



## NKURENKURU TOWN COUNCIL

Tel: 066 258089/120/121 Fax: 066 258000/091

info@nkurenkurutc.com.na, P.O Box 6004, Nkurenkuru, Namibia

### REQUEST FOR A SEALED QUOTATION

Name and Address of Bidder: .....  
.....

Procurement Reference Number: NCS/RFQ/NKU021/2025

Date: 15 April 2025

Dear Sir/Madam

Request for a Sealed Quotation for **Decoration Services for Nkurenkuru Expo 2025 Gala Dinner.**

The Nkurenkuru Town Council invite you to submit your bet 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 contact **Mrs. Sarah Mushongo, Tel: 066 258 089/120** and it should be addressed to **Nkurenkuru Town Council, Procurement Management Unit, P.O BOX 6004, Nkurenkuru.**

**NB:** Please prepare and submit your quotation in accordance with instructions given or inform the under signed if you will not be submitting a quotation.

Yours faithfully

 15/04/2025

E.M. Nanyemba

Head of the Procurement Management Unit  
Nkurenkuru Town Council

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

### **1. Rights of Public Entity**

The Nkurenkuru Town Council 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 List of Goods and Price Schedule Section III;
- (b) the Specifications and Compliance Sheet in Section V; and
- (c) 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 **30** working days from the date of submission deadline.

### **4. Eligibility Criteria**

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

- (a) Attach a certified copy of a company registration certificate from the Ministry of Industrialization, Trade and SME Development;
- (b) Attach a valid certified copy of good standing Tax Certificate;
- (c) Attach a valid certified copy of good standing social security certificate;
- (d) Attach a valid certified copy of certificate indicating SME Status;
- (e) Attach a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (f) Have past experience in decoration services, attach three (3) contactable reference letters or purchase orders as proof of experience (attach photos or pictures of previous decoration services conducted);

(g) **Specifications:**

- (a) Provision of 10 corsages (fresh flowers)
- (b) Supply of 25 tables and 300 tiffany chairs
- (c) Supply of water and wine glasses.
- (d) Dressing of a high table and 30 tables with all the necessary decoration pieces.
- (e) Decoration of the entire expo hall (roof top and sides to be covered), 30 tables consisting of 10 people per table plus the high table which may consist of 10-15 people as well as provision of red or green carpets.
- (f) Additional 3 tables must be reserved in case expected number of people increases.
- (g) Theme; dark meroon, gold and white

**5. Delivery**

**Delivery Date:** Saturday, 10<sup>th</sup> of May 2025

**Note:** All decorations must be completed by Friday, 09<sup>th</sup> of May 2025.

**6. Sealing and Marking of Quotations**

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

**7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Nkurenkuru Town Council** before or on Friday, the **25<sup>th</sup> of April 2025 (11:00 am)**. Quotations by post or hand delivered should reach Nkurenkuru Town Council by the same date and time at latest. Late quotations will be rejected.

**NB:** Quotations received by e-mail will not be considered.

**8. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 7 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 available to any bidder on request within three working days of the Opening.

**9. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**10. Technical Compliance**

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

### **11. Prices and Currency of payment**

Prices shall be fixed in Namibian Dollars.

### **12. Bid Security/ Bid Securing Declaration**

Bidders are not required to submit a bid Security/ subscribe to a bid securing Declaration for this procurement process.

### **13. 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.

## **SECTION II: QUOTATION LETTER**

**NB: (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 authorization on this form will confirm that terms and conditions of the RFQ Prevail over any attachments. If your quotation is not authorized, it will be rejected.)**

Quotation addressed to	
Procurement Reference Number	<b>NCS/RFQ/NKU021/2025</b>
Subject matter of Procurement	

We offer to supply the items listed in the attached list of Goods and Price schedule as per the defined specifications, expect for the qualified deviations 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. 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription

shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

The validity period of our quotation is ..... **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.

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR:.....Procurement Ref No: **NCS/RFQ/NKU021/2025**

Item no.	Description of Goods NB! (Please refer to eligibility criteria under specification / Alternatively request it telephonically at 066 258 089.	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Provision of decoration services for Nkurenkuru Expo 2025 Gala Dinner								
2.									
3.									
4.									
5.									
6.									
					<b>TOTAL</b>				

Quotation Authorized by:

Name of Bidder		Company's Address and seal
Contact Person		

All official correspondence must be addressed to the Chief Executive Officer.

Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

## 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) for the procurement of Goods (Ref. G/RFQ-GCC).

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NKU021/2025**

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

Subject and GCC Clause reference	Special Conditions
Site GCC1.1(M)	The Site/Final destination for delivery of the Goods is.....
Incoterms Edition GCC 4.2(B)	Incoterms shall be governed by the rules prescribed in incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses:  <b>Nkurenkuru Town Council</b> <b>P.O.Box 6004</b> <b>Nkurenkuru</b>  For the supplier, the address and contact name shall be.....
Terms of payment GCC 16.1	The structure of payments shall be: full payment following delivery of the supplies and submission of an invoice and the documents listed in clause 13.1
Terms of payment GCC 16.4	The currency of payment shall be the currency of order specified in the 4 list of Goods, Price schedule and product details in the statement of requirements.

### **SCHEDULE 3**

#### **QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: NCS/RFQ/NKU021/2025**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		