



NATIONAL COUNCIL
OFFICE OF THE SECRETARY

**REQUEST FOR SEALED QUOTATIONS
FOR SERVICES**

**PROVISION OF CONFERENCE FACILITIES, ACCOMMODATION AND
MEALS AS WELL AS OTHER RELATED SERVICES TO NATIONAL COUNCIL
FOR A PERIOD OF TWO (2) YEARS/ 24 MONTHS IN WINDHOEK**

Procurement Reference No: NCS/RFQ/11-74/23/24

**Parliament Building, Private Bag 13371, Windhoek, Namibia
Tel. (061) 202 8000/ 202 8111, Fax (061) 226 121**



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Letter of Invitation

08 December 2023

To: The Prospective Bidder

Procurement Reference Number: **NCS/RFQ/11-74/23/24**

Dear Sir/Madam,

PROVISION OF CONFERENCE FACILITIES, ACCOMMODATION AND MEALS AS WELL AS OTHER RELATED SERVICES TO NATIONAL COUNCIL FOR A PERIOD OF TWO (2) YEARS/ 24 MONTHS IN WINDHOEK

The National Council invites you to submit your best bid 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 Jacqueline S. Steyn at 061 202 8071, j.steyn@parliament.na. Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,


Ms. Jacqueline Steyn
Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National reserves the right:

- (a) to split the contract as per the lowest evaluated cost, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) 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 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 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 *ninety (90)* days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a certified copy (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)), of a valid company Registration Document; The company registration document must also clearly indicate ownership;
- (b) Have an original or a certified copy (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)), of a valid good Standing Tax Certificate, as certified by the Commissioner of Oath. **Certificate should be valid as at the date of bid submission.**
- (c) Have an original or a certified copy (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)), of a valid good Standing Social Security

Certificate, as certified by the Commissioner of Oath. **Certificate should be valid as at the date of bid submission.**

- (d) Have a valid certified copy (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)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath. **Certificate should be valid as at the date of bid submission.**
- (e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
- (f) have a valid certified certificate indicating SME Status (for Bids reserved for SMEs);
- (g) Submit a signed Bid Securing Declaration;
- (h) Submit a valid certificate of fitness from a local authority
- (i) Complete all spaces provided and initial each page of the standard bidding document by such a person(s) legally authorised to sign on behalf of the company.
- (j) Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatories;
- (k) Proof of Namibian bank account (in the case of Joint Ventures, where a joint venture account is not yet opened, proof by one of the joint venture partner).
- (l) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

PLEASE ENSURE TO ATTACH VALID MANDATORY DOCUMENTS

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 Appendix to Quotation Letter of this document.

6. Contract Period for Services

The contract shall be on *fixed rate* for a period of *twenty four (24) months*.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving 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 and addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Bids should be deposited in the Quotation/Tender Box located at Ground Floor not later than Tuesday, 16 January 2024 at 10h00. Bids by post or hand delivered should reach National Council by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered

10. Opening of Quotations

Quotations will be opened internally by the Public Entity 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-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three (3) working days of the Opening.

11. Evaluation of Quotations

The Public Entity 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 and Performance Standards

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

13. 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.

14. Labour Clause

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.

15. Margin of Preference

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

Not applicable.

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

Not applicable.

16. 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 issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Notification of Award and Debriefing

The Public Entity 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 Public Entity 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: <i>[Name of Public Entity]</i>	National Council
Procurement Reference Number:	NCS/RFQ/11-74/23/24
Subject matter of Procurement:	PROVISION OF CONFERENCE FACILITIES, ACCOMMODATION AND MEALS AS WELL AS OTHER RELATED SERVICES TO NATIONAL COUNCIL FOR A PERIOD OF TWO (2) YEARS/ 24 MONTHS IN WINDHOEK

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 **ninety (90) 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 Authorised By:

Name of Bidder	Company's Address and seal	
Contact Person		
Name of Person Authorising the Quotation:	Position:	Signature:

Date		Phone No./E-mail
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BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:[Day|month|year].....

Procurement Ref No.: NCS/RFQ/11-74/23/24

To: National Council

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, 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:

VA

.....
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

This RFQ document, General Conditions of the Contract, specifications, and bidders' submitted documents shall constitute the performance contract.

Part 1. Background

The National Council, in the course of executing its duties and fulfilling its legislative mandate frequently organises conferences/symposiums/workshops that predominantly involves key stakeholders such as high level dignitaries, Members of Parliament and staff members. In order to increase efficiency in organising events National Council aims to solicit bids from service providers for the provision of conference facilities, workshops or training venues, catering, accommodation and other related services for a period of two (2) years/ 24 months.

Part 2. Objectives

- a) Capacity to assign competent and sufficient staff to give adequate support to all National Councils meetings, conferences, seminars workshops, and trainings.
- b) Assign qualified technical staff to support any technical logistics needed at all times during the conferences, meetings, seminars, workshops and training as requested by National Council.
- c) Qualified IT personnel to assist in setting up IT related equipment.
- d) Provide high quality hotel accommodation services

Additional requirements

- Bidders must submit references where similar contracts were undertaken during the last three (3) years.
- Bidders must submit a company profile indicating at least the following the nature of the business, company address and contact, ownership and shareholders, size of company.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/11-74/23/24**

PROVISION OF CONFERENCE FACILITIES, ACCOMMODATION AND MEALS AS WELL AS OTHER RELATED SERVICES TO NATIONAL COUNCIL FOR A PERIOD OF TWO (2) YEARS/ 24 MONTHS IN SWAKOPMUND.

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.]

NOTE: Prices shall not be adjustable for the duration of the contract.

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure (Service Fee Rate)	Unit Rate Price	Total Unit Rate Price	Commission percentage (%)
A*	B*	C*	D*	E	F	
1	CONFERENCE FACILITY					
2	Conference facilities to cater for 1 to 80 participants which shall include projector screens, projectors, flipchart stand and set of markers, audio visual devices/video conferencing facilities, sound systems (microphones), pens and writing pads, high speed internet connections (Wi-Fi) and assorted mints.	1	Standard Rate			
3	Provide meals, coffee-breaks, buffet dinner, lunch with soft drinks, and bottled mineral water during the events, and managing all catering requirements. Buffet	1	Standard Rate			

	dinner, breakfast and lunch – standard rates.					
4	Providing and arranging transportation for participants when needed	1	Standard Rate			
5	Providing additional support services such as: printing and copying of information materials, stationeries etc.	1	Standard Rate			
6	Supplementary services for arranging free time of participants (excursions, participation in social events);	1	Standard Rate			
7	Provide break away rooms	1	Rate			
8	Provide Décor for the High Table when requested	1	Rate			
	HOTEL ACCOMODATION					
9	Arrangements for the events includes accommodation for participants when applicable (The rooms for participants must be clean, safe and available to accommodate all participants).	1	Standard Rate			
11	Daily standard room rate for a double	1	Rate			

	room including breakfast, lunch and dinner. Reliable Wi-Fi Self-contained rooms with amenities e.g., bathroom, toilet, wardrobe, toiletries, drinking water, hot shower, DSTV, air conditioning, and working toilet.					
Enter 0% VAT rate if VAT exempt.		Other additional costs				
		Subtotal				
		VAT @ %				
		Total				

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By:

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

VA

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/11-74/23/24**

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	CONFERENCE FACILITY		
1	Conference facilities to cater for 1 to 80 participants which shall include projector screens, projectors, flipchart stand and set of markers, audio visual devices/video conferencing facilities, sound systems (microphones), pens and writing pads, high speed internet connections (Wi-Fi) and assorted mints.		
2.	Provide meals, coffee-breaks, buffet dinner, lunch with soft drinks, and bottled mineral water during the events, and managing all catering requirements. Buffet dinner, breakfast and lunch – standard rates.		
3.	Providing and arranging transportation for participants when needed		
4.	Providing additional support services such as: printing and copying of information		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	materials, stationeries etc.		
5.	Supplementary services for arranging free time of participants (excursions, participation in social events);		
6.	Provide break away rooms		
	Provide Décor for the High Table when requested		
7.	HOTEL ACCOMODATION		
8.	Arrangements for the events includes accommodation for participants when applicable (The rooms for participants must be clean, safe and available to accommodate all participants).		
9	Daily standard room rate for a double room including breakfast, lunch and dinner. Reliable Wi-Fi Self-contained rooms with amenities e.g., bathroom, toilet, wardrobe, toiletries, drinking water, hot shower, DSTV, air conditioning, and working toilet.		

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

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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity https://www.dropbox.com/sh/4wnf8q5dwzzuyme/AADjhwgdQH7WuQt694JZQxqa/Standard%20Bidding%20Forms%20and%20Documents/Non-Consultancy%20Services/Time-Based?dl=0&preview=GCC+Non-Consultancy+Services+Time+Based.pdf&subfolder_nav_tracking=1) except were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/11-74/23/24

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>shall</i> come into effect as from 01 April 2024 .
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 <i>the last date of the twenty four (24) months</i> .
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer is :</p> <p>Ms. Jacqueline Steyn: Head: PMU Windhoek, Namibia</p> <p>Email: j.steyn@parliament.na</p> <p>The Authorized Representative of the Service Provider is:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
GCC 2.6 Insurance and	The amount of the Professional Indemnity Insurance Cover shall be at

liabilities to Third Party	least: Not applicable.
GCC 2.7 Reporting Obligations	The Service Provider shall report to: xxxxx
GCC 2.10 Performance Security	Not applicable.
GCC 4.2 Contract Price	The amount payable is: <i>as invoiced</i> .
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis <i>within thirty (30) days</i> after receipt of invoice.
GCC 4.5 Price Adjustment	Prices <i>shall not be</i> adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/11-74/23/24

Description	Attached	Not Attached
Duly completed <i>Quotation Letter</i>		
Duly completed List of <i>Goods and Price Schedule</i>		
Duly completed Specification and Compliance Sheet		
Duly completed <i>Bid Securing Declaration.</i>		
Valid certified copy of the full <i>company Registration</i> document clearing indicating ownership		
Valid original or certified copy of <i>good Standing Tax Certificate</i> as certified by the Commissioner of Oath.		
Valid original or certified copy of Standing <i>Social Security Certificate</i> as certified by the Commissioner of Oath.		
Valid certified copy of <i>Affirmative Action Compliance Certificate</i> as certified by the Commissioner of Oath.		
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 the General conditions of Contract if it is awarded the contract or part thereof.		
A valid <i>Fitness Certificate from the Towns/Municipalities</i> in the business area the bidder is bidding for.		
Proof of Namibian bank account (in the case of Joint Ventures, where a joint venture account is not yet opened, proof by one of the joint venture partner).		

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.