



**PROCUREMENT MANAGEMENT UNIT**  
**For the**  
**Oranjemund Town Council**

✉ P.O Box 178 – Corner of 8<sup>th</sup> Avenue & 12<sup>th</sup> Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500  
Fax: (+264) 63 233 501 – E-mail: [procurement@ormdte.com.na](mailto:procurement@ormdte.com.na) – Website: [www.ornanjemund-tc.com](http://www.ornanjemund-tc.com)

**BIDDING DOCUMENTS**

Issued on: **23/09/2022**

**REQUEST FOR QUOTATIONS**  
**FOR NON-CONSULTANCY SERVICES**  
**(LUMP SUM)**

**PROVISION OF GRAPHIC DESIGN AND PRINTING SERVICES**  
**FOR ORANJEMUND DIAMOND FESTIVAL**

**FREE**

Procurement Reference No: **NCS/RFQ/ORTC-13/2022/23**

Closing date & Time: **Friday, 7<sup>th</sup> October 2022 at 14h30**

**PARTICULARS OF BIDDER**

**Business Name :** .....

**Postal Address:** .....

**Telephone No:** .....

**Cell No.:** .....

**Fax No.:** .....

**Contact Person:** .....

**E-Mail Address:** .....

**Bid Price:**.....

**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-13/2022/23**” 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 8<sup>th</sup> Avenue and 12<sup>th</sup> Street, on or before **Friday, 7<sup>th</sup> October 2022 at 14h30**.

**Vincent Shikukwete**  
**PROCUREMENT MANAGEMENT UNIT**



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**Letter of Invitation**

*To: (Name of bidder)*

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.....  
.....

*Friday, 23<sup>rd</sup> September 2022*

Dear Sir/Madam,

**NCS/RFQ/ORTC-13/2022/23: -Provision of Graphic design and Printing Services for Oranjemund Diamond Festival.**

The **Oranjemund Town Council** 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 **Mr. Vincent Shikukwete, Procurement Management Unit; Oranjemund Town Council.**

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 split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for **Bid Securing Declaration**;
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 **Sixty (60) days** from the date of submission deadline.

## 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have an **original certified copy of a valid company Registration Certificate**;
- (b) have an **original certified copy of valid good Standing Tax Certificate**;
- (c) have an **original certified copy of a valid good Standing Social Security Certificate**;
- (d) have an **original certified copy of Affirmative Action Compliance certificate**.
- (e) Have a **valid original certified copy of a fitness certificate**.
- (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 Securing Declaration

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

## 6. Delivery

Commencement shall be **within thirty (30) days** *after* acceptance/issue of Purchase Order. Deviation in service period **shall be considered** if such deviation is reasonable.

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oranjemund Town Council with the Bidder's name and contact information at the back of the envelope.

## 8. 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, 7<sup>th</sup> October 2022 at 14h30**. 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, 7<sup>th</sup> October 2022 at 14H30**. Late quotations will be rejected. Quotations received by e-mail will not be Considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Oranjemund Town Council immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Oranjemund Town Council and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Oranjemund Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotation's documents, reporting principal technic and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Oranjemund Town Council's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the services to be rendered. The specifications have to be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows: **Not applicable**

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not applicable**

**14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to render these and related 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 Agreement and General Conditions of Contract.

**15. Performance Security**

Not applicable

**16. Notification of Award and Debriefing**

The Oranjemund Town Council shall after award of contract 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 on its website within seven (7) days. Furthermore, the Oranjemund Town Council shall attend to all requests for debriefing made in writing within seven (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 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:	Oranjemund Town Council
Procurement Reference Number:	NCS/RFQ/ORTC-13/2022/23
Subject matter of Procurement:	<b>Provision of Graphic design and Printing Services for Oranjemund Diamond Festival 2022</b>

We offer to supply the services listed in the attached List of Goods and Price Schedule as per the defined specifications, 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 Securing Declaration (BSD)** attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is **Sixty (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	

**BID SECURING DECLARATION**

(Section 45 of Act)

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** Oranjemund Town Council, P.O Box 178, Oranjemund

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**

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]

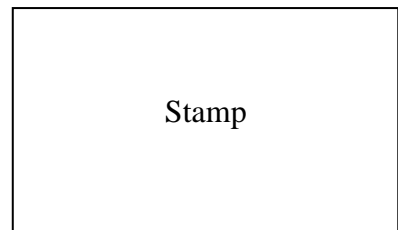
Capacity of: .....  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

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)



## SECTION III: LIST OF SERVICES AND PRICE SCHEDULE

QUOTATION FOR: Oranjemund Town Council  
Procurement Ref No. NCS/RFQ/ORTC-13/2022/23

Item No	Description	Quantity*	Unit cost N\$	Total Amount without VAT – NAD	Amount including VAT - NAD
1.	<b>Graphic Design &amp; Layout of Festival materials</b> <b>a) Invitations</b> <ul style="list-style-type: none"> <li>• Public invitation</li> <li>• Invited guests</li> </ul> <b>b) Programmes of events</b> <b>c) Programme of each event</b> <b>d) Posters:</b> <ul style="list-style-type: none"> <li>• Business networking Conference</li> <li>• Overall event Poster</li> <li>• Music show</li> <li>• Potjie Kos Competition</li> <li>• Little Miss Diamond</li> <li>• Car spin off event</li> <li>• Kiddies' entertainment</li> <li>• Career fair</li> <li>• Art Summit</li> <li>• Gospel Show</li> <li>• Story Telling</li> <li>• Outdoor Movie Night</li> </ul> <b>e) Information booklet</b> <b>f) Lanyards with Identification/Access Cards</b>				
2.	<b>1. TV AD</b> a) Production of TV ad of festival and Jingle for the festival	1			
3.	<b>1. Radio AD</b> a) Production of radio ad – Jingle for the festival	1			
4	<b>1. Design &amp; Print of Ticket books:</b> <ul style="list-style-type: none"> <li>• Music show</li> <li>• Comedy show</li> </ul>				



	<ul style="list-style-type: none"> <li>• Car spin off event</li> <li>• Business Networking conference invite tickets</li> <li>• Outdoor Movie Night</li> <li>• Art Summit</li> <li>• Little miss Diamond</li> </ul> <p><b>2. Festival gate entrance wristband tickets</b></p>				
			Sub Total (N\$)	15% VAT (N\$)	Total (N\$)
<b>Net Total</b>					

## **SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

**As indicated and specified herein.**

The services required is to provide Oranjemund Town Council with the following:

- 1. Provision of Graphic Design and Printing Services for Oranjemund Diamond Festival 2022. See the specification under Section III**

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Provision of Graphic Designing and Printing Services for Oranjemund Diamond Festival. <b>See Section C III for Illustration</b>	Comply / Not comply	
2			
3			
4			

*i.e. Cancel whichever is not applicable*

### Specifications and Compliance Sheet Authorised By:

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

## **SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT**

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) for the Procurement of Goods - Ref. **NCS/RFQ/ORTC-13/2022/23** on the website of the Oranjemund Town Council ([www.oranjemund-tc.com](http://www.oranjemund-tc.com)) except where modified by the Special Conditions below.

### **SECTION VI: CONTRACT AGREEMENT**

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) for the Procurement of Goods except where modified by the Special Conditions below.

## **SECTION VIII: SPECIAL CONDITIONS OF CONTRACT**

**Procurement Reference Number: NCS/RFQ/ORTC-13/2022/23**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Oranjemund Town Council</b>
<b>Site GCC 1.1(m)</b>	Services to be provided to Local Economic and Community Services Department of Oranjemund Town Council under the supervision of Mr. Charles Kakuru.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Oranjemund Town Council, the address and the contact name shall be: <b>Procurement Management Unit, Oranjemund Town Council, P.O Box 178, Oranjemund</b> For the Supplier, the address and contact name shall be: <b>Mr. Vincent Shikukwete</b>
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within _____ days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed <b>shall</b> be adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price “ <b>shall not be</b> ” adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
<b>Performance Security</b> GCC 18.1	(i) No performance security is required*or
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
<b>Transportation</b> GCC 25	The Goods shall be delivered

Subject and GCC clause reference	Special Conditions
<b>Inspection and Test GCC 26.1</b>	The service Provider must report to Oranjemund Town Council Department of Local Economic Development and community Service at least by 29 November 2022 at 15h00.
<b>Location of Inspection and Tests GCC 26.2</b>	There will be a need to have the report draft submitted to the Principle Ministry for approval before the final payment of these services.
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are <b>N\$ 100.00 per day</b> . The maximum amount of liquidated damages for the whole contract is <b>[4%]</b> of the final contract price.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <b>Not applicable</b> .
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>Fourteen (14) days</b>

- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

### SCHEDULE 3

### QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/ORTC-13/2022/23

Description	Attached	Not Attached
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Company profile and testimonial of previous similar services 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.*