NAMIBIA STATISTICS AGENCY

Request for Quotations
for Non-Consultancy Services

Request for Informal Quotation for Catering Services for the meeting on 02 November 2026

Procurement Reference No: NCS/IQ/NSA – 5/2026/27

Bidder's Name:_____

Physical Address:_____

Tel/Cell No:_____

Contact Person:_____

E-mail:_____

Bid total amount-vat inclusive: _____

Issued Date: 22 October 2026

Closing Date: 27 October 2026 @ 11H00

Tel: +26461 431 3200 Fax: +26461 431 3253 P.O. Box.2133 Windhoek, Mutual Platz Building, 6958, Post Street Mall

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No. NCS/IQ/NSA-05/2026/27

To *:* **All Bidders**

The Namibia Statistics Agency hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to Procurement Management Unit, e-mail address*;* *procurement@nsa.org.na* in a sealed envelope marked Quotation Reference No NCS/IQ/NSA-5/2026/27. Your quotation should reach the Agency on or before the **27 October 2026, by 11h00** at latest.

Secretary to Procurement Committee:

Date: 22 October 2026 **Signature**:

Priced Activity Schedule

Item No	Brief Description of Services	No of Days	No of Participants	Unit of Measure	Unit Price (N$)	Total Price (N$)
1	• Provision of buffet lunch on 02 November 2026 **NB: No pork.** **Provide a detailed quotation detailing meals to be served.**	1 day	12 participants			
2	**Assorted drinks one (1) per person**	1 day	12 participants			
					Sub Total	
					VAT @%	
					Total	

Please take note of the following:

1. **Service will be required on 02 November 2026 at Namibia Statistics Agency Head office, Mutual Platz Building, 6958, Post Street Mall, Windhoek.**
2. **Bidder must supply all required cutlery**
3. **Attach detailed quotation menu**

(a) The Agency requested works completion period: within *1 working* days as from the date of placement of order.

(b) Bidder's proposed completion period: within _____ days from date of placement of order.

(c) The following tests and inspections will be conducted: N/A

(d) Validity of offer: *20* days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date……. **Bidder's signature and seal ……..**

SCHEDULE 1

BID SECURING DECLARATION

(Section 45 of Act)

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

Date: .....

Procurement Ref No.: .....

To: Namibia Statistics Agency

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

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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.*

General Terms and Conditions Applicable

1. **Employer**
   The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. **Service Provider**
   The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. **Rights of Public Entity**
   The Public Entity shall have the rights to
   (a) ask for clarifications at time of evaluating quotations and
   (b) reject all quotations.
   A Public Entity shall not be bound to accept the lowest or any quotation.

4. **Eligibility Criteria**
   To be eligible to participate in this Quotation exercise, you should:

   (a) have a valid certified copy of company Registration Certificate;
   (b) have an original or certified copy of a valid good Standing Tax Certificate;
   (c) have an original or certified copy of a valid good Standing Social Security Certificate;
   (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
   (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
   (f) Submit signed Bid-securing Declaration.
   (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
   (h) have a valid certified copy of the Bipa Good Standing Certificate
   i) Two reference letter for similar services.

5. **Bid Securing Declaration**
   Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. **Prices**
   Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. **The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

8. Purchase Order

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

(a) May not change or alter the terms of the purchase order; and
(b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
(c) the purchase order shall be valid for *60* days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- **NCS-LS/RFQ-GCC** posted in the website of the Policy Unit.

10. Warranty

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

11. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

13. Advanced payment

Advance payment is not applicable.

14. Insurance Covers *: N/A*

15. Performance Security: N/A

16. Liquidated damages *[insert quantum and conditions attached, applicable]*.