

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

**QUOTATION FOR: REQUEST FOR CATERING SERVICES FOR THE EXAMINERS' REPORT WORKSHOP TO BE HELD IN OKAHANDJA FROM 27-31 MAY 2024 FOR THE DIRECTORATE OF NATIONAL EXAMINATIONS AND ASSESSMENT OF THE MINISTRY OF EDUCATION, ARTS AND CULTURE**

Procurement Ref No. NCS/RFQ/10-22/2024-2025									
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. <i>[To be filled by the Public Entity]</i>					Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit                      G=Total price for one item (C x F) • 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 Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/month	Country of Origin
1.	Morning Tea/Coffee, Sugar, Juice and assorted Sandwiches with fillings and Savoury from 27-31 May 2024 for 230 people	5 days							
2	Lunch (2 types -- 1x red meat and 1x white meat, fish or chicken), salad, veggies and starch) with a soft drink/juice per person 27-31 May 2024 for 230 people	5 days							
3	Water Still 500ml 2 bottles per person per day	2300 bottles							
					<b>TOTAL</b>				
<b>NAME:</b>					<b>POSITION:</b>			<b>DATE</b>	
<b>NAME OF BIDDER:</b>					<b>SIGNATURE</b>				
					<b>ADDRESS:</b>				

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**

## 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 Price list 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 will be rejected.**]*

Quotation addressed to:	Ministry of Education, Arts and Culture
Procurement Reference Number:	NCS/RFQ/10-22/2024-2025
Subject matter of Procurement:	<b>REQUEST FOR CATERING SERVICES FOR THE EXAMINERS' REPORT WORKSHOP TO BE HELD IN OKAHANDJA FROM 27-31 MAY 2024 FOR THE DIRECTORATE OF NATIONAL EXAMINATIONS AND ASSESSMENT OF THE MINISTRY OF EDUCATION, ARTS AND CULTURE</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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: Instruction to Bidders.

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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is **60 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.

### 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	