

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: REQUEST FOR ACCOMMODATION, MEALS AND CONFERENCE FACILITIES FOR THE DEAF ASSISTANTS TRAINING IN OTJIWARONGO, OTJOZONDJUPA REGION, FROM 02-08 JUNE 2024 FOR 14 PEOPLE, DIRECTORATE OF PROGRAMME AND QUALITY ASSURANCE (PQA) FOR THE MINISTRY OF EDUCATION, ARTS AND CULTURE

Procurement Ref No. NCS/RFQ/10-17/2024-2025

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. [To be filled by the Public Entity]		E	F	G	H	I			
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)	Country of Origin
1.	Accommodation in Otiwarongo for 14 participants from <ul style="list-style-type: none"> • Check-in: 03 June 2024 and • Check out: 08 June 2024 • 3 Single Rooms and • 6 Double Rooms 	6 nights							
2	Breakfast for 14 participants 03-08 June 2024	6 days							
3	Morning Tea Break for 14 participants 03-07 June 2024 (Tea, Coffee, Juice with Snacks)	5 days							
4	Lunch for 14 participants from 03-07 June 2024 juice and soft drink per person	5 days							
5	Dinner for 14 participants 02-07 June 2024 with a soft drink/juice per person	6 nights							
6	Conference Facilities for 14 participants 03-07 June 2024 with tables and chairs.	5 days							

Bidders shall fill-in columns E - I and fill the total

E= mark with a *if an equivalent is quoted

F= Rate per unit

- 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

INSTRUCTIONS TO BIDDERS

7	Equipment required for the training: <ul style="list-style-type: none"> ▪ Projector x 1 ▪ Internet Access (Strong Connectivity) ▪ Permanent Markers (different Colours) ▪ Flip Charts Stands x 1 with Flip Chart Papers 						
8	NB: <ul style="list-style-type: none"> • Please provide the menu with the bidding document • Water and Sweets in the morning and after lunch in the conference venue for the duration of the training. 						
		TOTAL					
NAME:			POSITION:		SIGNATURE		DATE
NAME OF BIDDER:			ADDRESS:				

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**