



**REQUEST FOR SEALED QUOTATION FOR GOODS**

**NON-CONSULTANCY SERVICES**

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**PROCUREMENT OF CATERING SERVICE FOR THIRTY-SIX MONTHS (36)  
(NACC)**

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**PROCUREMENT REFERENCE NO:**

**NCS/RFQ/NACC-01/2026/27**

**ISSUED ON:**

17 JULY 2026

**CLOSING DATE:**

31 JULY 2026 @ 10H00 AM

**COST: FREE**

|                         |                                |
|-------------------------|--------------------------------|
| <b>Name of Bidder:</b>  | .....<br>.....                 |
| <b>Total Bid Price:</b> | N\$. .....<br>.....(excl. VAT) |

**Namibian Competition Commission**  
15 Eugene Street, Windhoek, NAMIBIA  
Tel: +264 61 224 622, Fax: 061 +264 61 401 900,  
[www.nacc.com.na](http://www.nacc.com.na)

## LETTER OF INVITATION

TO: \_\_\_\_\_

**NCS/RFQ/NACC-01/2026/27**

**17 JULY 2026**

Dear Sirs,

### **PROCUREMENT OF CATERING SERVICE FOR THIRTY-SIX MONTHS (36)**

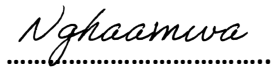
The Namibian Competition Commission (NACC) invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Bidders are urged to initial each page and ensure that all spaces provided in this document are completed.

Queries, if any, should be addressed to [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.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,



.....  
**Ndapandula Nghaamwa**

**Head of Procurement Management Unit**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Namibian Competition Commission reserves the right:

- (a) Accept or reject any quotation;
- (b) cancel the quotation process and reject all quotations at any time prior to contract award;
- (c) Reduce or increase the quantity of goods/services required where applicable;
- (d) Cancel procurement process not finalised within the financial year (2026/27) cycle; and
- (e) Inspect the business premises to establish whether such service provider has the capacity to provide such services.
- (f) Disqualify previous bids of service provider that failed to comply with the terms and conditions of contract for such services listed under **Sections: III, IV and V** of this bidding document.
- (g) Terminate contract of services not delivered within 30 working days, excluding weekends and in case extension was granted for 7 working days and still fail to deliver such contract shall be awarded to the second lowest evaluated substantially bidder. (Not applicable)
- (h) Report defaulting service provider to Review Panel for further adjudication

### 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.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at Bidder's risk and may result in the rejection of its bid.

*Furthermore, 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 **90** days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) submit a valid certified copy of Company Registration Certificate which outlines that bidder's principal line of business is in line with this procurement;
  - (b) submit an original or valid certified copy of Good Standing Tax Certificate valid by the time of submission of bid;
  - (c) submit an original or valid certified copy of Good Standing Social Security Certificate valid by the time of submission of bid;
  - (d) submit 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 valid by the time of submission of bid;
  - (e) submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
  - (f) submit a certificate indicating SME Status (for Bids reserved for SMEs); (Optional)
  - (g) submit signed Bid-securing Declaration;
  - (h) complete all spaces provided and initial each page of the bidding document
  - (i) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; as contemplated in section 138(2) of the labour Act, 2007 (Act No. 11 of 2007)
  - (j) The bidder must submit a detailed quotation on its company letter head with the banking details clearly visible on the quote in addition to Section III List of Goods and Price Schedule.
  - (k) Submit at least three (3) reference letters not older than five (5) years in catering services or hospitality.
- 4.1. Bid is reserved for bidders in the business of Catering Services.
- 4.2. Please take note that this procurement is subject to code of good practice and exclusive preference shall be given to bidder who:**
- a) qualifies as a Namibian bidder in terms of section 71(3) of the Act;**
  - b) demonstrates that the bidder meets the local content; and**
  - c) meets any or more of the criteria specified in paragraph 14 (*Margin of Exclusive Preference*) of the bidding document.**

### 5. Contract Period for Services

The contract shall be on fixed rate for a period of 36 months from the date of contract award.

### 6. Documents to be submitted

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

### 7. Sealing and Marking of Quotations

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

## **8. Submission of Quotations**

Quotations should be deposited in the Bid Box located at **Namibian Competition Commission (NaCC), Not later than the 31 July 2026 at 10:00. Late quotations will be rejected.**

Quotations by post or hand delivered should reach Namibian Competition Commission, Head Office, by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## **9. Opening of Quotations**

Quotations will be opened internally by NaCC immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount will be put on the website of NaCC and will be available to any bidder on request within five working days of opening.

## **10. Evaluation of Quotations**

- a) Evaluation will be based on eligibility criteria as per paragraph 4. Bidders that demonstrated eligibility will be assessed on the information provided as stated in paragraph 6.
- b) NaCC 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
- c) NaCC is not obligated to award the contract to bidder with the lowest quotation. A procurement contract will be awarded to the lowest evaluated substantially responsive bid that meets the requirements.

## **11. 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.

## **12. 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.

## Margin of Exclusive Preference

The applicable margins of exclusive preference and their application methodology are as follows:

| No.   | Categories of bidders                                   | Definition/Criteria                                                                                                                                                                                                                                                                                                                                                             | Margin of preferences | Documentary evidence to be submitted with the bid<br>(all the documents required per category must be submitted)                                                                                                           | Document evidence submitted (bidder to indicate yes/no by ticking) |    |
|-------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----|
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       |                                                                                                                                                                                                                            | Yes                                                                | No |
| 1.    | Manufacturer                                            | “manufacturer” means a person or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work -<br>(i) performed by a power-driven machine or by hand; or<br>(ii) done in a home or factory; or<br>(iii) the new products are sold on a wholesale or retail basis; | 2%                    | a) Certified copy of Certificate of registration from a registering authority                                                                                                                                              |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | b) Declaration ( <i>under oath</i> ) by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added <i>Calculation</i> . |                                                                    |    |
| 2.    | Micro, Small and medium Enterprise                      | a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians                                                                                                                                                                        | 1%                    | a) Certified copy of SME registration certificate                                                                                                                                                                          |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | b) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian MSME                                                                                                                                            |                                                                    |    |
| 3.    | Women owned enterprise                                  | a bidder who is a woman or whose minimum equity is 51% owned by Namibian women                                                                                                                                                                                                                                                                                                  | 1%                    | a) Certified copy of Identity Documents (IDs) of all shareholders                                                                                                                                                          |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate                                                                                      |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | c) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian female ownership                                                                                                                                |                                                                    |    |
| 4.    | Youth owned enterprise                                  | a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths<br><br>“youth” means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009)                                                                                                                                                   | 2%                    | a) Certified copy of IDs of all shareholders                                                                                                                                                                               |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate                                                                                      |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | c) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian youth ownership                                                                                                                                 |                                                                    |    |
| 5.    | Previously Disadvantaged, Person (PDP) owned enterprise | a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs                                                                                                                                                                                                                                                                                                     | 2%                    | a) Certified copy of IDs of all shareholders                                                                                                                                                                               |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificates                                                                                     |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | c) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian PDPs ownership                                                                                                                                  |                                                                    |    |
| 6.    | Supplier providing environmental protection             | A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document                                                                                                                                                                                                | 1%                    | a) Declaration ( <i>under oath</i> ) by the bidder that the latter deals with environmental protection                                                                                                                     |                                                                    |    |
| 7.    | Suppliers providing employment to Namibian              | A bidder who employs 50% or more Namibian citizens                                                                                                                                                                                                                                                                                                                              | 1%                    | a) Declaration ( <i>under oath</i> ) that the bidder employs 50% or more Namibian citizens                                                                                                                                 |                                                                    |    |
|       |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 |                       | b) Certified copies of IDs of Namibian citizens employed by the bidder                                                                                                                                                     |                                                                    |    |
| Total |                                                         |                                                                                                                                                                                                                                                                                                                                                                                 | 10%                   |                                                                                                                                                                                                                            |                                                                    |    |

Bidders applying for the Margin of Preference shall submit, evidence document as indicated in column number five (5) above and must complete the attached declaration templates.

#### 14.2.1. DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE

#### Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 71 and 72 of Public Procurement Act, 2015

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

| CATEGORY OF BIDDER UNDER WHICH DECLARATION IS MADE      | APPENDIX TO BE ATTACHED                                                                | TICK |
|---------------------------------------------------------|----------------------------------------------------------------------------------------|------|
| Manufacturer                                            | Cost structure for Value Added Calculation as per Annexure 1 of Code of Good Practice. |      |
| Micro, Small and Medium Enterprise                      | N/A                                                                                    |      |
| Women owned enterprise                                  | N/A                                                                                    |      |
| Youth owned enterprise                                  | N/A                                                                                    |      |
| Previously Disadvantaged, Person (PDP) owned enterprise | N/A                                                                                    |      |
| Supplier providing environmental protection             | N/A                                                                                    |      |
| Suppliers providing employment to Namibian              | N/A                                                                                    |      |

Full Name of authorised person: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Seal:

#### Manufacture's Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We hereby declare under oath that the manufactured goods meet the local content as determined in Annexure 1 of Code of good practice, as per the cost structure for Value Added Calculation.

The Local Value Added amounts to: N\$ \_\_\_\_\_

**NB: The cost structure must be attached to the bid for reference.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

**Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company's total **equity owned by:**

**Namibians (MSME)** is \_\_\_\_\_ (insert percentage)

**Namibian women** is \_\_\_\_\_ (insert percentage)

**Namibian youth** is \_\_\_\_\_ (insert percentage)

**Namibian PDPs** is \_\_\_\_\_ (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

| SN                  | Full Legal Name | Identification Number | Nationality<br>(E.g. Namibian) | Gender | Age | PDP Category | %<br>Shares |
|---------------------|-----------------|-----------------------|--------------------------------|--------|-----|--------------|-------------|
| 1.                  |                 |                       |                                |        |     |              |             |
| 2.                  |                 |                       |                                |        |     |              |             |
| 3.                  |                 |                       |                                |        |     |              |             |
| 4.                  |                 |                       |                                |        |     |              |             |
| 5.                  |                 |                       |                                |        |     |              |             |
| 6.                  |                 |                       |                                |        |     |              |             |
| 7.                  |                 |                       |                                |        |     |              |             |
| 8.                  |                 |                       |                                |        |     |              |             |
| <b>Total Shares</b> |                 |                       |                                |        |     |              |             |

**NOTE:** The above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

**Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice continued...**



Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Full Name of witness

Supplier Providing Environmental Protection Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company deals with environmental protection, and the following are programs that are initiated to protect the environment, maintain ecosystems and sustainable use of natural resources:

| SN  | Name of Program | Purpose of Program<br>(E.g. to protect the environment/<br>maintain ecosystems/sustainable use of<br>natural resources) |
|-----|-----------------|-------------------------------------------------------------------------------------------------------------------------|
| 1.  |                 |                                                                                                                         |
| 2.  |                 |                                                                                                                         |
| 3.  |                 |                                                                                                                         |
| 4.  |                 |                                                                                                                         |
| 5.  |                 |                                                                                                                         |
| 6.  |                 |                                                                                                                         |
| 7.  |                 |                                                                                                                         |
| 8.  |                 |                                                                                                                         |
| 9.  |                 |                                                                                                                         |
| 10. |                 |                                                                                                                         |
| 11. |                 |                                                                                                                         |
| 12. |                 |                                                                                                                         |

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all programs.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

**Suppliers Providing Employment to Namibians Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

| SN  | Full Legal Name | Identification Number | Nationality<br>(E.g. Namibian) | Occupation |
|-----|-----------------|-----------------------|--------------------------------|------------|
| 1.  |                 |                       |                                |            |
| 2.  |                 |                       |                                |            |
| 3.  |                 |                       |                                |            |
| 4.  |                 |                       |                                |            |
| 5.  |                 |                       |                                |            |
| 6.  |                 |                       |                                |            |
| 7.  |                 |                       |                                |            |
| 8.  |                 |                       |                                |            |
| 9.  |                 |                       |                                |            |
| 10. |                 |                       |                                |            |
| 11. |                 |                       |                                |            |
| 12. |                 |                       |                                |            |
| 13. |                 |                       |                                |            |
| 14. |                 |                       |                                |            |
| 15. |                 |                       |                                |            |

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all employees.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

### **13. Labour Clause**

Three (3) Bidders having submitted the lowest evaluated responsive quotations and qualified to perform the service shall be selected for award of contract. Furthermore, the successful bidders will be required to enter into a contract with NaCC for a period of 36 months. The contract shall specify the performance standard expected from the contract.

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.

### **14. 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 an award letter and/or issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

### **15. Notification of Award and Debriefing**

The NaCC 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 NaCC 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:        | <b>Namibian Competition Commission (NaCC)</b>                     |
| Procurement Reference Number:  | <b>NCS/RFQ/NaCC-01/2026/27</b>                                    |
| Subject matter of Procurement: | <b>PROCUREMENT OF CATERING SERVICE FOR THIRTY-SIX MONTHS (36)</b> |

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 *[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 Authorized by:

|                |  |                            |
|----------------|--|----------------------------|
| Name of Bidder |  | Company's Address and seal |
| Contact Person |  |                            |
| Name of Bidder |  | Company's Address and seal |
| Contact Person |  |                            |



**Written undertaking in terms of wage order for setting national minimum wage for employees Act, 2007**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.: **NCS/RFQ/NACC-01/2026/27**

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 Wage Order for Setting National Minimum Wage for Employees: Labour Act, 2007.

With effect from 1 January 2025 the minimum wage for employees is N\$18.00 per hour:

***Domestic workers are entitled to:***

***N\$12.00 per hour with effect from 1 January 2025;***

***N\$15.00 per hour with effect from 1 January 2026 and;***

***N\$18.00 per hour with effect from 1 January 2027;***

***Agriculture workers are entitled to***

***N\$10.00 per hour with effect from 1 January 2025;***

***N\$14.00 per hour with effect from 1 January 2026 and;***

***N\$18.00 per hour with effect from 1 January 2027***

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:** .....

**Name of Authorised Signatory:**.....

**Date:** .....

**Seal (if applicable/appropriate):**.....

*Please take note:*

2. *A labour inspector may conduct unannounced inspections to assess the level of compliance.*
3. *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.*

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(1)(b) and 37(5))**

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

**Procurement Ref No.:** *NCS/RFQ/NACC-01/2026*

**To:** *Namibian Competition Commission, Marien Ngouabi Street, WINDHOEK*

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**



### SECTION iii: LIST OF GOODS AND PRICES ACTIVITY SCHEDULE

#### QUOTATION FOR: PROVISION OF CATERING SERVICES FOR A PERIOD OF THIRTY -SIX MONTHS

##### PROCUREMENT REF NO. NCS/RFQ/NACC-01/2026/27

| INSTRUCTION TO THE PUBLIC ENTITY                                                                                                  |                                                                                                                                                                                                                                               |                   |                  | INSTRUCTIONS TO BIDDERS                                                                                                                                                                                                                                                                                                                  |                    |                             |         |                         |                  |                   |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------|---------|-------------------------|------------------|-------------------|
| At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity<br>[ To be filled by the Public Entity] |                                                                                                                                                                                                                                               |                   |                  | Bidders shall fill-in columns E - I and fill the total<br>E= mark with a *if an equivalent is quoted<br>F= Rate per unit                      G= Total price for one item (C X P)<br>• If an equivalent is quoted, please attach to your quote appropriate technical information & specification<br>• Bidders shall fill in and sign the |                    |                             |         |                         |                  |                   |
| A                                                                                                                                 | B                                                                                                                                                                                                                                             | C                 | D                | E                                                                                                                                                                                                                                                                                                                                        | F                  | G                           | H       | I                       |                  |                   |
| Items no.                                                                                                                         | Description of Goods                                                                                                                                                                                                                          | Quantity required | Unit of measures | *                                                                                                                                                                                                                                                                                                                                        | Price per unit NAD | Total price without VAT NAD | VAT NAD | Delivery (working days) | Preferred brands | Country of Origin |
| 1.                                                                                                                                | <b>CATERING SERVICES IN KHOMAS REGION</b>                                                                                                                                                                                                     | 1                 |                  |                                                                                                                                                                                                                                                                                                                                          |                    |                             |         |                         |                  |                   |
|                                                                                                                                   | Lunch (for example salad, meat, fish, steamed veggies, porridge, spinach, lamb/beef stew, sticky drumsticks, rice, chicken, traditional cuisines, buffet lunch /prepacked etc.)                                                               | 1                 |                  |                                                                                                                                                                                                                                                                                                                                          |                    |                             |         |                         |                  |                   |
|                                                                                                                                   | Dinner (example menu for the day)                                                                                                                                                                                                             | 1                 |                  |                                                                                                                                                                                                                                                                                                                                          |                    |                             |         |                         |                  |                   |
|                                                                                                                                   | Morning Tea (example variety coffee, variety tea sachets, fresh fruits, kebabs, sandwiches, with different fillings, croissants, brown and white sugar sachets, cool drinks 340ml/juice, fresh hot milk, muffins, biscuits or any other food) | 1                 |                  |                                                                                                                                                                                                                                                                                                                                          |                    |                             |         |                         |                  |                   |
|                                                                                                                                   | Afternoon Tea (example variety coffee, variety tea sachets, fresh fruits, kebabs,                                                                                                                                                             | 1                 |                  |                                                                                                                                                                                                                                                                                                                                          |                    |                             |         |                         |                  |                   |



## TECHNICAL EVALUATION

| CRITERIA                                                                                                                                                                                                                                                                                         | POINTS               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>EXPERIENCE OF THE COMPANY IN CATERING SERVICES – YEARS IN SIMILAR BUSINESS</b><br>5 YEARS (10 POINTS)<br>5-10 YEARS (15 POINTS)<br>>10 YEARS (20 POINTS)<br><br><b>COMPANY REGISTRATION DOCUMENT</b>                                                                                          | <b>MAX 20 POINTS</b> |
| BIDDER MUST SUBMIT COMPANY PROFILE INDICATING AT LEAST THE FOLLOWING: <ul style="list-style-type: none"> <li>NATURE OF BUSINESS (5 POINTS)</li> <li>COMPANY ADDRESS AND CONTACT DETAILS (5 POINTS)</li> <li>OWNERSHIP (5 POINTS)</li> <li>SHAREHOLDERS AND SIZE OF COMPANY (5 POINTS)</li> </ul> | <b>MAX 20 POINTS</b> |
|                                                                                                                                                                                                                                                                                                  |                      |
|                                                                                                                                                                                                                                                                                                  |                      |

## ADDITIONAL INFORMATION

- Attached a list of companies with references for which your company has provided similar services for.
- Attached with your submission the applicable qualification requirement to be able to provide above mentioned services.

## REFERENCE LIST

*Attach letters of reference where service has been provided*

| Item | Company Name | Contact Person | Contact Details | Year of Service |
|------|--------------|----------------|-----------------|-----------------|
| 1    |              |                |                 |                 |
| 2    |              |                |                 |                 |
| 3    |              |                |                 |                 |

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NaCC-01/2026/27**

*[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       | Performance & evaluation:<br>Response Time: Ability to fulfil short notice requests for urgent meetings,<br>Ensuring timely and efficiently delivery of catering services.<br>Feedback Mechanism: Post-Event evaluation forms or client reviews.                                                                                                                             |                                                      |                                                      |
| 2       | Food & Beverage Specifications;<br>Meal Types: breakfast, lunch, snacks, beverages, vegetarian/vegan options, gluten free, halal, kosher, traditional cuisine, pescatarian, diabetic meals etc                                                                                                                                                                               |                                                      |                                                      |
| 3       | Dietary Requirements: allergy considerations, religious or cultural meal adaptations,<br>Menu Flexibility: Ability to adapt menu for different events or audience types. Quality Standards: Freshness, presentation, portion size, hygiene compliance.                                                                                                                       |                                                      |                                                      |
| 4       | Staffing & Safety;<br>Professional Staff: Trained servers trained or experienced cook, chefs, on-site coordinator as needed.<br>Dress Code: Uniformed staff (especially for VIP or formal functions).<br>Equipment Provided: Tables, serving utensils, warmers, trash bins, warm trays, tablecloths, overlays etc.<br>Transport: Own transport arrangements                  |                                                      |                                                      |
| 5       | Health & Safety:<br>Licenses & Certifications: Food safety certifications from local Authority/ Local health authority approvals.<br>Preparing and presenting high quality food and beverages that align with the required standards<br>Sanitation Practices: Food cleaning, safe food handling, PPE used if required.<br>Waste Management: Proper disposal of leftovers and |                                                      |                                                      |

|          |                                                                                                                                                                                                                                                  |  |  |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|          | packaging.                                                                                                                                                                                                                                       |  |  |
| <b>6</b> | Financial & Administrative Details:<br>Pricing Structure: Per head, per menu, or per event basis.                                                                                                                                                |  |  |
| <b>7</b> | Billing Terms: Invoicing timeline, payment schedule, taxes included or excluded. Cancellation Policy: Timeframe and penalties.                                                                                                                   |  |  |
| <b>8</b> | Performance & evaluation:<br>Response Time: Ability to fulfil short notice requests for urgent meetings,<br>Ensuring timely and efficiently delivery of catering services.<br>Feedback Mechanism: Post-Event evaluation forms or client reviews. |  |  |

**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-LS/*RFQ*-GCC for the Provision of Security Services (available on website [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.na) except where modified by the Special Conditions below.

## SECTION VII: CONDITION OF CONTRACT

**Procurement Reference Number: NCS/RFQ/NaCC-01/2026/27**

The Conditions of Contract shall be subject to the following:

| Clause                                                  | Contract Data                                                                                                                                                                                                                                                    |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GCC 1.1 Effectiveness of Contract</b>                | The Contract <i>shall</i> come into effect as from date of award.                                                                                                                                                                                                |
| <b>GCC 1.3.1 Intended Completion date</b>               | Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities at any <b>time as it may be determined by NaCC.</b>                                                                                 |
| <b>GCC 1.6.1 Issue of notices</b>                       | The Authorized Representative of the Employer is:<br>Mrs. Ndapandula Nghaamwa,<br><br>The Authorized Representative of the Service Provider is:<br><br>.....                                                                                                     |
| <b>GCC 2.6 Insurance and liabilities to Third Party</b> | The Employer's and Workmen's Compensation, Third Party and Professional (for cleaning services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e). |
| <b>GCC 2.7 Reporting Obligations</b>                    | The Service Provider shall report to:<br><i>Mrs. N. Nghaamwa, Head of Procurement, 061 22 4622.</i>                                                                                                                                                              |

## SCHEDULE 4

### QUOTATION CHECKLIST SCHEDULE

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

PROCUREMENT REFERENCE NO.: **NCS/RFQ/NaCC-01/2026/27**

| Description                                                  | Attached (please tick if submitted and cross if not) |
|--------------------------------------------------------------|------------------------------------------------------|
| Quotation on bidders Letter attached                         |                                                      |
| List of goods and price schedule attached                    |                                                      |
| Specification Performance Compliance Sheet                   |                                                      |
| Bid Securing Declaration attached                            |                                                      |
| Document is duly completed and initial at each page          |                                                      |
| The principle of business: catering and hospitality services |                                                      |

**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.*