



Request for Sealed Quotations

NON-CONSULTANCY SERVICES

TO LEASE AND OPERATE A KIOSK FACILITY ON EENHANA VOCATIONAL TRAINING CENTRE (EVTC) PREMISES FOR A PERIOD OF TWELVE (12) MONTHS

Procurement Reference No: NCS/RFQ/EVTC-01/2024

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
OPTION 1: Total Amount N\$ (Inc. VAT)		
OPTION 2: Total Amount N\$ (Inc. VAT)		
Contact Phone Number	Work:	Mobile

Documents must be posted/Delivered to:

The quotation/Bid box, located at Eenhana Vocational Training Centre
Plot 503, Paulus Hamutenya Street, Eenhana, Main Administration Building

PMU Contact Person: Att: Ms. Sylvia Weyulu sweyulu@evtc.edu.na

Technical Contact Person: Mr. Afraim Nambongo 0812217177 anambongo@evtc.edu.na

Closing Date: Thursday, 08 August 2024 at 15h00

NO LATE BIDS WILL BE ACCEPTED!

Eenhana Vocational Training Centre

Paulus Hamutenya Street
Eenhana
Namibia

Tel: 065 263 600
Fax: 065 263871
P.O. Box 13434, Eenhana

Email: info@evtc.edu.na
Website: www.evtc.com.na



NAMIBIA TRAINING AUTHORITY



Letter of Invitation

Procurement Reference Number: NCS/RFQ/EVTC-01/2024

15 July 2024

Dear Potential Bidders


REQUEST FOR QUOTATIONS TO LEASE AND OPERATE A KIOSK FACILITY ON EENHANA VOCATIONAL TRAINING CENTRE (EVTC) FOR TWELVE (12) MONTHS

The Eenhana Vocational Training Centre 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. Queries, if any, should be addressed to Ms. Sylvia Weyulu (Tel: +264 65 265 604), E-mail: sweyulu@evtc.edu.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,


Ms. Sylvia Weyulu
Procurement Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Eenhana VTC 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 Security/Bid Securing Declaration
- (b) the List of services 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 **180 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following mandatory documents:

- (a) A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – Attach certified copies of all shareholders Identification documents. (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).
- (b) A valid certified copy of an original Good Standing Tax Certificate (**valid at the deadline of submission of bid**) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963),
- (c) A valid original or valid certified copy (**valid at the deadline of submission of bid**) of Good Standing Social Security Certificate; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).
- (d) A valid certified copy of Affirmative Action Compliance Certificate, or 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 at the deadline of submission of bid**) or 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 had submitted the report for the period following from the date when the certificate was issued (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act 3 | P a g e No. 16 of 1963).
- (e) A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.
- (f) Submit signed Bid-securing Declaration. g) The Bidder must attach at least **three (3) references letter** from various companies where similar goods were provided in the last three (3) years. The letter must be on a company letterhead indicating contact person, telephone number and email address. (**Attach three reference letters**)

NB: Only a valid original or certified copy of an original document as certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will be accepted.

5. Bid Securing Declaration

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

6. Contract Period for Services

The Contract shall be on a fixed rate for **twelve (12)** months. Please adjust your quoted rates accordingly.

7. Documents to be submitted

Documents to be submitted Bidders shall submit along with their quotation documents giving the company's profile, past experience, and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Eenhana Vocational Training Centre, with the Bidder's name and contact information at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at plot 503 Paulus Hamutenya Street, Eenhana, Main Administration Building, not later than **08 August 2024 at 15h00**. Quotations by post or hand delivered should reach the same address by the same date and time at latest. **Late quotations will be rejected. Quotations received by e-mail will not be considered.**

10. Site Inspection

No compulsory site inspection is applicable for this bid. Bidder who would want to visit the site should do so through Mr. Afraim Nambongo.

11. Opening of Quotations

Quotations will be opened internally by the Eenhana VTC immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the EVTC website www.evtc.com.na and available to any bidder on request within three working days of the Opening.

12. Evaluation of Quotations

Eenhana VTC shall have the right to request 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. The Evaluation Criteria are detailed in Annexure A of this bidding document.

13. Scope of Services and Performance Standards

The Scope of Services, Specifications, and Performance standards detailed in Sections III and V are to comply.

14. Prices and Currency of Payment

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 cost of

performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed included in the quoted prices.

15. Labour Clause

In order to qualify for the 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 by the subclause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.

16. Margin of Preference None

17. 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. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

18. Notification of Award and Debriefing

The Eenhana VTC shall 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 its website within seven (7) days. Furthermore, **EVTC** 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 Price list 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 will be rejected.**]*

Quotation addressed to:	EVTC Procurement Paulus Hamutenya street Eenhana
Procurement Reference Number:	NCS/RFQ/EVTC-01/2024
Subject matter of Procurement:	Request for Sealed Quotations to lease and operate a kiosk facility on the Eenhana Vocational Training Centre (EVTC) premises for a period of twelve (12) months.

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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Appendix to Quotation Letter

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*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I *[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: SCOPE OF SERVICES

1. Background

The Eenhana Vocational Training Centre(EVTC), invites quotations from suitably, qualified and experienced catering service providers to lease and operate **one (1) kiosk on the premises of the Centre**. The service provider, in turn, agrees to lease the facilities, for the sole purpose of providing a variety of on-site and takeaway meals, snacks, and drinks at affordable prices to trainees and staff members EVTC. **Bidder are required to bid for both options, i.e. Option 1 and Option 2 as prescribed in the schedule of activities.**

The EVTC is home to **490** full-time trainees, with an additional **66** staff. The proposals should reflect the diversity of different cultural background of both trainees/staff on campus.

2. Statement of purpose and objectives

This Request for Quotation is to find an individual/entity that will be able to offer a standard; predictable, repeatable trainees/staff centered kiosk service at EVTC

3. Scope of Work

The Agreement/Contract is to lease out one (1) kiosk to a service provider to provide balanced nutritional, healthy and tasty meals inclusive of snacks to trainees/staff.

The successful applicant is expected to conclude a Service Contract/Agreement with EVTC. The kiosk operator must provide a cash register and must make provision to accept credit cards. The service provider should state the technical requirements that may be needed to enable the service provider to arrange for providing the various payment facilities/terminals.

EVTC reserves the right to inspect the food activities and area at any given time with respect to the quality and quantity of food, method of service, hours of operation and maintenance of premises.

The disposal of garbage from kiosk shall be the sole responsibility of the service provider.

The service provider shall maintain a list of food items and prices for the staff and trainees to see.

4. Facilities to be provided by EVTC

1x Kiosk (cargo container with covered interlocked roof shed) –furnished with built-incupboards, water sink and electricity

1x Fixed braai stand

1 x Garden tap

3 x Garden tables with three stools each,

2x Wheely bins

5. Contract duration and fees

The leasing and operating of the facilities shall be for twelve (12) months subject to satisfactory services rendered and payment of agreed lease amount on time.

6. Payment terms

The Service Provider shall pay the lease amount as agreed to EVTC latest by the 1st of each month and send through proof of payment. No late payment will be tolerated.

7. Deliverables

- a) The service provider shall provide the menu of the items to be supplied together with prices of the specified items reflected thereon. This menu and price list will form part of the bid documents.
- b) Any subsequent price increases will remain within reasonable limits, and shall not exceed increases of similar menu items at commercial food outlets in the Eenhana town. (Management EVTC to approve price increases).
- c) The sale of any alcoholic beverages at the Kiosk or any other venue on centre is expressly forbidden.
- d) The bidder shall keep all facilities in a clean and sanitary condition and shall not permit the accumulation of refuse inside or outside the kiosk, save in the refuse bins provided by **EVTC**.

8. Trading hours

- a) **Trading hours shall be from 08:00 to 21:00 Monday to Friday.**
- b) The service provider shall employ persons at her/his own cost and such appointments shall be in accordance with Labour Act and any other applicable Namibian legislation in force at that time.
- c) The service provider shall participate in regular meetings with the project coordinator in order to optimize service and co-operation.
- d) The service provider will not do or neglect to do anything, which will increase the insurance premiums of EVTC.
- e) In respect of breach of the provisions of paragraph above hereof by the service provider, EVTC shall have the right to recover from the service provider any losses or increased insurance premiums incurred by EVTC, which can be attributed to such breach.
- f) The service provider may purchase any foodstuff from any supplier of his choice. EVTC, however, reserves the right to bar any item that it deems unsuitable / undesirable, from being sold on Centre. EVTC shall not be forced to divulge its reasons for doing so.
- g) The service provider shall comply with all laws, by-laws, ordinances, proclamations and regulations relating to its provision of the services herein agreed, including those pertaining to Health and Hygiene Standards.
- h) The service provider shall make no structural or other alterations, additions to or improvements to the kiosks without the written consent of EVTC.
- i) The service provider shall repair, make good or replace, as the case may be; any keys, locks, windows, fixtures, fittings, or any other installations which may be broken, removed or destroyed during the period of the lease agreement, due to her/his or any of her/his staff members' negligence at her/his own expense.
- j) All electrical fixtures currently in the kiosk have been serviced and repaired and the service provider will henceforth be responsible for maintenance costs, repairs and services of such equipment. The service provider undertakes to service and repair all equipment upon expiring of this contract.
- k) All equipment, appliances and machinery provided and installed by the will remain the property of the service provider. However, all fixtures shall remain part of the building.

Technical Criteria

- i) Company Profile (clearly indicating all principals contact information and persons)
- ii) Curriculum Vitae of available in-house expertise (Form F-2).

- iii) Evidence of youth (35 and under) ownership (min. 40%)
- iv) Evidence of existing related business operations of similar catering nature (e.g. Fitness certificate for catering/ restaurant business.)
- v) Evidence of Affirmative Action – female majority shareholding of minimum 50%
- vi) Evidence of experience in other related convenience and or vending services in an educational or corporate set up related to or similar to the required services. (Form F-3). **(attach a minimum two (2) letters of reference)**
- vii) Proposed Menus for trainees and staff separately. (considering different religious and dietary requirements as per societal norms).
- viii) Propose different beverages menu (hot and cold) on offer.
- ix) Any comments or suggestions of the bidder on the Terms of Reference (TOR).
- x) A description of the manner in which the service provider would plan (*Modus Operadi*) to manage and operate the Kiosk.

Quotations need to contain the following elements:

- a) Provide a sample kiosk menu with pictures where applicable
- b) Provide a sample catering menu with various selections.
- c) Provide prices and portion sizes for sample menus
- d) Provide Different type of Meal of the day menus offering example.
- e) Different types of beverages menu (hot and cold)
- f) Description of the cooking process: It should also explain how hygiene will be promoted and ensured in the kitchen where the food is prepared and kept.
- g) Recognizing the preference of many people for low fat, high fiber, vegetarian food, gluten free, low carb; specify how this will be addressed.

9. Expected standards

All work and inspections will be performed in accordance with acceptable industry standards.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/EVTC –01/2024**

[Complete the unit prices and for each item and option in the tables below in Namibian Dollars.

Currency of Quotation: Namibian Dollars

Item No	Item Description	Quantity	Unit of measure	Unit Price (N\$/month)	Amount (N\$)
A	B	C	D	E	F= C x E
1	OPTION 1: Kiosk Rental – 2.5m x 6m Cargo container with 6m x 6m covered and interlocked roof shed (<i>with Water & Electricity included in the rental price</i>)	12	months <i>Note: upset rate is N\$3000</i> <i>Note: upset minimum amount is N\$3000</i>
		Total N\$ Excl. VAT			
		15% VAT			
		Total N\$ Incl.VAT			

Item No	Item Description	Quantity	Unit of measure	Unit Price (N\$/month)	Amount (N\$)
A	B	C	D	E	F= C x E
1	OPTION 2: Kiosk Rental – 2.5m x 6m Cargo container with 6m x 6m covered and interlocked roof shed (<i>with Water included but electricity excluded in the rental price</i>)	12	months <i>Note: upset minimum rate is N\$2000</i> <i>Note: upset minimum amount is N\$2000</i>
		Total N\$ Excl. VAT			
		15% VAT			
		Total N\$ Incl.VAT			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE
SHEET Procurement Reference Number: NCS/RFQ/EVTC – 01/2024

[Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	AS PER SECTION III: SCOPE OF SERVICES		
2			
3			

** Columns A and B to be completed by Public Entity.aaa*

Specifications and Compliance Sheet Authorised by:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods - Ref. **NCS/RFQ-GCC** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause number of the GCC.
[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC clause reference	Special Conditions
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as of 01 September 2024 or the date of last signature by both parties.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 30 August 2025 .
GCC 1.6.1 Issue of notices	Any notice shall be sent to the following addresses: For the Eenhana VTC the address and the contact's name shall be: The EVTC Centre Manager Mr. Junias Jakob (Tel: +264 65 263 600) The Authorized Representative of the Service Provider is: Name: _____ Title: _____ Email: _____ Contact Number: _____
GCC 2.6 Insurance and liabilities to Third Party	Not Applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr. Afraim Nambongo Asset & Maintenance Coordinator anambongo@evtc.edu.na +264 65 263600
GCC 4.2 Contract Price	The amount payable is as per the price activity schedule.
Subject and GCC clause reference	Special Conditions
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider monthly 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall be adjustable for the months affected by the centre recesses/ holidays.

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING
LAST 3 YEARS**

1. Outline of recent experience on assignments of similar nature:

Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed	Volume of business annually (N\$)

Note: Please attach certificates from the employer by way of documentary proof.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

Procurement Reference No.:

Description	Attached	Not Attached
Duly Signed and complete Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Duly completed and signed Bid Securing Declaration		
Company profile, past experience and references where similar		

services have been provided		
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – Attach certified copies of all shareholders Identification documents. (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
A valid certified copy of an original Good Standing Tax Certificate from NamRa (valid at the deadline of submission of bid) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)		
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		

A valid certified copy of Affirmative Action Compliance Certificate, or 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 at the deadline of submission of bid) or 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 had submitted the report for the period following from the date when the certificate was issued (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).		
Duly completed and signed written undertaking in terms of section 138 (2) of the Labour Act,2007		
A written undertaking on the part of the Bidder that the salaries		
and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof; and;		

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.

EVALUATION CRITERIA

The following evaluation criteria shall be applied not withstanding any other requirement in the tender documents. The bidder must meet the following mandatory requirements.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or not responsive
A certified copy of the Company registration, clearly indicating	
shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – Attach certified copies of all shareholders Identification documents. (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).	
A valid certified copy of an original Good Standing Tax Certificate from NamRa (valid at the deadline of submission of bid) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)	
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).	

A valid certified copy of Affirmative Action Compliance Certificate, or 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 at the deadline of submission of bid) or 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 had submitted the report for the period following from the date when the certificate was issued (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).	
Duly completed and signed written undertaking in terms of section 138 (2) of the Labour Act,2007	
A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof; and;	
Submit signed Bid Securing Declaration	

NB: Only valid original or certified copy of an original document as certified by the Namibian Police or by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will be accepted.

At this stage, the bidder's submission will either be responsive or non-responsive. Nonresponsive submissions will be eliminated from the entire evaluation process and will not be considered further.

TECHNICAL EVALUATION CRITERIA

Evaluation criteria	Points
1. Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TOR)	20
<p>In addition to the methodology and plan on how the service provider intends to carry out the service, it should include variety of menus on offer:</p> <p>a) Food packs, snacks and drinks menu provided contains variety and priced fairly- 20 points</p> <p>b) Incomplete list of food packs, snacks and drinks menus provided and prices are not market related- 10 points</p> <p>c) No list of items provided- 0 point</p>	

2. Expertise of the Catering company	40
<p>a) Detailed company profile provides a portfolio describing the nature of business, field of expertise, licenses, fitness certifications and accreditations. Any relevant and related work and assignment delivered by the catering company. Profile should include business addresses (trading, telephones numbers, contact persons and email, as well demographics information such as employees and physical facilities such as offices – 10 points</p> <p>b) Attach a detailed business plan clearly indicating working financial projections for the 12 months-10 points</p> <p>c) A minimum of three (3) years extensive experience and expertise in Catering and Event Management Services for State-Owned Enterprises as well as the public and private sector – 20 points</p>	
3. Management Structure and Key Personnel	10
<p>Site Supervisor a) General qualifications (such as a Bachelor Degree or Diploma in Travel hospitality or related fields) – 5 points (Please attach CV of key personnel Position)</p> <p>Support Staff b) General qualifications (Minimum Grade 10 or 12 certificate) – 5 points</p> <p>c) No qualifications/irrelevant qualifications submitted- 0 points</p>	
4. Company track record	30
<p>An outline of recent experience on comparable assignments/ projects executed during the last 3 years, which prove successful experience in executing contract of similar nature. – (attach three (3) contactable reference letter).</p> <p>(Reference verification will be done) These reference letters should include the name of the entity, nature of the contract, duration of contract, contact person and office telephone number and email address and annual volume of sales.</p>	
<p>a) At least 3 contactable reference letters provided with all details- 30 points</p> <p>b) 2 or less contactable reference letters provided with all details- 15 points</p> <p>c) No reference letters provided or incomplete information-0 point</p>	
Total	100

- a) Only contractors scoring **70% and more** will be considered for financial evaluation.
- b) For financial evaluation, the contractor offering the highest rental per month will be considered for appointment.