



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

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☒ 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@ormdtc.com.na](mailto:procurement@ormdtc.com.na) – Website: [www.oranjemund-tc.com](http://www.oranjemund-tc.com)

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**B I D D I N G   D O C U M E N T S**

Issued on: **06/11/2023**

**REQUEST FOR SEALED QUOTATION**

**Provision of Photographic Services for Oranjemund  
Town Council**

**FREE**

Procurement Reference No: **NCS/RFQ/ORTC-03/2023/24**  
Closing date & Time: **Thursday, 16<sup>th</sup> of November 2023 at 15h00**

**PARTICULARS OF BIDDER**

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

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

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

**Cell 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-03/2023/24**” 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 **Thursday, 16<sup>th</sup> of November 2023 at 15h00**

  
Vronique Forbes

PROCUREMENT MANAGEMENT UNIT



# PROCUREMENT MANAGEMENT UNIT

## For the

### Oranjemund Town Council

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### Letter of Invitation

*To: (Name of bidder)*

.....  
.....  
.....  
.....

Monday, 06 November 2023

Dear Sir/Madam,

#### **NCS/RFQ/ORTC-03/2023/24: - PROVISION OF PHOTOGRAPHIC SERVICES**

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 **Mrs. Varonique Forbes, 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,

  
Varonique Forbes  
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 **Ninety (90) days** from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation 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 an original or originally certified copy of a good Standing Tax Certificate from NAMRA;**
- (c) **Have an 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 the Oranjemund Town Council.**
- (g) **Submit signed Bid-securing Declaration.**

## 5. 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 **determined by the client in consultation with the successful bidder** 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 Thursday, 16th of November 2023 at 15h00**. 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 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 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-03/2023/24
Subject matter of Procurement:	<b>PROVISION OF PHOTOGRAPHIC SERVICES</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 **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	

**Appendix to Quotation Letter**

**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]*

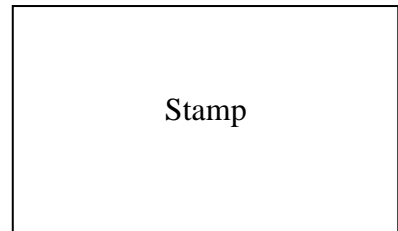
Capacity of: .....  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

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)





**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.

### SECTION III: LIST OF SERVICES AND PRICE SCHEDULE

QUOTATION FOR: Oranjemund Town Council

Procurement Ref No. ....

Item No	Description	Quantity *	Unit cost N\$	Total Amount without VAT - NAD	Amount including VAT - NAD
1.	<b>Photographic services for the Oranjemund Town Council that must include the following:</b>				
2.	<b>Individual Photos of All Hon Councillors, Management, and staff members.</b> From the range of total people: 10 – 65				
3.	<b>Group Photos of All Hon Councillors:</b> Office Bearers (All Council members) Management Committee (MC members) Estimated group photos: 6				
4.	<b>Group Photos of Departments:</b> 4 x Departments - Staff Members (CEO, LED & Community Services, Finance, Technical department) Estimated group photos: 6				
5.	<b>Photo's to be printed:</b> Individual Photos of the Office Bearers- 7 Group Photos of Council & MC - 2 CEO, Heads of Department - 4				
6.	Photo frames of selected photos of Hon Councillors, Management, Group photo of all staff. <b>(Size - A4, A3).</b> Provide price list and catalogue of the frames.				
7.	Design short videos of any event, projects of Council or any other required related services which should include a price list.				
8.	Given the above specifications, please take note its subject to change due to the required services on ad hoc basis, therefore provide price list or packages the company has to offer to the Oranjemund Town Council. E.g., Photographic services cost and Printing cost etc especially for any Council events that require such services.				
			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 Photographic services

## 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	See specifications outlined on page 9.		
2			

### Specifications and 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].

<b>Subject and GCC Reference</b>	<b>Special Conditions</b>
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i> _____
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i> _____
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: For the Oranjemund Town Council, the address and the contact's name shall be: Procurement Management Unit, Oranjemund Town Council, P.O Box 178, Oranjemund For the Supplier, the address and contact name shall be: Mrs. Varonique Forbes
<b>Authorised Representatives</b> GCC 1.6	The Authorised Representatives are: For the Public Entity: <b>Ms. Glennadette Scholtz</b> For the Service Provider <i>[to be inserted at contract signing]</i> : _____
<b>Effectiveness of Contract</b> GCC 2.1	The date on which this Contract shall come into effect is _____

<b>Starting Date</b> GCC 2.2.2	The intended starting date for the commencement of Services is _____.
<b>Intended Completion Date</b> GCC 2.3	The intended completion date is to be agreed upon by both parties, however it's anticipated for the project to be completed by to be determined by the client.

<b>Prohibition GCC 3.2.3(c)</b>	List of specifications
<b>Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)</b>	The other actions are as per bidding document
<b>Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: <b>Not applicable</b>
<b>Payments of Liquidated Damages GCC 3.10.1</b>	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.
<b>Lack of Performance Penalty GCC 3.10.3</b>	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>
<b>Performance Security GCC 3.11</b>	(i) No Performance Security is required.
<b>Assistance and Exemptions GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are: <b>Not applicable</b>
<b>Contract Price GCC 6.2(a)</b>	The amount in local currency is <b>Namibian Dollars.</b>
<b>Terms and Condition of Payment</b>	Insert the payment terms in line with the GCC. Within 30 days

<b>GCC 6.4</b>	
<b>Interest on Delayed Payments GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice.
<b>Price Adjustment GCC 6.6.1</b>	Price adjustment <i>is not</i> applicable.
<b>Identifying Defects GCC 7.1</b>	The following inspections shall be carried out: The defect liability period is: 7 days (during the proceeding of the event)
<b>Dispute Settlement GCC 8.2</b>	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.
<b>Dispute Settlement GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement GCC 8.2.4</b>	The arbitration procedures of <i>relevant law of Namibia</i> will be used
<b>Dispute Settlement GCC 8.2.5</b>	Not Applicable

### SCHEDULE 3

**(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

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

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

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

### SCHEDULE 3 QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: NCS/RFQ/ORTC-03/2023/24**

Description	Attached	Not Attached
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Company profile and reference from previous work done.		
originally certified copy of a valid company Registration Certificate		
originally <b>certified copy of valid good Standing Tax Certificate;</b>		
have an originally <b>certified copy of a valid good Standing Social Security Certificate;</b>		
have originally <b>certified copy of a valid Affirmative Action Compliance certificate.</b>		
Have a <b>valid originally certified copy of a fitness certificate from the Oranjemund Town Council.</b>		
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;		

**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.*