



**OFFICE OF THE GOVERNOR**

**KAVANGO WEST REGION**

**EXPRESSION OF INTEREST ISSUED ON THE 22 AUGUST 2025**

Request for Quotation during the two-day Protocol Training Workshop on the 03<sup>rd</sup> – 04<sup>th</sup> September 2025 at Nkurenkuru Community Hall. Time will be communicated to all successful bidders.

ITEM DESCRIPTION	Number of service provider (bidder)
<p>Provision of catering service for 50 people/per day</p> <p>Tea Break (Day 1): Cheese, polonies and eggs sandwich with a mixture of slices of brown and white bread, coffee, tea, sugar and milk.</p> <p>Lunch menu (Day 1): Rice, potato salad, fried fish, beef stew, pap and mutate 60 x assorted drinks and 40 x 100% juice 330ml</p> <p>Afternoon Break (Day 1): fruits, muffins and oros in a jar.</p> <p>Tea Break (Day 2): Cheese, polonies and eggs sandwich with a mixture of slices of brown and white bread, coffee, tea, sugar and milk.</p> <p>Lunch menu (Day 2): Spaghetti, beetroot, macaroni, spinach, fried fish, fried chicken (dram stick and wings), and soup. 60 x assorted drinks and 40 x 100% juice 330ml.</p> <p>Afternoon Break (Day 2): fruits, slice of cakes and oros in a jar.</p>	Two (2) bidders
Hiring of 30 rectangle tables with tablecloth (black) and provision of service (arrangement of tables) sweets and water (100 people) on the table in the morning and afternoon.	One (1) bidder

A. NB: The following required mandatory documents shall accompany the quotation:

- (a) Have a valid certified company Registration Certificate.
  - (b) Have an original/certified valid good Standing Tax Certificate;
  - (c) Have an original/certified valid good Standing Social Security Certificate;
  - (d) Have a valid certified copy of Affirmative Action Compliance Certificate.
  - (e) Have a certificate indicating SME Status (for Bids reserved for SMEs)
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- NB: 1. ALL PROSPECTIVE SERVICE PROVIDERS ARE HERewith REQUESTED TO QUOTE SEPARATELY FOR THE DIFFERENT SERVICES REQUIRED.
2. THE BID IS STRICTLY FOR RESIDENT OF KAVANGO WEST REGION
3. **CLOSING DATE** FOR ALL BIDS IS **WEDNESDAY, 27 AUGUST 2025 AT 10H00** AT KAVANGO WEST REGIONAL COUNCIL, OFFICE NUMBER 7.

Should you require more information, please contact: A. Ngalangi @ 0811671876 / L. Kamukwanyama @ 0852902460

