REBUPLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

PROCUREMENT OF CATERING SERVICES AND VENUE FOR MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM IN KUNENE REGION FOR 36 MONTHS (MULTIPLE CONTRACT AWARD)

PROCUREMENT REFERENCE NO: NCS/RFQ/37-25/2026

BIDDER'S DETAILS

BIDDER'S NAME:		
NAME OF BIDDER'S REPRESENTATIVE		
CONTACT DETAILS:	**TEL:** **Mobile No.**	
	EMAIL:	
TOTAL QUOTED AMOUNT (IN FIGURE:	**Price excluding VAT:**	**Price including VAT:**
	YEAR 1……..	**YEAR 1……..**
TOTAL QUOTED AMOUNT (IN FIGURES):	**YEAR 2……..**	**YEAR 2……..**
TOTAL QUOTED AMOUNT (IN FIGURES):	**YEAR 3……..**	**YEAR 3……..**

Head of Procurement Management Unit
Private Bag 13184
Windhoek
Email address: Mwala.Lutaka@mlr.gov.na
Tel: 061 296 5339

REPUBLIC OF NAMIBIA
MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Tel:061-2965382
Enquiries: Julia Daniel
Email address: Julia.Daniel@mlr.gov.na

Private bag 13184
Government Office Park
Windhoek

LETTER OF INVITATION

To:

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.....
.....
.....

PROCUREMENT REFERENCE NUMBER: NCS/RFQ/37-25/2026

Dear Prospective Bidder

PROCUREMENT OF CATERING SERVICES AND VENUE FOR MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM IN KUNENE REGION FOR 36 MONTHS (MULTIPLE CONTRACT AWARD)

The Ministry of Agriculture, Fisheries, Water and Land Reform 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:

1. **Administrative enquires: Julia Daniel: Tel: 061-2965382**
   Email: Julia.Daniel@mlr.gov.na

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,

Procurement Management Unit
Ministry of Agriculture, Fisheries, Water and Land Reform
2026 -09- 15
Private Bag 13184
Windhoek

pp **MWALA LUTAKA**
HEAD OF PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Agriculture, Fisheries, Water and Land Reform 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 **120 days** from the date of submission deadline.

4. Eligibility Criteria

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

(a) A valid certificate of good standing with the Receiver of Revenue

(b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;

(c) a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

(d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007) and;

(e) **A valid;**

(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;

(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;

(iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;

(iv) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.

(v) **Not applicable to sole proprietor.**

(f) Signed Bid-securing Declaration is complete in full and signed by the authorized person to sign and submit the quotation.

(g) All pages of the bid document including overwriting, deletions and all attachments shall be initialled by the person authorized to sign the bid.

(h) No Tipp-Ex/correction fluids shall be used; the use thereof shall lead to disqualification of bids.

(i) The bidding document must be bound, including all the attachments and **NO LOOSE PAPERS/DOCUMENTS WILL BE ACCEPTED**

(j) Quotation letter is completed in full and signed by the person authorised to sign the bid.

(k) Section III; List of Goods and Price Schedule must be completed in full with detailed specifications, all lines items must be costed in full without any material deviation and signed by the authorised person to submit the bid.

(l) Section IV; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must. indicate compliance or details of non-compliance to all lines items.

(m) Bidder must submit documentary evidence that the **bidder does not have any conflict of interest** with other bidders or the Ministry.

(n) Bidder must submit a company profile.

(o) Bidder must submit a valid fitness certificate issued by the local authority or a letter from the regional councillor office in the region the company is based.

(p) The procurement is reserved for margin of preference, A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications;

NB. ALL COPIES MUST BE CERTIFIED

5. **Bid Securing Declaration**

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

6. **Delivery**

   Delivery shall be **2 days** after acceptance/issue of a Request. Deviation in delivery period shall not be accepted.

7. **Sealing and Marking of Quotations**

   Quotations should be sealed in a single envelope, clearly marked with the Bid Description, Procurement Reference Number, addressed to the Ministry of Agriculture, Fisheries, Water and Land Reform. The Bidder's name and contact information must be written at the back of the envelope.

8. **Submission of Quotations**

   Quotations should be deposited in the Quotation/Bid Box located at **Ministry of Agriculture, Fisheries, Water and Land Reform, (Land Reform Building) No.55 Robert Mugabe Avenue, Ground Floor, bid Box, Private Bag 13343, Windhoek**, not later than 08 October **2026 by 10:00** at latest, in a sealed envelope marked Reference **No.: NCS/RFQ/37-25/2026** Late quotations will be rejected. Quotations received electronically (e-mail or fax) will not be considered.

9. **Opening of Quotations**

   Quotations will be opened internally in the presence of the bidders by the Ministry immediately after the closing time and date referred to in instruction 8 above. Bidders or their representatives may attend the Bid Opening if they choose to do so. A record of the bid opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, company Registration, a valid certificate of good standing with the Receiver of Revenue, a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; valid Affirmative Action Compliance Certificate issued under

section 41 of Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998); an exemption issued under section 42 of that Act; or a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;, a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007)and a valid – (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia; (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or (iv) Partnership agreement in the case of a partnership, a valid joint Venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements, will be posted on the E-GP https: //egp2.gov.na and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Ministry shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive as per List of Goods and Price Schedule in Section III and Eligibility Criteria shall be compared on the basis of evaluated cost, subject to Margin of Preference, to determine the lowest evaluated quotation.

(i) Preliminary Evaluation

#	DESCRIPTION	YES	NO
1.	Quotation Letter is fully completed and signed by the person authorized to sign the bid.		
2.	Bid document is written in English language		
3.	All pages of the bid document including overwriting, deletions and all attachments are initialled by the person authorized to sign the bid.		
4	Bidder did not use Tipp-Ex /correction fluids in the bid document (use thereof will lead to disqualification).		
5.	Offered period of validity on the quotation letter correspond to the period stipulated in section I; item 3, validity of quotation period.		
6	The bottom section of the list of goods and price schedule is filled in and signed by the authorised person to submit the bid- non-signing thereof will lead to disqualification		
	OVERALL ADMINISTRATIVE COMPLIANCE		

(ii) Legal Admissibility Evaluation

#	DESCRIPTION	YES	NO
1.	Bidder has submitted a valid certificate of good standing with the Receiver of Revenue.		
2	Bidder has submitted a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission		
3.	Bidder has submitted a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant		

	employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998		
4.	Bidder has submitted a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No.11 of 2007)		
5.	Bidder has submitted a valid; (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;		
	(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;		
	(iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;		
	(iv) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.		
	(i-iv) **Not applicable to sole proprietor.**		
6.	(f) Signed Bid-securing Declaration is complete in full and signed by the authorized person to sign and submit the quotation.		
	OVERALL LEGAL COMPLIANCE		

(iii) Technical Evaluation

#	Description	YES	NO
1	Bidder has submitted a List of Goods and Price Schedule completed in full with detailed specifications;		
	All line items on the submitted List of Goods and Price Schedule are costed in full without any material deviation;		
	List of Goods and Price Schedule submitted is signed by the authorised person to submit the bid		
2	Specifications and Compliance Sheet submitted is completed in full without any material deviation;		
	Specifications and Compliance Sheet submitted is signed by the authorised person to submit the bid;		
	Bidder has indicated compliance or inserted details of non-compliance to all lines items on the submitted specifications and compliance sheet (non-indication shall lead to disqualification).		
3	Bidder has submitted a Company Profile		
4	Bidder has submitted documentary evidence that the bidder does not have any conflict of interest with other bidders or the public entity.		
5	All pages which form part of the bid document submitted, including attachments are bound together with no loose pages.		

6	Bidder must submit a Bank confirmation letter		
7	Bidder must submit documentary evidence that the **bidder does not have any conflict of interest** with other bidders or the Ministry		
	OVERALL TECHNICAL COMPLIANCE		

(iv)Financial Evaluation

#	DESCRIPTION	YES	NO
1	Bidders quoted prices in Namibian Dollars		
2	Bidder has indicated the grand total (H+G) under section iii, list goods and price schedule as requested in the bidding document		
3	Margin of Preference		
	OVERALL FINANCIAL COMPLIANCE		

1. **Technical Compliance**

Bidders shall submit along with their quotation documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.
The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

2. **Prices and Currency of Payment**

Prices for the execution of supplies shall be fixed in Namibian Dollars as quoted.
Quotations shall cover all costs of labour/goods, Vat, and all associated costs for the supply of goods, and shall include all duties.

3. **Margin of Preference**

3.1. A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications. The applicable margins of preference and their application methodology are as follows:

CATEGORIES OF BIDDERS	Margin of Preferences
Manufacturer	2%
Micro, Small and Medium Enterprise	1%
Woman owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing environmental protection	1%
Suppliers providing employment to Namibian	1%
Total	**10%**

3.2. Bidders applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	Margin of preference	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate
Woman owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50% or more Namibian citizens.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
TOTAL	**10%**	

11. Application of Evaluation Criteria for Margin Reference

MARGIN OF PREFERENCE; PRICE PREFERENCE EXCLUSIVE				
Contract Estimate Price (N$):			**Project:**	
11.1	**Price Exclusive Preference**			
	CATEGORIES & PREFERENCES	**BIDDER A**	**BIDDER B**	**BIDDER C**
	Manufacturer **(2%)**			
	MSME **(1%)**			
	Women Owned Enterprise **(2%)**			
	PDP Owned Enterprise **(2%)**			
	Supplier Promoting Environment Protection **(1%)**			
	Service Rendered by Namibian Citizens **(1%)**			
	Total Preference Awarded			
	Total Price before preference			
	Total Price after Preference			
	RANKING			
	Compiled by:		**Date:**	

	Signature: **Date:**

12. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract **subject to the application of margin of preference**. The Award of contract shall be done in accordance with the provisions of **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended).** Award of contract shall be by issue of a Letter of Acceptance of award in accordance with terms and conditions contained in **Section VI:** General Conditions of Contract and the Contract Agreement.

13. Performance Security

Not Applicable

14. Notification of Award and Debriefing

The Ministry shall in accordance with the provisions of **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended)** 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 **E-GP** ***https: //egp2.gov.na*** within seven (7) days. Furthermore, the ministry 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 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: *[Name of Public Entity]*	
Procurement Reference Number:	
Subject matter of Procurement:	

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 Security/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** 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___ days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within____ 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: .....

Procurement Ref No.: .....

To: .....

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 Justice and Labour Relation

Written undertaking in terms of section 138 of the Labour Act, 2007 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.*

** Columns A to D to be completed as applicable*

SECTION III: SCOPE OF SERVICES

PROCUREMENT OF CATERING SERVICES AND VENUE FOR MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM IN KUNENE REGION FOR 36 MONTHS (MULTIPLE CONTRACT AWARD)

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/37-25/2026**

Year 1

At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [*To be filled by the Public Entity*]	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • **Section I: Instruction to Bidders clause 1 (a), rights of the Public Entity is amended to read that the contract shall be awarded wholly to the lowest evaluated bid. Thus, grand totals should be indicated; bids without grand totals will be rejected (G + H).** • No equivalent is allowed, will lead to disqualification • Bidders shall fill in and sign the bottom section of this page, non-signing thereof will lead to disqualification.

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	**PLATTER** Meat and Chicken Platter (for 10 people)	1	each		
	Fruit platter (for 10 people)	1	each		
	Vegetarian Platter (for 10 people)	1	each		
	Savory Sensation Platter (for 10 people)	1	each		
	Pastry platter (for 10 people)	1	each		
2.	**Morning tea/coffee break and snacks at 08h00:** Assorted coffee and tea brands, Diabetic sugar/white or brown sugar/Fresh fruits and crackers/cookies.	1 per person per plate	each		
3	**Morning tea break at 10h30 (Breakfast)** **3.1** Sausage, beacon, scrambled eggs, various brotchens or whole wheat bread, muffins or rolls. Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.	1 per person per plate	each		
	3.2 Sausage, beacon, scrambled eggs, whole wheat bread, muesli, white yoghurt, French roll.	1 per person per plate	each		

	Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.				
	3.3 Toasted bread, French scones with filling or bronches with filling or buns, brochen with different topping. Tea/coffee, sugar, diabetic sugar, fresh & powder milk and fresh fruits	1 per person per plate	each		
4	**Lunch (Buffet menus) @ 13h00** **Lunch buffet menus** **4.1** Beef, chicken or Fish served with potato salad, rice vegetables (fresh vegetables)	1 per person per plate	each		
	4.2 Braid Lamb chops, boerewors, chicken or fish served with macaroni salad, potato wedge and vegetables (carrots or spinach)	1 per person per plate	each		
	4.3 Beef stew, fish or chicken served with Coleslow salad, rice and vegetables (butternut or mixed veg)	1 per person per plate	each		
	4.4 Goat/Lamb stew, fish or chicken served with beetroots salad, macaroni and Vegetables (sweet potato or squash)	1 per person per plate	each		
	4.5 Beef, fish or chicken served with Greek salad, potato salad, rice and Vegetables (butternut or green bean with beacon)	1 per person per plate	each		
	4.6 Traditional Chicken/Tripe (Matangara)/Ombidi/dry meat/ mopane worms or beans (oshingali) served with Pap (white/mahangu porridge), fish and Greek salad	1 per person per plate	each		
5	**Dessert** Chocolate/red velvet/carrot cake/malva pudding with custard or ice cream/fruit salad	1 per person per plate	each		
6	**Lunch Pack**	1 per person per plate	each		

	Lunch Pack consisting of **6.1** Beef Stew, fish/pork/chicken served with rice, butternut, potato salad				
	6.2 Braai lamb, fish/pork/chicken served with pasta, carrots & sweetcorn	1 per person per plate	each		
	6.3 Mutton stew, fish/pork/chicken served with roasted potato, coleslaw salad, mixed vegetables	1 per person per plate	each		
	6.4 Braai lamb, boerewors, garlic bread, macaroni salad.	1 per person per plate	each		
7	**Drinks** 100% liqui fruit canned juice (assorted)	1	each		
	7.1 Assorted canned cool drinks 330ml coke (Coke Zero/Sprite/Fanta (orange or grape) stoney ginger/sprite zero/sugar free/sparletta (sparberry cream soda or pinenut)	1	each		
	7.2 Grapetizer/appletizer (330ml)	1	each		
	7.3 Scheppes dry lemon/lemonade/ginger ale (330ml)	1	each		
8	**MINERAL WATER** Still bottle of water 500ml (Oasis/Bonaqua/Nestle/Tropizone)	1	each		
9	**SNACKS** **9.1** Assorted sweets in plastic cover (mints, soft mints, smoothies) 300g **9.2** Nuts and raisins 450g **9.3** Simba chips (assorted) 125g **9.4** Simba chips (assorted) 25g **9.5** Biscuits 40g	1	each		
	9.6 Snacks Platter for **10** pp	1	each		
10	**Afternoon tea break @ 15h30** **10.1** Assorted coffee and tea brands, Diabetic sugar, sugar, served with biscuits/ cookies	1 per person per plate	each		
	10.2 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Sandwiches	1 per person per plate	each		
	10.3 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Doughnut	1 per person per plate	each		

	10.4 Assorted coffee and tea brands, Diabetic sugar, sugar, served with cake *NB: there should be honey/fresh milk/powder milk and various snacks*				
11	Foam Lunch pack (take away)	1 per person per plate	each		
12	**Dinner Buffet** **12.1** Rice/Macaroni/Pap. Potato salad/Greek salad, fish/ chicken and red meat.	1 per person per plate	each		
	12.2 Barbecue (Braai meat, Braai chicken, boerewors, garlic bread)	1 per person per plate	each		
13	**VENUE**				
	13.1 Conference package including the following (50- 100) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		
	13.2 Conference package including the following (100- 150) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		
	13.3 Conference package including the following (150- 200) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		

	13.4 Peg & Pole Tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.5 Peg & Pole Tent (100- 150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.6 Peg & Pole Tent (150- 200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.7 Frame tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.8 Frame tent (100-150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.9 Frame tent 150-200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.10 Office work room	Per day	each		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

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

Priced Activity Schedule Authorised By:

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

SECTION III: SCOPE OF SERVICES

PROCUREMENT OF CATERING SERVICES AND VENUE FOR MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM IN KUNENE REGION FOR 36 MONTHS (MULTIPLE CONTRACT AWARD)

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/37-25/2026**

Year 2

At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [*To be filled by the Public Entity*]	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • **Section I: Instruction to Bidders clause 1 (a), rights of the Public Entity is amended to read that the contract shall be awarded wholly to the lowest evaluated bid. Thus, grand totals should be indicated; bids without grand totals will be rejected (G + H).** • No equivalent is allowed, will lead to disqualification • Bidders shall fill in and sign the bottom section of this page, non-signing thereof will lead to disqualification.

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	**PLATTER** Meat and Chicken Platter (for 10 people)	1	each		
	Fruit platter (for 10 people)	1	each		
	Vegetarian Platter (for 10 people)	1	each		
	Savory Sensation Platter (for 10 people)	1	each		
	Pastry platter (for 10 people)	1	each		
2.	**Morning tea/coffee break and snacks at 08h00:** Assorted coffee and tea brands, Diabetic sugar/white or brown sugar/Fresh fruits and crackers/cookies.	1 per person per plate	each		
3	**Morning tea break at 10h30 (Breakfast)** **3.1** Sausage, beacon, scrambled eggs, various brochens or whole wheat bread, muffins or rolls. Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.	1 per person per plate	each		
	3.2 Sausage, beacon, scrambled eggs, whole wheat bread, muesli, white yoghurt, French roll.	1 per person per plate	each		

	Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.				
	3.3 Toasted bread, French scones with filling or bronches with filling or buns, brochens with different topping. Tea/coffee, sugar, diabetic sugar, fresh & powder milk and fresh fruits	1 per person per plate	each		
4	**Lunch (Buffet menus) @ 13h00** **Lunch buffet menus** **4.1** Beef, chicken or Fish served with potato salad, rice vegetables (fresh vegetables)	1 per person per plate	each		
	4.2 Braid Lamb chops, boerewors, chicken or fish served with macaroni salad, potato wedge and vegetables (carrots or spinach)	1 per person per plate	each		
	4.3 Beef stew, fish or chicken served with Coleslow salad, rice and vegetables (butternut or mixed veg)	1 per person per plate	each		
	4.4 Goat/Lamb stew, fish or chicken served with beetroots salad, macaroni and Vegetables (sweet potato or squash)	1 per person per plate	each		
	4.5 Beef, fish or chicken served with Greek salad, potato salad, rice and Vegetables (butternut or green bean with beacon)	1 per person per plate	each		
	4.6 Traditional Chicken/Tripe (Matangara)/Ombidi/dry meat/ mopane worms or beans (oshingali) served with Pap (white/mahangu porridge), fish and Greek salad	1 per person per plate	each		
5	**Dessert** Chocolate/red velvet/carrot cake/malva pudding with custard or ice cream/fruit salad	1 per person per plate	each		
6	**Lunch Pack**	1 per person per plate	each		

	Lunch Pack consisting of **6.1** Beef Stew, fish/pork/chicken served with rice, butternut, potato salad				
	6.2 Braai lamb, fish/pork/chicken served with pasta, carrots & sweetcorn	1 per person per plate	each		
	6.3 Mutton stew, fish/pork/chicken served with roasted potato, coleslaw salad, mixed vegetables	1 per person per plate	each		
	6.4 Braai lamb, boerewors, garlic bread, macaroni salad.	1 per person per plate	each		
7	**Drinks** 100% liqui fruit canned juice (assorted)	1	each		
	7.1 Assorted canned cool drinks 330ml coke (Coke Zero/Sprite/Fanta (orange or grape) stoney ginger/sprite zero/sugar free/sparletta (sparberry cream soda or pinenut)	1	each		
	7.2 Grapetizer/appletizer (330ml)	1	each		
	7.3 Scheppes dry lemon/lemonade/ginger ale (330ml)	1	each		
8	**MINERAL WATER** Still bottle of water 500ml (Oasis/Bonaqua/Nestle/Tropizone)	1	each		
9	**SNACKS** **9.1** Assorted sweets in plastic cover (mints, soft mints, smoothies) 300g **9.2** Nuts and raisins 450g **9.3** Simba chips (assorted) 125g **9.4** Simba chips (assorted) 25g **9.5** Biscuits 40g	1	each		
	9.6 Snacks Platter for **10** pp	1	each		
10	**Afternoon tea break @ 15h30** **10.1** Assorted coffee and tea brands, Diabetic sugar, sugar, served with biscuits/ cookies	1 per person per plate	each		
	10.2 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Sandwiches	1 per person per plate	each		
	10.3 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Doughnut	1 per person per plate	each		

	10.4 Assorted coffee and tea brands, Diabetic sugar, sugar, served with cake *NB: there should be honey/fresh milk/powder milk and various snacks*				
11	Foam Lunch pack (take away)	1 per person per plate	each		
12	**Dinner Buffet** **12.1** Rice/Macaroni/Pap. Potato salad/Greek salad, fish/ chicken and red meat.	1 per person per plate	each		
	12.2 Barbecue (Braai meat, Braai chicken, boerewors, garlic bread)	1 per person per plate	each		
13	**VENUE**				
	13.1 Conference package including the following (50- 100) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		
	13.2 Conference package including the following (100- 150) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		
	13.3 Conference package including the following (150- 200) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		

	13.4 Peg & Pole Tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.5 Peg & Pole Tent (100- 150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.6 Peg & Pole Tent (150- 200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.7 Frame tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.8 Frame tent (100-150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.9 Frame tent 150-200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.10 Office work room	Per day	each		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

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

Priced Activity Schedule Authorised By:

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

SECTION III: SCOPE OF SERVICES

PROCUREMENT OF CATERING SERVICES AND VENUE FOR MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM IN KUNENE REGION FOR 36 MONTHS (MULTIPLE CONTRACT AWARD)

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/37-25/2026**

Year 3

At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. *[To be filled by the Public Entity]*	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • **Section I: Instruction to Bidders clause 1 (a), rights of the Public Entity is amended to read that the contract shall be awarded wholly to the lowest evaluated bid. Thus, grand totals should be indicated; bids without grand totals will be rejected (G + H).** • No equivalent is allowed, will lead to disqualification • Bidders shall fill in and sign the bottom section of this page, non-signing thereof will lead to disqualification.

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	**PLATTER** Meat and Chicken Platter (for 10 people)	1	each		
	Fruit platter (for 10 people)	1	each		
	Vegetarian Platter (for 10 people)	1	each		
	Savory Sensation Platter (for 10 people)	1	each		
	Pastry platter (for 10 people)	1	each		
2.	**Morning tea/coffee break and snacks at 08h00:** Assorted coffee and tea brands, Diabetic sugar/white or brown sugar/Fresh fruits and crackers/cookies.	1 per person per plate	each		
3	**Morning tea break at 10h30 (Breakfast)** **3.1** Sausage, beacon, scrambled eggs, various brotchens or whole wheat bread, muffins or rolls. Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.	1 per person per plate	each		
	3.2 Sausage, beacon, scrambled eggs, whole wheat bread, muesli, white yoghurt, French roll.	1 per person per plate	each		

	Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.				
	3.3 Toasted bread, French scones with filling or bronches with filling or buns, brochen with different topping. Tea/coffee, sugar, diabetic sugar, fresh & powder milk and fresh fruits	1 per person per plate	each		
4	**Lunch (Buffet menus) @ 13h00** **Lunch buffet menus** **4.1** Beef, chicken or Fish served with potato salad, rice vegetables (fresh vegetables)	1 per person per plate	each		
	4.2 Braid Lamb chops, boerewors, chicken or fish served with macaroni salad, potato wedge and vegetables (carrots or spinach)	1 per person per plate	each		
	4.3 Beef stew, fish or chicken served with Coleslow salad, rice and vegetables (butternut or mixed veg)	1 per person per plate	each		
	4.4 Goat/Lamb stew, fish or chicken served with beetroots salad, macaroni and Vegetables (sweet potato or squash)	1 per person per plate	each		
	Lunch (Buffet menus) @ 13h00 **Lunch buffet menus** **4.1** Beef, chicken or Fish served with potato salad, rice vegetables (fresh vegetables)	1 per person per plate	each		
	4.2 Braid Lamb chops, boerewors, chicken or fish served with macaroni salad, potato wedge and vegetables (carrots or spinach)	1 per person per plate	each		
5	**Dessert** Chocolate/red velvet/carrot cake/malva pudding with custard or ice cream/fruit salad	1 per person per plate	each		
6	**Lunch Pack**	1 per person per plate	each		

	Lunch Pack consisting of **6.1** Beef Stew, fish/pork/chicken served with rice, butternut, potato salad				
	6.2 Braai lamb, fish/pork/chicken served with pasta, carrots & sweetcorn	1 per person per plate	each		
	6.3 Mutton stew, fish/pork/chicken served with roasted potato, coleslaw salad, mixed vegetables	1 per person per plate	each		
	6.4 Braai lamb, boerewors, garlic bread, macaroni salad.	1 per person per plate	each		
7	**Drinks** 100% liqui fruit canned juice (assorted)	1	each		
	7.1 Assorted canned cool drinks 330ml coke (Coke Zero/Sprite/Fanta (orange or grape) stoney ginger/sprite zero/sugar free/sparletta (sparberry cream soda or pinenut)	1	each		
	7.2 Grapetizer/appletizer (330ml)	1	each		
	7.3 Scheppes dry lemon/lemonade/ginger ale (330ml)	1	each		
8	**MINERAL WATER** Still bottle of water 500ml (Oasis/Bonaqua/Nestle/Tropizone)	1	each		
9	**SNACKS** **9.1** Assorted sweets in plastic cover (mints, soft mints, smoothies) 300g **9.2** Nuts and raisins 450g **9.3** Simba chips (assorted) 125g **9.4** Simba chips (assorted) 25g **9.5** Biscuits 40g	1	each		
	9.6 Snacks Platter for **10** pp	1	each		
10	**Afternoon tea break @ 15h30** **10.1** Assorted coffee and tea brands, Diabetic sugar, sugar, served with biscuits/ cookies	1 per person per plate	each		
	10.2 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Sandwiches	1 per person per plate	each		
	10.3 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Doughnut	1 per person per plate	each		

	10.4 Assorted coffee and tea brands, Diabetic sugar, sugar, served with cake *NB: there should be honey/fresh milk/powder milk and various snacks*				
11	Foam Lunch pack (take away)	1 per person per plate	each		
12	**Dinner Buffet** **12.1** Rice/Macaroni/Pap. Potato salad/Greek salad, fish/ chicken and red meat.	1 per person per plate	each		
	12.2 Barbecue (Braai meat, Braai chicken, boerewors, garlic bread)	1 per person per plate	each		
13	**VENUE**				
	13.1 Conference package including the following (50- 100) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		
	13.2 Conference package including the following (100- 150) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		
	13.3 Conference package including the following (150- 200) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person	Per day	each		

	13.4 Peg & Pole Tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.5 Peg & Pole Tent (100- 150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.6 Peg & Pole Tent (150- 200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.7 Frame tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.8 Frame tent (100-150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.9 Frame tent 150-200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video	Per day	each		
	13.10 Office work room	Per day	each		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

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

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/37-25/2026**

[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.]

YEAR 1, YEAR 2, YEAR 3

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation
A*	B*	C*	D*
1	**PLATTER** Meat and Chicken Platter (for 10 people)		
	Fruit platter (for 10 people)		
	Vegetarian Platter (for 10 people)		
	Savory Sensation Platter (for 10 people)		
	Pastry platter (for 10 people)		
2.	**Morning tea/coffee break and snacks at 08h00:** Assorted coffee and tea brands, Diabetic sugar/white or brown sugar/Fresh fruits and crackers/cookies.		
3	**Morning tea break at 10h30 (Breakfast)** **3.1** Sausage, beacon, scrambled eggs, various brotchens or whole wheat bread, muffins or rolls. Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.		
	3.2 Sausage, beacon, scrambled eggs, whole wheat bread, muesli, white yoghurt, French roll. Tea/coffee, sugar fresh & powder milk, diabetic sugar, 100% juices and fresh fruits.		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation
A*	B*	C*	D*
	3.3 Toasted bread, French scones with filling or bronches with filling or buns, brochen with different topping. Tea/coffee, sugar, diabetic sugar, fresh & powder milk and fresh fruits		
4	**Lunch (Buffet menus) @ 13h00** **Lunch buffet menus** **4.1** Beef, chicken or Fish served with potato salad, rice vegetables (fresh vegetables)		
	4.2 Braid Lamb chops, boerewors, chicken or fish served with macaroni salad, potato wedge and vegetables (carrots or spinach)		
	4.3 Beef stew, fish or chicken served with Coleslow salad, rice and vegetables (butternut or mixed veg)		
	4.4 Goat/Lamb stew, fish or chicken served with beetroots salad, macaroni and Vegetables (sweet potato or squash)		
5	**Dessert** Chocolate/red velvet/carrot cake/malva pudding with custard or ice cream/fruit salad),		
6	**Lunch Pack** **Lunch Pack consisting of** **6.1** Beef Stew, fish/pork/chicken served with rice, butternut, potato salad		
	6.2 Braai lamb, fish/pork/chicken served with pasta, carrots & sweetcorn		
	6.3 Mutton stew, fish/pork/chicken served with roasted potato, coleslaw salad, mixed vegetables		
	6.4 Braai lamb, boerewors, garlic bread, macaroni salad.		
7	**Drinks** 100% liqui fruit canned juice (assorted)		
	7.1 Assorted canned cool drinks 330ml coke (Coke Zero/Sprite/Fanta (orange or grape) stoney ginger/sprite zero/sugar free/sparletta (sparberry cream soda or pinenut)		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation
A*	B*	C*	D*
	7.2 Grapetizer/appletizer (330ml)		
	7.3 Scheppes dry lemon/lemonade/ginger ale (330ml)		
8	**MINERAL WATER** Still bottle of water 500ml (Oasis/Bonaqua/Nestle/Tropizone)		
9	**SNACKS** **9.1** Assorted sweets in plastic cover (mints, soft mints, smoothies) 300g **9.2** Nuts and raisins 450g **9.3** Simba chips (assorted) 125g **9.4** Simba chips (assorted) 25g **9.5** Biscuits 40g		
	9.6 Snacks Platter for **10** pp		
10	**Afternoon tea break @ 15h30** **10.1** Assorted coffee and tea brands, Diabetic sugar, sugar, served with biscuits/ cookies		
	10.2 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Sandwiches		
	10.3 Assorted coffee and tea brands, Diabetic sugar, sugar, served with Doughnut		
	10.4 Assorted coffee and tea brands, Diabetic sugar, sugar, served with cake *NB: there should be honey/fresh milk/powder milk and various snacks*		
11	Foam Lunch pack (take away)		
12	**Dinner Buffet** **12.1** Rice/Macaroni/Pap. Potato salad/Greek salad, fish/ chicken and red meat		
	12.2 Barbecue (Braai meat, Braai chicken, boerewors, garlic bread)		
13	**VENUE**		
	13.1 Conference package including the following (50- 100)		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation
A*	B*	C*	D*
	PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person		
	13.2 Conference package including the following (100- 150) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person		
	13.3 Conference package including the following (150- 200) includes: PA system, overhead projector, Flipchart stand, Flipchart paper, Note books, two (2) wireless Microphones/Mics with speakers, pens, pencils, permanent markers (assorted colours), chairs, flowers for main table, extension cords, Wi-Fi, Audio/Video Conference Equipment, sweets and snacks, 2 bottles of mineral water per person		
	13.4 Peg & Pole Tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation
A*	B*	C*	D*
	13.5 Peg & Pole Tent (100- 150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video		
	13.5 Peg & Pole Tent (150- 200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video		
	13.6 Frame tent (50- 100) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video		
	13.7 Frame tent (100-150) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video		
	13.8 Frame tent 150-200) Overhead projector, Flipchart stand, Flipchart paper, Note books, Permanent markers (assorted colour), Pencils, Pens, Microphones, PA System, Extension Cords, WIFI, Audio/video		
	13.10 Office work room		

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-TB/RFQ- GCC**,for procurement of services (Time based) available on the website of the Public Entity *(https://egp2.gov.na)* except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/37-25/2026**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Effectiveness of Contract GCC 1.1	This Contract shall come into effect on the date it is signed by both Parties, or on such other date as may be stated in the GCC.
Commencement of Services 1.2.2	The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the Letter of Acceptance.
1.4 Modifications GCC 1.4.1	Modification of the terms and conditions of this Contract, including any modification of the scope of the service or of the Contract Price, may only be made by written agreement between the Parties.
Notices GCC 1.6.1	Any notice shall be sent to the following addresses: For the Public Entity, the address and contact name shall be**: Mwala Lutaka, Ministry of Agriculture, Fisheries, Water and Land Reform, Land Reform** Building, Private Bag 13343, Windhoek. For the Service Provider, the address and contact name shall be:
Contract Price GCC 4.2	The amount in local currency is, **The price payable in local currency (Namibian Dollars)**
Terms and Condition of Payment GCC 4.3	Payment shall be made to the Service Provider following the satisfactory rendering of each service, upon submission of a valid tax invoice supported by confirmation of service delivery as certified by the Employer's designated representative. The invoice shall clearly show: the Employer's name; Procurement Reference Number **NCS/RFQ/37-25/2026;**
Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents.
Price Adjustment GCC 6.6.1	Price adjustment not applicable.
Dispute Settlement GCC 6.1	If a dispute between the parties arises in connection with performance of obligations under this Contract, either party shall serve a written notice of dispute providing adequate details of the nature of the dispute. Notwithstanding the existence of the dispute, all parties shall continue to perform their obligations under the Contract. After receipt of the notice of dispute, the parties should use their best endeavours to resolve the dispute or to agree methods of doing so. If after 30 days of the service of the notice of dispute there is no resolution of the dispute, it shall be referred to court for settlement under the laws of Namibia.

SCHEDULE 2

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

	N$	N$
Raw Materials, Accessories & Components		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
Labour Cost		
• Direct Labour	.....	
• Clerical Wages	.....	
• Salaries to Management	.....	.....
Utilities		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
Depreciation	.....	
Interest on Loans	.....	
Rent	.....	.....
Other (please specify)		
•	.....	
•	.....	
•	.....	.....
TOTAL COST		

Local Value Added = $\frac{\text{Total Cost – Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

(b) QUOTATION CHECKLIST SCHEDULE

Procurement Reference No. NCS/RFQ/37-25/2026

No.	Description	Attached	Not Attached
1	Quotation Letter is fully completed and signed by the person authorized to sign the bid.		
2	List of Goods and Price Schedule in Section III is complete in full with all line items costed without any material deviation and signed by the authorised person to submit the bid		
3	Specifications and Compliance Sheet in Section IV is completed in full without any material deviation and signed by the authorised person to submit the bid;		
4	Bid securing declaration is completed in full and signed by the authorised person to submit the quotation;		
5	Conflict of interest declaration form is fully completed and signed by the authorized person to sign and submit the quotation.		
6	A valid certificate of good standing with the Receiver of Revenue		
7	a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;		
8	a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
9	A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007);		
10	**A valid;** certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;		
	certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;		
	Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;		
	Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.		

11.	Bidder has submitted documentary evidence that the bidder does not have any conflict of interest with other bidders and the public entity		
12.	All pages of the bid document including overwrite, deletions and all attachments are initialled by the person authorized to sign the bid.		
13.	The bidding document must be bound, including all the attachments and NO LOOSE PAPERS/DOCUMENTS WILL NOT BE ACCEPTED		
14.	Bidders initial all pages including attachments		
15	Bidder must submit a company profile		
16.	Bidder must submit a fitness 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.*