



**ORANJEMUND TOWN COUNCIL
PROCUREMENT MANAGEMENT UNIT**

BIDDING DOCUMENTS : Issued on: 23/09/2022 COST: FREE

**Request for Sealed Quotations
for Non-Consultancy Services: Lump-Sum**

Provision of Photographic Services (**LOT 1**) and Design & Printing Services (**LOT 2**) for the Mayoral Relief Fund: Fundraising events 2022

QUOTATION OF (LOT) 1 - PARTICULARS OF BIDDER

Business Name:
Postal Address:
Telephone No: Cell No.:
Contact Person:
E-Mail Address:
Sub- Total:-VAT:-Total Bid Amount-----

QUOTATION OF (LOT) 2 - PARTICULARS OF BIDDER

Business Name:
Postal Address:
Telephone No: Cell No.:
Contact Person:
E-Mail Address:
Sub- Total:-VAT:-Total Bid Amount-----

INFORMATION TO THE BIDDERS:

Bidders shall enclose **One (1) Bidding document** with all necessary supporting documents in a single sealed envelope with the Procurement Reference Number “**NCS/RFQ/ORTC-08/2022/23**” The inner and outer of the envelope shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Oranjemund Town Council, corner of 8th Avenue and 12th Street, on or before **Friday, 07th October 2022 at 15H00.**

Vincent Shikukwete | PROCUREMENT MANAGEMENT UNIT



Oranjemund Town Council

C/o 8th and 12th Avenue, Box 178, Oranjemund | Tel: +264 63 233 500 Fax: +264 63 233501

Letter of Invitation

To: The Prospective Bidder

[Procurement Reference Number]- NCS/RFQ/ORTC-08/2022/23

23 September 2022

Dear Prospective Bidder,

Request for Quotations for the Mayoral Relief Fund- Fundraising events 2022:

- **(Quotation Lot 1) Provision of Photographic Services**
- **(Quotation Lot 2) Provision of Design & Printing services**

The Oranjemund Town Council invites you to submit your best quote for the services described in detail hereunder.

The Oranjemund Town Council is looking for a reputable, registered Namibian company that can provide the best services for the abovementioned event. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. Vincent Shikukwete, Oranjemund Town Council, Procurement Management Unit.

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,

Vincent Shikukwete

Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oranjemund Town Council reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 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 Compliance Sheet 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 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 60 days** from the date of bid 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/ valid certified copy of good Standing Tax Certificate;
- (c) have an original/ valid certified copy of 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

5. Bid Security/Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be on the day of the events, as per the outlined specifications of **QUOTATION LOT 1 and QUOTATION LOT 2**, after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. 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 at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Oranjemund Town Council, C/o 8th and 12th Avenue, Box 178, Oranjemund, not later than ***Friday, 07th October 2022 at 15H00***. Quotations by post or hand delivered should reach Oranjemund Town Council, C/o 8th and 12th Avenue, Box 178, Oranjemund by the same date and time at latest ***Friday, 07th October 2022 at 15H00***. 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 quoted, 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, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars (N\$) as quoted. 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. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

N/A

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

16. 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to :	Oranjemund Town Council
Procurement Reference Number:	NCS/RFQ/ORTC-08/2022/23
Subject matter of Procurement:	Provision of services for the Mayoral Relief Fund-Fundraising events 2022 in Oranjemund: <ul style="list-style-type: none"> • (Quotation Lot 1) Provision of Photographic Services • (Quotation Lot 2) Provision of Design & Printing services

We offer to provide the services detailed in the Scope of Service, 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 this request for quotation (RQF) and subscribe fully to the terms and conditions contained herein.

The validity period of our Quotation is 60 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 quotation validity.

The services will commence and be completed from the date of issue of Purchase Order/ Letter of Acceptance as shown in the list of goods and price schedule.

Quotation Authorised by:

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

2. PROCUREMENT DETAILS

Procurement Reference No. : NCS/RFQ/ORTC-08/2022/23

Procurement Description: **Provision of Photographic services (Quotation Lot 1) and Design & Printing Services (Quotation Lot 2) during Mayoral Relief Fund-Fundraising events 2022**

- (Quotation Lot 1) Provision of Photographic Services
- (Quotation Lot 2) Provision of Design & Printing services

Anticipated Contract Duration: **as outlined in specifications per Quotation Lots**

Location where work will be done, good/services will be delivered: **Oranjemund**

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

SECTION III: SCOPE OF SERVICES

PROVISION OF PHOTOGRAPHIC SERVICES: **QUOTATION (LOT) 1**

1. Mayoral Charity Ball on **Friday, 04th of November 2022** hosted at the Recreational Club.
2. Mayoral Sports Day on **Saturday, 05 November 2022** hosted at Hockey field and Rugby field.
3. VIP Lounge on **Saturday, 05th of November 2022** hosted at Berronnies

A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The photographic services to be executed under this Contract includes the following:

- Provision of excellent photographic services, as per below indication:

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ORTC-08/2022/23

QUOTATION (LOT) 1

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Evening event: Mayoral Charity Ball Friday, 04 November 2022 (18h30 – 22h00)		1 day		
2	Day event - Fundraising Sports Day Saturday, 05 November 2022 (09h00 – 16h00)		1 day		
3	Evening event - VIP Lounge Saturday, 05 November 2022 (19h00 – 22h00)				
4	Short videos of events listed above in point 1-3				
5	Short thank you to sponsors video – highlighting events hosted, listed above in point 1-3				
6	Package must include group photos and individual photos				
				Other additional costs	
				Subtotal	
<i>Enter 0% VAT rate if VAT exempt.</i>				VAT @ %	
				Total	

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/ORTC-08/2022**

PROVISION OF PHOTOGRAPHIC SERVICES: **QUOTATION (LOT) 1**

[Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	See specifications outlined in Section III: Scope of works.		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

* 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 III: SCOPE OF SERVICES

PROVISION OF DESIGN & PRINTING SERVICES: **QUOTATION (LOT) 2**

1. To provide excellent graphic design, layout and printing services of the Mayoral Relief Fund: Fundraising events that is taking place on the **04 -05 November 2022**.

A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The design & printing services to be executed under this Contract includes the following:

- Design and printing of ticket books for the events: Mayoral Charity Ball and VIP Lounge

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ORTC-08/2022/23

QUOTATION (LOT) 2

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Design and Printing of ticket books for the: Mayoral Charity Ball and VIP Lounge events	200	Each per event		
2	Design and Printing of wristbands VIP Lounge events	200			
3	Design and Printing materials of Mayoral Relief Fund: Fundraising events (programmes, menus, information booklets, banners etc) <i>*as required</i>	200			
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/ORTC-08/2022/23**

PROVISION OF DESIGN & PRINTING SERVICES: **QUOTATION (LOT) 2**

[Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1			
2			

* 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-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/ORTC-08/2022/23**

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*].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: Oranjemund Town Council, C/o 8th and 12th Avenue, PO Box 178, Oranjemund, Contact Person: Vincent Shikukwete 063-233500 Service Provider PO Box _____ Contact Person: _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: _____ For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____

Starting Date GCC 2.2.2	The intended starting date for the commencement of Photographic Services is 4th November 2022 and for Design & Printing Services is on the 14th October 2022.
Intended Completion Date GCC 2.3	The intended completion date is 05st November 2022 for Design & Printing Services and Photographic Services to provide required materials as indicated within 5 working days after the event.
Prohibition GCC 3.2.3(c)	List of Activities: See Section III: Scope of works.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are See Section III: Scope of works.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: N/A
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 0.05% per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. (<i>Where applicable</i>)
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are N/A
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is N/A
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	N/A
Dispute Settlement GCC 8.2.4	N/A
Dispute Settlement GCC 8.2.5	N/A

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u>		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

[Public Entity to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement]

PROCUREMENT REFERENCE NO.: NCS/RFQ/ORTC-08/2022/23

Description	Attached (please tick if submitted and cross if not)	
	QUOTATION LOT 1	QUOTATION LOT 2
PROVISION OF PHOTOGRAPHIC SERVICES: QUOTATION LOT 1		
PROVISION OF DESIGN & PRINTING SERVICES: QUOTATION LOT 2		
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Bid Security/Bid securing declaration		
Company profile, past experience and references where similar services have been provided		
Certified company Registration Certificate;		
Original/ certified valid good Standing Social Security Certificate		
Original/ certified valid good Standing Tax Certificate;		
Valid certified copy of Affirmative Action Compliance Certificate		

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.