



Oranjemund Town Council

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Enquiries: Ms. F. /Uises

Our Ref: 10/4

REQUEST FOR PROVISION OF VARIOUS EVENT MANAGEMENT RELATED SERVICES FOR ORANJEMUND DIAMOND FESTIVAL 2023

INTRODUCTION

With this Terms of reference, the Oranjemund Town Council (herein with referred to as the “client”) wishes to attract eligible services providers (herein with referred to as the “service provider”) to provide various event management related services for Oranjemund Diamond Festival 2023.

BACKGROUND

1. The Oranjemund Town Council is a local authority that was established in year 2012 and is still at an infancy stage and in the process to strengthen its staff complement. On an annual basis the Council hosts the Oranjemund Diamond Festival driven by the Local Economic Development Division.
2. This Festival which is hosted annually aims to attract local and international audience to the town and to stimulate Small Medium Enterprises (SME) development and investment promotion.
3. In efforts to host this event successfully, the Oranjemund Town Council seeks for reputable Namibian companies to bid for the provision of event management related services for the Oranjemund Diamond Festival 2023 through Request for Quotation.
4. The scope of works, is not limited to but includes the following focus areas such as;
 - a) Entertainment services, Exhibition stalls, and catering, décor services with the objective to, ultimately, obtain good quality, cost-effective services that would in return make Council events lively and memorable.
 - b) The various event management related services for the Oranjemund Diamond Festival 2023 has primarily been designed around the following priorities of Oranjemund Town Council. These priorities are anticipated to be delivered timely:



- LOT 1: Provision of Entertainment services – that includes performing music artists, performing dancers and any other entertainers suitable for hosting a Music show;
- LOT 2: Provision of Comedians/comedy acts for hosting comedy shows.
- LOT 3: Provision of Full sound system of the suitable quality to host a Music show indoor or outdoor that includes the sound technical support as per the needs of the client for an event.
- LOT 4: Provision of stage and lights of the suitable quality to host an indoor or outdoor event, that will be based on the needs of the client;
- LOT 5: Provision of partitioning and flooring of standard exhibition stands/trading stalls for Small Medium Enterprises as well as corporate stands, that include any other additional accessories based on the needs of the client;
- LOT 6: Provision of exhibition tent(s) based on the needs of the client; kindly provide various options for consideration
- Lot 7: Provision of Catering and Décor Services based on the needs of the client;

ELIGIBILITY CRITERIA

The ideal service provider is expected to have the following documentation in line with the Public Procurement Act, 2015 (Act No. 15 of 2015) (from the date of appointment and for the duration of the contract);

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

- (a) have an originally certified copy of a valid company Registration Certificate;
- (b) have an originally certified copy of valid good Standing Tax Certificate;
- (c) have an originally certified copy of a valid good Standing Social Security Certificate;
- (d) have an originally certified copy of a valid Affirmative Action Compliance certificate.
- (e) Have a valid originally certified copy of a fitness certificate.
- (f) The service provider must have proven experience in the services stipulated under this contract and must attached relevant proof of such.
- (g) Testimonials from previous clients will be an added advantage.

PROPOSED APPROACH

The following is the approach which will be taken by the client and if and when they use to utilise any of the services listed herein with;



- 1. Client request-**the Oranjemund Town Council via the relevant departments will make a formal request for quotation for a specific service(s) listed under this contract if and when the need arises from the client.
- 2. Service Provider-** the service provider will then send forth reasonable quotations for the requested service(s). All quotations issued to the client must be valid for a duration of ninety days (90) days.
- 3. Client confirmation-** Council will then confirm in writing or via purchase order for the service provider to make necessary arrangements for the requested service.
- 4. Payments-** Once service has been provided, the client will then be responsible for paying the invoice as per the services utilised by the client. Due to the nature of events and services required, no advance payments will be made for any services to be rendered. Service provider must ensure financial capacity to deliver required products and services.

ROLE AND RESPONSIBILITY OF THE SERVICE PROVIDER

- a) Issuing of service-related quotations for services requested by the client.
- b) Uphold a good name and act in the best interest of the client as well as any other service provider that might be tasked to carry out other related services.
- c) The service provider will not interfere with the dealings of the Local organising committee and by extension – the client in any manner.
- d) The service provider shall report directly to the Project Lead of the events hosted by the Local Economic Development.
- e) For any other enquiries related to procurement, can be directed to the Oranjemund Town Council Procurement Management Unit.
- f) The service provider shall ensure that all the services required by the client are executed or delivered on time prior to the set deadlines provided by the Project leads of the events. This also includes the managing of the entertainment services (Performing music artists etc) to arrive on time as per the deadlines provided.
- g) It is the role and responsibility for the service provider to ensure that they have all necessary equipment, software and internal capacity needed to carry out the aforementioned services as the need may arise.
- h) It is the role and responsibility of the service provider to ensure that all services rendered are fully executed within the timeframe given by the client, to ensure that the events are successfully hosted, which includes all the logistical arrangements.



ROLE AND RESPONSIBILITY OF THE CLIENT

- a) Upon receipt of the invoice, the client shall honour payments within 14 working days.
- b) The client shall ensure to communicate in advance with clear instructions to the service provider to ensure ample time is given for preparations.

PROPOSALS

Technical Proposal

In addition to the Curriculum Vitae of the Project lead and a company profile, the technical proposal has to include;

- Possible artist and that can be sourced via the service provider both locally and internationally.
- A Time Schedule for delivery of services to be rendered.
- At least 1 year's proven experience in provision of similar services;
- Proof of ownership of rental agreements of equipment, devices needed for the services to be rendered.

Financial Proposal

The financial proposal has to provide a detailed breakdown of the cost:

- Professional fees (daily rates per service or fees per event);
- Direct cost; and

Take Note:

- Please ensure all documentation submitted for this Request for Quotation are properly bind.
- Envelopes should clearly indicate the procurement reference number and LOT number as well as the Name of the Company as indicated.
- Bids must be addressed to the Oranjemund Town Council Procurement Management Unit and must be sent in a Sealed envelope to C/O 8th and 12th Avenue, Oranjemund Town Council Bid Box at the Finance Building on or before the closing date as per indicated in the bidding document.

GENERAL REQUIREMENTS



- Quotation shall be valid for three months after the closing date.
- The financial proposal shall be in matrix form, provided a breakdown of the time needed for delivery of said services, and cost estimate. The bid shall specify the basics of calculation (i.e., unit cost, quantities, mark-up percentages, taxes foreign and local cost- component etc) of all prices (i.e., main categories, personnel, transport, office supplies, subcontractors, etc.).
- It will be expected that the Service Provider will operate accordingly to sound ethical conduct.
- All fees will be quoted in Namibia Dollars and clearly marked if and where Value added tax has been charged.

GENERAL INFORMATION

- Council shall have the right to negotiate with the successful Service provider on the proposed items, should this be deemed necessary.
- The client may choose to utilise the some or all of the services listed herein depending on the client's financial capacity.
- Prior to the contract being signed with the successful consultant(s) terms of reference and the full scope of work to be executed shall be finally agreed upon in order to iron out any uncertainties and ensure that further claims for work not specified do not arise. Limited assignments may be added to the scope of work after a consultant has been appointed

CONTACT DETAILS FOR ENQUIRIES

Procurement Management Unit
Oranjemund Town Council
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