



PROCUREMENT MANAGEMENT UNIT
For the
Oranjemund Town Council

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

B I D D I N G D O C U M E N T S

Issued on: **12/01/2023**

FOR

**PROVISION OF MARKETING & ADVERTISING SERVICES FOR ORANJEMUND
DIAMOND FESTIVAL 2023**

Procurement Reference No: **NCS/RFQ/ORTC-19/2022/23**

Closing date & Time: **Friday, 10th February 2023 at 10h00**

PARTICULARS OF BIDDER

Business Name:

Postal Address:

Telephone No:

Cell No.:

Fax No.:

Contact Person:

E-Mail Address:

Bid Price LOT 1: **Bid Price LOT 2:**

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-19/2022/23**” 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, 10th February 2023 at 10h00**

Steyn Simasiku
PROCUREMENT MANAGEMENT UNIT



REPUBLIC OF NAMIBIA

ORANJEMUND TOWN COUNCIL

Tel.: (+264 63) 233500

PROCUREMENT MANAGEMENT UNIT

PO Box 178

Fax: (+264 63) 233501

Oranjemund

Enquiries: V. Shikukwete

Namibia

Letter of Invitation

.....

.....

Tel:

Thursday, 12th January 2023

Dear Sir/Madam,

PROVISION OF MARKETING & ADVERTISING SERVICES FOR ORANJEMUND DIAMOND FESTIVAL 2023

The Oranjemund Town Council invites you to submit your best quote for the works 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:

Steyn Simasiku

Head: Procurement Management Unit

Oranjemund Town Council

procurement@ormdtc.com.na

Tel: 063 233 500

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,

.....

Steyn Simasiku

HEAD: 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 90 days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) **Have a Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate. These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render;**
- (b) **Have a valid original or originally certified copy of a good Standing Tax Certificate from NAMRA;**
- (c) **Have a valid original or originally certified copy of Good Standing Certificate from the Social Security Commission;**
- (d) **Have a valid originally 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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **Have a valid originally certified copy of a certificate of fitness from any Local Authority or Ministry of Health & Social Services.**
- (g) **Submit signed Bid-securing Declaration.**

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 **within Seven (7) days** after acceptance/issue of Purchase Order. Deviation in service period **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 Bids

Bids 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 at the back of the envelope.

9. Submission of Bids

Bids should be deposited in the Bid Box located at Oranjemund Town Council head office, finance building, not later than 10th February 2023, by 10h00 at latest. Bids by post or hand delivered should reach by the same date and time. Late bids will be rejected. Bids received by e-mail will not be considered.

10. Opening of Bids

Bids will be opened internally by the Oranjemund Town Council immediately after the closing time referred to in section 9 above. A record of the Bid Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Oranjemund Town Council and available to any bidder on request within three working days of the Opening.

11. Evaluation of Bids

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 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 Oranjemund Town Council. 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 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:

Not applicable

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

Not applicable

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. Performance Security

Not applicable

17. Notification of Award and Debriefing

The Oranjemund Town Council shall after award 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-19/2022/23
Subject matter of Procurement:	Provision of marketing & Advertising services for oranjemund diamond festival 2023

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 **Ninety (90) 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**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

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)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

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.

LOT 1**SECTION III: SCOPE OF SERVICES**

Provision of Graphic Design, Layout and Printing services for Oranjemund Diamond Festival 2023.


All materials should be delivered to Oranjemund Town Council at least a month prior to the commencement of the events.


SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Graphic Design, Layout & Printing and delivery of 1000 (A5 copies on standard paper) Programmes of events (in full colour)	1000			
2	Supply and delivery of Festival ticket booklets. Each booklet should have 20 pages with tear away slips <ul style="list-style-type: none"> • Music show • Comedy show • Car spin off event • Business Networking conference invite tickets • Outdoor Movie Night • Art Summit • Little miss Diamond <p>Visual example</p> 	200			
3	Design, Printing and delivery of Event Information booklet in full colour on A5 on glossy paper(180GMS). Electronic version must also be made available.	1000			
4	Supply and delivery of Festival access wristband and tickets	1000			

	<p>Preferred color is blue.</p> <p>Visual example</p> 				
5	<p>Designing of E-Poster of each event that will take place during the Oranjemund Diamond Festival 2023</p> <p>Posters:</p> <ul style="list-style-type: none"> • Business networking Conference • Overall event Poster • Music show • Potjie Kos Competition • Little Miss Diamond • Car spin off event • Kiddie's entertainment • Career fair • Art Summit • Gospel Show • Story Telling • Outdoor Movie Night 		Per poster		
6	<p>Designing of event letter head, banner and logo for future usage. The service provider must provide different high-resolution version of the graphics</p>				
7	Lanyards with Identification/Access Cards	70			
8	<p>Supply and delivery of branded cotton shirts and caps for the event LOC</p> <p>Please attach proposed design and look of the T-shirts and caps</p>	70			
9	Branded wall banner 2.5mx2m	1			
10	Branded teardrop banner 3m	15			
11	See attached TOR for additional information				
			Other additional costs		
			Subtotal		
			VAT @	%	

Enter 0% VAT rate if VAT exempt.

Total	
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* 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 :			

LOT 1

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: _____

[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 IV above.		
2	See attached TOR		
3			
4			
5			
6			

* 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		

LOT 2**SECTION III: SCOPE OF SERVICES**

Provision of photographic services for Oranjemund Diamond Festival 2023

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Capturing of unique moments during the Oranjemund Diamond Festival 2023. This is a 5-day event consisting of the following events: <ul style="list-style-type: none"> • Business networking Conference • Overall event Poster • Music show • Potjie Kos Competition • Little Miss Diamond • Car spin off event • Kiddies' entertainment • Career fair • Art Summit • Gospel Show • Story Telling • Outdoor Movie Night 				
2	Creating of opening, closing and marketing video of the festival				
3	Arial coverage of the event (with Drone capturing)				
4	See attached TOR for additional information				
5					
6					
7					
8					

<i>Enter 0% VAT rate if VAT exempt.</i>	Other additional costs	
	Subtotal	
	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:			

LOT 2

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: _____

[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 listed under LOT 2, IV.		
2	See attached TOR		
3			
4			
5			
6			

* 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 VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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: For the Oranjemund Town Council, the address and the contact name shall be: Procurement Management Unit, Oranjemund Town Council, P.O Box 178, Oranjemund For the Supplier, the address and contact name shall be: Mr. Vincent Shikukwete / Mr. Steyn Simasiku
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 Services is _____
Intended Completion Date GCC 2.3	The intended completion date is _____.
Prohibition GCC 3.2.3(c)	List of Activities: as per TOR
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are as per TOR
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: Not applicable
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are N\$ 100.00 per day. The maximum amount of liquidated damages for the whole contract is [4%] 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>5% per day for services not rendered as per the specification. (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: Not applicable
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. <i>Within 30 days</i>
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice.
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: see TOR The defect liability period is: 7 days (during the proceeding of the event)
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	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of <i>relevant law of Namibia</i> will be used
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	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 4**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.:

Description	Attached (please tick if submitted and cross if not)	
	LOT 1	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		
Insert any other		

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.*