



**BIDDING DOCUMENT**

**PROCUREMENT MANAGEMENT UNIT**

**Issued on: 13 April 2026**

**Procurement Ref. No.:** NCS/IQ/04-01/2026  
**Closing Date:** 24 April 2026 – 12h00  
**Procurement:** Catering Services for IFTC Training from 27-30 April 2026 (4 Days)

**Bidder Name:** .....

**Address:** .....

**Tel No.:** .....

**Fax No.:** .....

**Bid Amount (Vat Included):** .....

**NB: THIS DOCUMENT INCLUDING ALL OTHER ADDITIONAL INFORMATION, SHOULD BE COMPLETED IN BLACK INK ONLY**



## **Request for Informal Quotation**

**For**

**Non-Consultancy Services**

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**Catering Services for IFTC Training from  
27-30 April 2026 (4 Days)**

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**Office of the Auditor-General  
P/Bag 13299  
Windhoek  
Tel: 061-285 8503/4  
Email: [pmu@oag.gov.na](mailto:pmu@oag.gov.na)**

## INFORMAL QUOTATION

**Procurement Ref. No: NCS/IQ/04-01/2026**

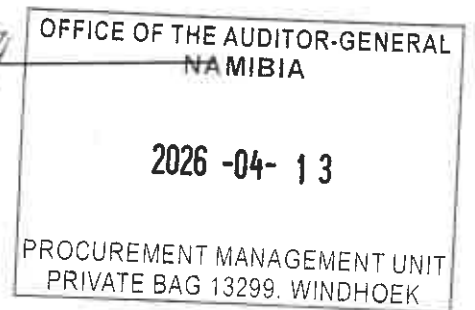
**To: To All Bidders**

The Office of the Auditor-General hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be hand delivered to Procurement Management Unit, at 123 Robert Mugabe Avenue, Windhoek, 1st Floor, Room 1.C in a sealed envelope marked Quotation Reference **NCS/IQ/04-01/2026** or be sent via email to [pmu@oag.gov.na](mailto:pmu@oag.gov.na). Your quotation should reach the Office on or before the **24 April 2026** by 12h00.

Head of Procurement Management Unit: **Mrs. Maria van der Berg**

Date: 13/04/2026

Signature: 



**Priced Activity Schedule**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity (number of people)</b>	<b>Unit of Measure (UoM)</b>	<b>Unit Price (N\$)</b>	<b>Total Price (N\$)</b>
1.	<b>Break Morning 10h00</b> <ul style="list-style-type: none"> <li>• Coffee/Tea</li> <li>• Brotchens/Sandwiches/toasts with assorted fillings</li> <li>• Sweets on table</li> </ul>	7	Each		
2.	<b>Pre-packed Lunch packs with a soft drink</b>	7	Each		
3.	<b>Afternoon Break 15h00</b> <ul style="list-style-type: none"> <li>• Coffe/Tea/Juice</li> <li>• Cupcakes/Muffins/Cookies</li> <li>• Sweets on table</li> </ul>	7	Each		
				Sub Total	
				VAT @%	
				<b>INCL. TOTAL</b>	

- (a) The Office of the Auditor-General requested non-consultancy service completion period: within 14 working days of date of placement of order.
- (b) Bidder’s proposed completion period: within \_\_\_\_ days from date of placement of order.
- (c) Validity of offer: **21 working days** as from closing date set for submission of quotations.

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

Date.....

Bidder’s signature and seal .....

**(Please overleaf)**

**BID SECURING DECLARATION**  
**(Section 45 of Act)**  
**(Regulation 37(5) and 56(2))**

Date: .....

Procurement Ref No.: NCS/IQ/04-01/2026

To: The Office of the Auditor-General, P/Bag 13299, 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: .....

Capacity of: .....

Name: .....

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal (where appropriate)



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2007 (Act No. 11 of 2007) and section 50(2)(d) of the Public Procurement act, 2015 (Act No. 15 of 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, 2007 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(s) as stipulated in section 138 of the labour Act, 2007, which includes (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**

### **1. Employer**

The Office of the Auditor-General inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

### **2. Supplier**

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

### **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 company Registration Certificate (founding statement) or a certified copy of the original document;
- (b) provide identification documents of members, owners, partners and shareholders;
- (c) provide proof that the company is Namibian Bona Fide;
- (d) provide a banking confirmation letter from a Namibian Banking Institution;
- (e) provide proof of the percentage of ownership equity;
- (f) have an original valid Good Standing Tax Certificate or a certified copy of the original document;
- (g) have an original valid Good Standing Social Security Certificate or a certified copy of the original document;;
- (h) have a valid certified copy of Affirmative Action Compliance Certificate and in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption was issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (i) have a certificate of Fitness and Registration; and
- (j) Submit signed Bid-Securing Declaration;

### **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 quoted shall be firm and fixed during validity period of quotation and for execution of the contract.

**7. The Contract**

The Purchase Order Form together with this Informal Quotation form shall constitute the contract between the Office of the Auditor-General 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 goods or services.
- (c) The purchase order shall be valid for 30 working 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/RFQ-GCC14 posted on the website of the Policy Unit and on the Office of the Auditor-General, subject to the data provided hereunder.

**10. Project Manager**

The Project Manager is the person appointed by the Office, responsible for supervising the execution of the services and administering the contract.

**11. Advanced payment**

Advance payment is not applicable.

**12. Payment**

The Office of the Auditor-General undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client, subject to the Service Provider submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

### SCHEDULE 3

#### QUOTATION CHECKLIST SCHEDULE

(TO BE COMPLETED BY THE OFFICE OF THE AUDITOR-GENERAL)

Procurement Reference No: NCS/IQ/04-01/2026

Description	Attached	Not Attached
Signed List of Goods and Price Schedule		
Signed Bid Securing Declaration		
Written Undertaking from the Ministry of Labor		
Founding Statement		
Tax goods standing Certificate		
Social Security Commission Certificate		
Affirmative Action Certificate		
All pages of the bidding document and attachments must be initialed.	<b>Initialed</b>	<b>Not Initialed</b>

**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.