be needed to transport both the youth officers and the youth to the venue of the training. If no ministerial transport available, officials can make use of vehicles from government garages.

Cluster 1 and regions	**Driver**	**Vehicle type**	**Route**
Erongo, Khomas and Hardap	Aksel Mwafangeyo	Quantum cumbi	Usakos, Rehoboth Keetmashop and back
//Karas	Ronald Kanguvi	Double cab	Berseba to Keetmanshop and back
Omaheke	Juliet Mbuswalelo	Double cab	Gobabis to Keetmanshop and back
Cluster 2 and regions			

Zambezi	Ben Munyandi(driving role) Kathrine Bayole	Double cab	Katima Mulilo to Rundu and back
Kavango East	Siegbert Kandhimi	Double cab	Rundu
Kavango West	Kashella Anna-Mary	Double cab	Nkurenkuru to Rundu and back
Otjozondjupa	Johana Itondoka	Double cab	Otjiwarongo Rundu and back
Cluster 3 and regions			
Kunene and Omusati	Sau Kakongo	Quantum cumbi	Khorixas, Okahao and Oshakati
Ohangwena	Alfeus Kapolo	Double cab	Eehnana to Oshakati and back
Oshikoto	Tomas Nahambo	Double cab	Omuthiya to Oshakati and back

VOTE: ..... **COMMITMENT NO:** .....

Appropriation budget: N$ 11 203 000.00
Amount Spend: N$ 1 432 353.25
Amount requested: **N$ (15,000.00(estimate)**
Balance after commitment: N$ 9 755 646.75

TRANSPORT SECTION COMMITMENT
20 MAY 2
PRIVATE BAG
WINDHOEK
NAMIBIA

4. PERSONAL IMPLICATIONS

4.1 Youth Officers accompany the youth

1. Ronald Kanguvi - ǁKharas region
2. Faith Lilemba - Hardap region
3. Juliet Mbuswalelo- Omaheke region
4. Aksel Mwafangeyo – Erongo region
5. Petrus Shilongo – Khomas region
6. Cathrine Bayole - Zambezi region
7. Ben Munyandi – Zambezi region
8. Goma Kandimi - Kavango East region
9. Kashella Anna – Marry - Kavango West
10. Johana Itondoka - Otjozondjupa region
11. Alfeus Kapolo - Ohangwena region
12. Tomas Nahambo - Oshikoto region
13. Laina Konias - Oshana region
14. Ilonga Kaushiwetu - Omusati region
15. Sau Kakongo - Kunene region

4.2. Head Office officials

1. Gebhard Eshumba - Youth agriculture co-operative, Coordinator, visits to cluster 1 and 2
3. Mr. Lysias Tangeni Haiduwa (Deputy Director) visits to cluster 3