



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

Request for Quotations for Non-Consultancy Services Time-Based

Procurement of catering services to the Board for 2024/2025 Financial
Year

Procurement Reference No: NCS/RFQ/BIPA-17/2024

Due Date for Submission: Monday, 10 June 2024

Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN
Building, Windhoek, Namibia, Tel: +264 61 299 4400, Email: info@bipa.na, Issued 31 May
2024



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

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Letter of Invitation

To all Bidders

NCS/RFQ/BIPA-17/2024

31 May 2024

Dear Sirs,

Request for Quotations for Procurement of catering services to the Board for 2024/2025 Financial Year

The BIPA 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 Management Unit, Tel 061-299 4415 /4309**

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,

Jakob Mwaala Shaanika: Secretary to the Procurement Committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The BIPA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, 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 **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 valid company Registration Certificate;
- (b) have an original or certified copy valid good Standing Tax Certificate;
- (c) have an original or certified copy valid good Standing Social Security Certificate;
- (d) have 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; 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
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) Submit valid BIPA Good Standing Certificate will be added advantage

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of **ten (10) of months/years (June 2024 – 31 March 2025**

7. Documents to be submitted

The bidder should submit three (3) reference letters of catering services rendered for the past two years. The reference letters should be on letter heads of clients. The bidder should submit a **fitness certificate in catering / restaurateur business as evidence of existing related business operations of similar catering nature.**

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

Quotations should be deposited in the Quotation/Bid Box located at Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia, not later than **Monday, 10 June 2024 at 11h00am**. Quotations by post or hand delivered should reach Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia by the same date and time at latest. Late quotations will be rejected.

Quotations 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 Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three 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:

Formula to calculate margins of preference:

$$A = \frac{MP \times BP}{100}$$

100

in which formula -

- (a) "A" represents the amount to be determined;
- (b) "MP" represents the total percentage of all margins of preferences granted in respect of the bid; and
- (c) "BP" represents the bid price.

15.2 MARGIN OF PREFERENCE EVALUATION

The margin of preference will be applied to all the qualifying bids. The methodology to be used for this preference is as stipulated in the code of good practice.

#	Category	Documentary evidence	Margin of preference
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1	Manufacturer	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant	2%
2	Micro, Small and Medium Enterprise	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	1%
3	Women owned enterprise	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership	1%
4	Youth owned enterprise	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership	2%
5	Previously Disadvantaged Person owned enterprise	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership	2%
6	Suppliers providing environmental protection	-declaration and proof that the bidder meets the requirements set out in the bidding document	1%
7	Suppliers providing employment to Namibian	-declaration that the bidder employs 50% or more Namibian citizens	1%
TOTAL			10%

a) For procurement of non-consultancy services:**(i) Namibian shareholding:**

3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act;

(ii) Services to be rendered by Namibian citizens:

(aa) 1% - if between 50% - 60% of the key employees to render the service inclusive of management are Namibian citizens;

OR

(bb) 2% - if more than 60% of the key employees to render the service inclusive of management are Namibian citizens;

(cc) 3% - if 100% semi-skilled labour are Namibian citizens;

(iii) Materials:

2% - if the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the services are manufactured, grown, mined or extracted in Namibia.

b) For procurement of consultancy services**(i) Namibian shareholding:**

3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act;

(ii) Services to be rendered by Namibian citizens:

(aa) 4% - If the Team leader is a Namibian citizen;

(bb) 1% - if between 50% - 60% of the employees to render the service are Namibian citizens;

OR

(cc) 3% - if more than 60% of the employees to render the service are Namibian citizens.

(c) For procurement of consultancy services (Individual):

5% - if an individual consultant is a Namibian citizen;

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. Performance Security

Performance Security is not applicable

18. 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)

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead 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 _____ 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 _____ days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ 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	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date: _____

Procurement Ref No.: _____

To: BIPA

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***

SECTION III: SCOPE OF SERVICES

The Business and Intellectual Property Authority (BIPA), invites quotations from suitably, qualified and experienced catering service provider to catering services for the period of 10 months from June 2024 to 31 March 2025.

Catering services to the Board from June 2024 to 31 March 2025				
No.	Month	Number of meetings to be held in each month	Number of people to be catered for	Date of the meeting
1	June 2024	1	12	To be communicated to the successful bidder
2	July 2024	2	12	
3	August 2024	1	12	
4	September 2024	2	12	
5	October 2024	1	12	
6	November 2024	2	12	
7	December 2024	1	12	
8	February 2025	2	12	
9	March 2025	1	12	

The bidder is required to submit three (3) reference letters of catering services rendered for the past two years. The reference letters should be on letter heads of clients. The bidder should submit a fitness certificate in catering / restaurateur business as evidence of existing related business operations of similar catering nature.

- Food should be served in neat warm Chafing dishes
- The supplier should provide cutleries such as (Napkin/tissue paper, spoons, folks, serving spoons)

QUOTATION FOR: Procurement of catering services to the Board for 2024/2025 Financial Year - BIPA Head Office
Procurement Ref No: NCS/RFQ/BIPA-17/2024

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total F= mark with a *if an equivalent is quoted E= Rate per unit F=Total price for one item (C x E) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page		
A	B	C	D	E	F	G
Item no.	Description of Goods	Quantity required	Unit of measures	Unit Price without VAT NAD	Total price without VAT NAD	Delivery dates :
1	NB!!!<u>Food should be served in warm Chafing dishes. Alternative menu is allowed</u> <u>Date: June 2024</u> Breakfast: • Muffins • Sandwich (preferably brochens with assorted fills) Lunch: • Beef / lamb stew • Fish (Hake) • Roasted Vegetables • White Rice • butternut squash soup	12 people	1 meeting			June 2024

2	<u>Date: July 2024</u> Breakfast • Muffins • Sandwich (preferably brochens with assorted fills) Lunch • Beef / lamb stew • Fish (Hake) • Greek Salad • White Rice • Sauce (mushroom)	12 people	2 meetings		July 2024
3	<u>Date: August 2024</u> Breakfast: • Muffins • Sandwich (preferably brochens with assorted fills) Lunch: • Braai lamb chops • Fish (Hake) • Greek Salad • Potato salad • White Rice • butternut squash soup	12	1 meeting		August 2024
4	<u>Date: September 2024</u> Breakfast:	12			September 2024

	• Medium Breakfast platter x2 • Muffins Lunch • Braai Lamb chops • Fish (Hake) • Greek Salad • Potatoe salad			2 meetings			
5	<u>Date: October 2024</u> Breakfast • Muffins • Fruit Platters with yogurt Lunch • Beef stew • Fish (Hake) • Roasted Potatoes Wedges • White Rice	12		1 meeting			October 2024
6	<u>Date: November 2024</u> Breakfast • Large Fruit Platter with yogurt x1 • Large Breakfast Platter x1 Lunch • Chicken stew • Fish (Hake) • Greek Salad • White Rice	12		2 meetings			November 2024

	Sauce (mushroom)						
7	<u>Date: December 2024</u> Breakfast - Fruit Platters with yogurt Lunch - Braai lamb chops/ beef - Fish (Hake) - Greek Salad - Potato salad - White Rice - Sauce (mushroom)	12	1 meeting				December 2024
8	<u>Date: February 2025</u> Breakfast - Muffins - Medium Breakfast platters x2 Lunch - Braai Lamb chops - Fish (Hake) - Greek Salad - Potatoes salad - White Rice - Sauce	12	2 meetings				February 2025
9	<u>Date: March 2025</u> Breakfast - Sandwich (preferably brochens with assorted fills) - Fruit Platters with yogurt	12					March 2025

Lunch • Chicken stew • Fish (Hake) • Greek Salad • White rice • Roasted Potatoes Wedges			1 meeting		
				Total Price	
				VAT 15%	
				Total Price with VAT	
NAME:				SIGNATURE	DATE
NAME OF BIDDER:					

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/BIPA-17/2024

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>
1	Procurement of catering services to the Board for 2024/2025 Financial Year - BIPA Head Office as indicated under the table on page 11-15		

* 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/BIPA/RFQ-17/2024** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

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 Public Entity to suit the requirements of the specific procurement].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall to come into effect as from: 01 June 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 31 March 2025 or by an additional period to be determined by the Public Entity.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Ms Susan Kalenga Tel: 061 – 299 4415 /4309 Email: kalenga@bipa.na The Authorized Representative of the Service Provider is: _____ _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not Applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr Jakob Shaanika Manager: Procurement, Facility Management and Logistics Services Tel: 061 – 299 4309/4415 Windhoek
GCC 2.10 Performance Security	The Performance Security shall be: Not applicable
GCC 4.2	The amount payable is: _____ per month.

Contract Price	
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis <i>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/BIPA-17/2024**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
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.