

# Request for Quotations for Non-Consultancy Services Lump-Sum

**HIRING OF A VENUE AND HOSTING OF THE RFA STAFF YEAR-END  
FUNCTION (PARTY)**

**Procurement Reference No: NCS/RFQ/RFA – 39/2022**

**PARTICULARS OF BIDDER**

**Business Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Cell No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

Road Fund Administration  
Head Office  
Feld Street 21  
Private Bag 13372  
Windhoek, Namibia  
Tel: +264 61 4333000  
[procurement@rfanam.com.na](mailto:procurement@rfanam.com.na)

## Letter of Invitation

25 OCTOBER 2022

Procurement Reference No. NCS/RFQ/RFA – 39/2022

**To: Potential Service Provider**

Dear Sirs,

### **REQUEST FOR QUOTATIONS FOR HIRING OF A VENUE AND HOSTING OF THE RFA STAFF YEAR-END FUNCTION (PARTY)**

The ROAD FUND ADMINISTRATION invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

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



**Mr Scheifert Shigwedha**  
**SECRETARY TO THE PROCUREMENT COMMITTEE**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of ROAD FUND ADMINISTRATION**

The ROAD FUND ADMINISTRATION reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 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 Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 *[30 days]* days from the date of bid submission deadline.

### **4. Eligibility Criteria**

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

- (a) A certified copy of proof of business (form/type) registration (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement).
- (b) An original (or certified copy) of a Valid Certificate of Good Standing for Tax from the Ministry of Finance: Inland Revenue.
- (c) An original (or certified copy) of a Valid Good Standing Certificate: Social Security Commission (SSC certificates are valid only for 1-month from date of issue unless stated otherwise).
- (d) An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, or exemption in terms of Section 42 of the Affirmative 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) Submit signed Bid-securing Declaration.
- (f) 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;

## 5. Bid Securing Declaration

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

## 6. Services Completion Period

The completion period for services shall be **either on Friday 25 November 2022 or Friday 02 December 2022 (depending on availability at your establishment) and the booking shall be confirmed for that date, upon acceptance of Purchase Order.** Deviation in completion period shall not be accepted.

## 7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together 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 the ROAD FUND ADMINISTRATION with the Bidder's name at the back of the envelope.

## 9. Submission of Quotations

Please kindly note, your quotation must be sealed in an envelope and **must only be deposited in the Quotation/Bid Box** located at **Road Fund Administration, 21 Feld Street**, not later than **MONDAY, 31<sup>st</sup> October 2022 at 09:00**. **No other mode of delivery will be accepted.** No delivery to office, no delivery to email, and no delivery via fax. Couriered delivery must also be dropped into the Bid/Quotation Box (by no later than the closing date).

## 10. Opening of Quotations

Quotations will be opened internally by the ROAD FUND ADMINISTRATION immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the ROAD FUND ADMINISTRATION and available to any bidder on request within three working days of the Opening.

## 11. Evaluation of Quotations

The ROAD FUND ADMINISTRATION 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.

## 12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the ROAD FUND ADMINISTRATION. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

### **13. Prices and Currency of Payment**

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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.

### **14. Margin of Preference**

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

*NOT APPLICABLE*

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*NOT APPLICABLE*

### **15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

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

The ROAD FUND ADMINISTRATION 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 ROAD FUND ADMINISTRATION 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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to :	<b>ROAD FUND ADMINISTRATION</b>
Procurement Reference Number:	<b>NCS/RFQ/RFA – 39/2022</b>
Subject matter of Procurement:	<b>HIRING OF A VENUE AND HOSTING OF THE RFA 2022 YEAR END FUNCTION</b>

We offer to provide the services detailed in the Scope of Service, 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]*

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 quotation validity.

The services will commence within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

### 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	

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

**Date:** .....

**Procurement Ref No.:** NCS/RFQ/RFA – 39/2022

**To:** ROAD FUND ADMINISTRATION, 21 Feld Street, Ausspannplatz,, Windhoek

I/We\* understand that in terms of section 45 of the Act a ROAD FUND ADMINISTRATION 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, 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.: **NCS/RFQ/RFA – 39/2022**

Procurement Description: **HIRING OF A VENUE AND HOSTING OF THE RFA 2022 YEAR END FUNCTION**

Anticipated Contract Duration: .....One (1) Day.....

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**

*[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]*

**HIRING OF A VENUE AND HOSTING OF THE RFA 2022 YEAR END FUNCTION  
EITHER ON:**

**a) FRIDAY 25 NOVEMBER 2022, OR**

**b) FRIDAY 02 DECEMBER 2022**

**(DEPENDING ON AVAILABILITY AT YOUR ESTABLISHMENT)**

**SERVICES IS FOR ONE-DAY ONLY.**

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/RFA – 39/2022

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: \_\_\_\_\_

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Venue for staff year-end party (that accommodates 150 people – inclusive of tables and chairs)  Time: 16H00 – 23H30  <b>DÉCOR THEME:</b> <b><u>FORMAL BLACK TIE</u></b>	1 venue for 150 persons			
2	Roving Microphone	2			
3	Hiring of a DJ	1			
4	DJ System (PA System)	1			
5	Lighting				
6	Dance Floor	1			
7	Podium/Stage (for awards ceremony)				
8	LCD Screens (for video projections)				
9	Gifts Table				
10	Welcome Drinks (alcoholic & non-alcoholic)	For 150 persons			
11	Jugs of fruit juice (should be on every table)	15			
12	Jugs of fruit juice (should be on every table)	15			
13	<b><u>Starter Buffet Table</u></b> consisting of:  i. a selection of hot savoury snacks ii. a selection of cold savoury snacks iii. a selection of seafood iv. a selection of fresh vegetable & fruit strips v. a selection of salads	For 150 persons			
14	<b><u>Main Course Buffet Table</u></b> consisting of:	For 150 persons			

	<ul style="list-style-type: none"> <li>i. Roast Beef</li> <li>ii. Roast Leg of Lamb</li> <li>iii. Roast Leg of Pork</li> <li>iv. Roast Lemon &amp; Garlic Chicken</li> <li>v. Grilled Fish</li> <li>vi. Basmati Rice</li> <li>vii. Grilled/roasted Vegetables</li> </ul>				
15	<p><b><u>Dessert Buffet Table</u></b></p> <p>consisting of:</p> <ul style="list-style-type: none"> <li>i. Hot Chocolate Malva Pudding</li> <li>ii. Wild Berry Cheesecake</li> <li>iii. Fresh Fruit Salad with Cream or Ice Cream</li> <li>iv. Chocolate Profiteroles</li> <li>v. Filtered Coffee and Tea</li> </ul>	For 150 persons			
16	3x Wines per table (combination of alcoholic and non-alcoholic as well sparkling wine)	3x 15 = 45			
17	Cash Bar with N\$ 25, 000.00 Limit	1			
			<b>Other additional costs</b>		
			<b>Subtotal</b>		
			<b>VAT @      %</b>		
			<b>Total</b>		

*Enter 0% VAT rate if VAT exempt.*

**Priced Activity Schedule Authorised By:** *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: \_ **NCS/RFQ/RFA – 39/2022**

*[Bidders should complete columns C and D with the specifications 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
<b>1</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>
<b>2</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>
<b>3</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>
<b>4</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>
<b>5</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>
<b>6</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>	<b>NOT APPLICABLE</b>

\* Columns A and B to be completed by ROAD FUND ADMINISTRATION.

**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 procurement of services (lump-sum) available on the website of the ROAD FUND ADMINISTRATION ([www.rfanam.com.na](http://www.rfanam.com.na)) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_ NCS/RFQ/RFA – 39/2022

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

Subject and GCC Reference	Special Conditions
<b>Definitions</b> <b>GCC 1.1(a)</b>	Adjudicator is Not Applicable for this contract
<b>Definitions</b> <b>GCC 1.1(l)</b>	The Member is: <i>[to be inserted at contract signing]</i>
<b>Definitions</b> <b>GCC 1.1(o)</b>	The Service Provider is: <i>[to be inserted at contract signing]</i>
<b>Notices</b> <b>GCC 1.4</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the ROAD FUND ADMINISTRATION, the address and the contact name shall be: Ali Ipinge, Chief Executive Officer</p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
<b>Authorised Representatives</b> <b>GCC 1.6</b>	<p>The Authorised Representatives are:</p> <p>For the ROAD FUND ADMINISTRATION: Procurement Management Unit</p> <p>For the Service Provider<i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
<b>Effectiveness of Contract</b> <b>GCC 2.1</b>	The date on which this Contract shall come into effect is __TBC__

<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is _01 NOVEMBER 2022____.
<b>Intended Completion Date</b> <b>GCC 2.3</b>	The intended completion date is <b>Friday 25 November 2022</b> <u>or</u> <b>Friday 02 December 2022</b>
<b>Prohibition</b> <b>GCC 3.2.3(c)</b>	List of Activities: _____ .
<b>Service Provider's Actions Requiring ROAD FUND ADMINISTRATI ON's Prior approval</b> <b>GCC 3.7(c)</b>	The other actions are _____ .
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> <b>GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: _____
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Liquidated damages for the whole contract are [ <i>insert percentage of the final contract price</i> ] per week. The maximum amount of liquidated damages for the whole contract is [ <i>insert percentage</i> ] of the final contract price.
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security</b> <b>GCC 3.11</b>	(i) No Performance Security is required

<b>Assistance and Exemptions</b>  <b>GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are( <i>where applicable</i> ):  _____
<b>Contract Price</b>  <b>GCC 6.2(a)</b>	The amount in local currency is _____.
<b>Terms and Condition of Payment</b>  <b>GCC 6.4</b>	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments</b>  <b>GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment.  The interest rate is _____.
<b>Price Adjustment</b>  <b>GCC 6.6.1</b>	Price adjustment <i>is/not</i> applicable.
<b>Identifying Defects</b>  <b>GCC 7.1</b>	The following inspections shall be carried out:_____  The defect liability period is:_____
<b>Dispute Settlement</b>  <b>GCC 8.2</b>	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
<b>Dispute Settlement</b>  <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b>  <b>GCC 8.2.4</b>	The arbitration procedures of ___GENERAL CONDITIONS OF CONTRACT___ will be used (applicable to overseas service provider)
<b>Dispute Settlement</b>  <b>GCC 8.2.5</b>	REFER TO GENERAL CONDITIONS OF CONTRACT

**(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b><u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u></b>		
	N\$	N\$
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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

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

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: NCS/RFQ/RFA – 39/2022**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	

***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.