

# Request for Sealed Quotations Non -Consultancy Services

**PROCUREMENT FOR PROVISION OF CREATIVE GRAPHIC DESIGN,  
PHOTOGRAPHY AND VIDEOGRAPHY SERVICES – OSHAKATI TOWN COUNCIL  
FOR A PERIOD OF 2 YEARS (2025-2027).**

**Procurement Reference No. NCS/Rfq/OSHTC-03/2024/2025**

## **Bid Submission:**

1. This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
2. Prospective bidders should take note that this procurement process is exclusively reserved for qualifying bidders falling in any of the following categories only, namely, Micro, Small, and Medium Enterprises, Women-owned Enterprises, Youth-owned Enterprises, Previously Disadvantaged Person-owned Enterprises, and Suppliers providing employment to Namibians as per Annexure A.
3. Closing Date and Time of Bids: **20 December 2024 @ 10h00**
4. Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Procurement Management Unit  
Oshakati Town Council  
Private Bag 5530  
Oshakati  
Namibia  
Tel: 065-229500/535/536  
Email: [procurementunit@oshtc.na](mailto:procurementunit@oshtc.na)

**Name of Bidder:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Bid Amount VAT Excl:** \_\_\_\_\_

**VAT:** \_\_\_\_\_

**Bid Amount vat Incl.** \_\_\_\_\_

**Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Non-Consultancy Services**

Procurement Ref No	<b>December_RFQ_NCS-03</b>
RFQ Reference Number	<b>NCS/RFQ/OSHTC-03/2024/2025</b>
Description of Goods	<b>Provision of Creative Graphic Design, Photography and Videography Services – Oshakati Town Council – for a Period Of 2 Years (2024-2026)</b>
Closing Date & Time	<b>20 December 2024 @ 10h00</b>
Quotation Submission Address	<b>Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,</b>
Validity Period of Quote	<b>90 Days (from closing date)</b>
Lead Time	<b>5 days</b>
Incoterm	<b>DDP</b>

- a) This request and responses must be submitted by hand on the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline
- e) If any clarification is required, kindly contact the Procurement officers below in writing.
- f) The Company reserves the right to amend the Bid amount at any time prior to the deadline for submission.
- g) Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only.
- h) Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

<b>Name</b>	Anna-Liisa Korea	Katarina Kamari
<b>Designation</b>	Head of Procurement	Buyer
<b>Telephone</b>	+264 65 229500/535/536	+264 65 229500/32
<b>Email</b>	<a href="mailto:akorea@oshtc.na">akorea@oshtc.na</a> / <a href="mailto:procurementunit@oshtc.na">procurementunit@oshtc.na</a>	<a href="mailto:KatarinaK@oshtc.na">KatarinaK@oshtc.na</a>



## Letter of Invitation

03<sup>rd</sup> December 2024

**Company Name:** \_\_\_\_\_  
**Postal Address:** \_\_\_\_\_  
**Contact No:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

**Procurement Ref. No. NCS/RFQ/OSHTC-03/2024/2025**

Dear Sir/ Madam,

### **REQUEST FOR QUOTATION (RFQ) Provision of Creative Graphic Design, Photography and Videography Services – Oshakati Town Council – for a Period of 2 Years (2025-2027)**

1. Bidders are invited to submit their quotation for the **Provision of Creative Graphic Design, Photography and Videography Services – Oshakati Town Council – for a Period of 2 Years (2025-2027)** required by Oshakati Town Council. This RFQ constitutes a solicitation and contract agreement.
2. Bidders are requested to submit one quotation for **Provision of Creative Graphic Design, Photography and Videography Services – Oshakati Town Council – for a Period of 2 Years (2025-2027)** as per the specifications in this RFQ. Following an evaluation of the received quotations, Oshakati Town Council may select one or more of the bidders per Lot for **Provision of Creative Graphic Design, Photography and Videography Services – Oshakati Town Council – for a Period of 2 Years (2025-2027)**
3. Only quotations for the entire nomenclature as described in the Quotation Submission Form will be accepted.
4. Any resulting contract shall be subject to the terms and conditions referred to in the document.
5. Queries or clarification, if any, should be addressed to the Procurement Officials on the front page.
6. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Oshakati Town Council would like to thank you for considering this invitation for Request for Quotation.

Yours faithfully,  
**Anna-Liisa Korea**  
**Head of Procurement**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Oshakati 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. Form of bid

This is a hard copy bid submission and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

### 3. Preparation of Quotations

Bidders 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.

Bidders 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.

### 4. Validity of Quotations

The Quotation validity period shall be **90** days from the date of submission deadline.

### 5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of a valid 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; **(Valid at the deadline of submission of bid)**

- (e) A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (f) Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.
- (g) Bidder must submit a company profile or any other literature to substantiate compliance with the required specifications.
- (h) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**
- (i) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

## **6. Mandatory Administrative Documents**

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written 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 as contemplated in section 138(2) of the Labour Act, 2007

## **7. Capability of Bidders**

The Bidder warrants that it has/will have the capacity to deliver the Supply, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the service as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) In the case of a bidder offering to render the service under the eventual Contract or Purchase Order,
- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or Purchase Order.
- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or Purchase Order.
- d) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably **require as to their ability to provide the service.**

## **8. Enquiries**

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.

- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

## **9. Site Visits**

No site visit required.

## **10. Extensions of Time**

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

## **8. Addenda**

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

## **9. Bid Security/Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document.

## **10. Delivery**

Delivery is within Five (5) days or depends on the service to be provided after acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

## **11. Tests and Inspections**

The following tests and inspections will be conducted on the goods before and at delivery:

- a) Verification for quantity and quality of the service provided.

## **12. Submission of Quotation**

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

**Closing date: Friday, 20 December 2024**

**Closing time: 10:00**

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

### 13. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

### 14. Evaluation of Quotations

The Oshakati 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.

### 15. Technical Compliance

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

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

<b>Additional Criteria</b>
<p>a) Three (3) customers' reference letters with contact details of same service rendered. The reference letters should contain the following information as a minimum:</p> <ul style="list-style-type: none"> <li>• Client Name</li> <li>• Client contact details</li> <li>• List of service rendered</li> </ul> <p>For the Reference Letter to be Authentic it must be signed and sealed by the client. It should be a certified Copy</p> <p>b) Submission must include a comprehensive company profile,</p> <p><b>c) NB: Service if offered based on purchase order</b></p>

### 16. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

### 17. Margin of Preference

Kindly take note that the Margin of Preference is applicable, and the bid is reserved for bidders who qualify for one or more of the categories of the margin of preference.

**NB: Margin of Preference is not automatically applied and should be declared by the bidder. (A template is provided for use)**

**1.1.** The applicable margins of preference and their application methodology be applied as per formula below:

$$\frac{A=MP \times BP}{100}$$

- (a) “A” represents the amount to be determined:  
 (b) “MP” represents the total percentage of all margins of preferences granted in respect and  
 (c) “BP” represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
<b>Manufacturer</b>	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Annexure 1, and as certified by an Accountant.	“manufacturer” means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether  – (a) the transformation is through work; (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.
<b>Micro, Small and Medium Enterprise</b>	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
<b>Women owned enterprise</b>	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
<b>Youth Owned enterprise</b>	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership.	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths



<b>Previously Disadvantaged person owned enterprise</b>	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicating the percentage of Namibian PDPs ownership.	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
<b>Suppliers providing environmental protection</b>	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
<b>Suppliers providing employment to Namibian</b>	1%	-declaration that the bidder employs 50% or more Namibian citizens.	A bidder who employs 50% or more Namibian citizens.
<b>TOTAL</b>	<b>10%</b>		

### 18. Language

Bidder responses shall be submitted in the English language.

### 19. Award of Contract

- The Bidder having submitted the lowest evaluated responsive quotation, most economical beneficial to Council 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 Agreement and General Conditions of Contract.
- The companies should be locally based and available in the town of Oshakati for convenience of being contacted on short notice basis when the need arises.
- Selected companies should adhere to material quality specification at all times.
- The companies should have all photography equipment's e.g. backdrop banners, drone,

### 20. Performance Security

No performance security is required.

### 21. Notification of Award and Debriefing

Oshakati 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 within seven (7) days for all bids after request from the bidder. Furthermore, Oshakati 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.

## **22. Costs**

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

## **23. Final Check**

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your response.

NCS/RFQ/OSHTC-03/2024/2025

## 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.**]

<b>Quotation addressed to:</b>	
<b>Procurement Reference Number:</b>	
<b>Subject matter of Procurement:</b>	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is ..... **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:** .....

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: .....

Capacity of:.....

Name: .....

(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder])

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal

[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.]



**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 of:.....

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 GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Provision of Creative Graphic Design, Photography and Videography Services – Oshakati Town Council – for a Period of 2 Years (2025-2027) -NCS/RFQ/OSHTC-03/2024/2025**

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns F, G & H and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I
Item No	Description of Goods	Quantity	Unit of measures	Country of Origin	Delivery Period) (days/month	Unit Price (N\$)	VAT (N\$)	Total Price Excl. VAT (N\$)
1	Photography services during a corporate event	Per Hour	Rate					
2	Corporate shoot, professional employee shoot	Per Hour	Rate					
3.	Production of a corporate commercial video, high quality (for TV) – 8 Minutes	per minutes	Rate					
4.	Production of a brief social media video 5 Minutes	Per minutes	Rate					
5.	Printing and Framing of a corporate photo – A3 Size	Per photo	Each					
6.	Producing a Canva – A3 Size	Per Canva	Each					
7.	Producing a social media flyer (creative design)	Per flyer	Each					
8.	Live streaming service	1 Hour	Rate					

**NB: Please attach your quotation/Estimate to this document.**

<b>Sub Total</b>	
<b>VAT</b>	
<b>Total</b>	

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

1. X If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key note: NA=Not Applicable, NQ=No Quote



## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

**Procurement Reference Number: NCS/RFQ/OSHTC-03/2024/2025**

Bidders should complete columns C and D with the specification of the goods 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.

*Bidders should complete columns C and D with the specification of the goods 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. \* Columns A and B to be completed by Public*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1	Photography services during a corporate event		
2.	Corporate shoot, professional employee shoot		
3.	Production of a corporate commercial video, high quality (for TV) – 8 Minutes		
4.	Production of a brief social media video 5 Minutes		
5.	Printing and Framing of a corporate photo – A3 Size		
6.	Producing a Canva – A3 Size		
7.	Producing a social media flyer (creative design)		
8.	Live streaming service		

**Public Entity.**

### 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. **G/RFQ-GCC** on the website of the Public Entity *www.oshtc.na* except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

**Procurement Reference Number:** NCS/RFQ/OSHTC-03/2024/2025

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].

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract shall be deemed to come into effect as from date of purchase order.
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within (5) five days or as soon as possible from the date when the purchase order was issued
<b>GCC 1.6.1 Issue of notices</b>	<p>Any notice shall be sent to the following addresses:</p> <p><b>Oshakati Town Council,</b>  <b>Procurement Management Unit</b>  <b>Sam Nuuyoma Drive, Private Bag 5530</b>  <b>Oshakati Anna-Liisa Korea</b>  <b>Head of Procurement</b>  <b>+264 65 229500/535/536</b>  <a href="mailto:akorea@oshtc.na/procurementunit@oshtc.na">akorea@oshtc.na/procurementunit@oshtc.na</a></p> <p>or</p> <p><b>Katarina Kamari</b>  <a href="mailto:KatarinaK@oshtc.na">KatarinaK@oshtc.na</a>  <b>+264 65 229500/555</b></p> <p>For the Service Provider the address and contact name shall be:</p> <p>_____</p> <p>_____</p>
<b>GCC 2.1 Effectiveness of Contract</b>	The date on which this contract shall come into effect is December 2024.
<b>Intended Completion Date GCC 2.3</b>	The intended completion date is December 2027 after acceptance of purchase order
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
<b>GCC 2.7 Reporting</b>	The Service Provider shall report to: <b>Ms. Katarina Kamari</b>

<b>Obligations</b>	
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount <i>[5 to 10 %]</i> of the Contract Price or part thereof if the contract is awarded on a split basis.
<b>GCC 4.2 Contract Price</b>	The amount in local currency in Namibian Dollar.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made within 30 to the Service Provider after completion of the service and upon receipt of invoice days after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices <i>shall not be</i> ”adjustable.
<b>Identifying Defects GCC 7.1</b>	The functionality of the service

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: NCS/RFQ/OSHTC-03/2024/2025**

**Please Complete the Quotation Check List Below.**

Description	Attached	Not Attached
Quotation Letter with a Bid Validity Period of 90 Days		
Priced Activity Schedule		
Specification and Compliance Sheet		
Bidding document Shall be duly filled in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Bidding document and all attachments that a bidder submits, shall all be initialled.		
Self-Declaration Form -Margin of Preference		
A certified copy of a valid company Registration Certificate		
An original or certified copy of a valid good Standing Tax Certificate; (Valid at the deadline of submission of bid		
An original or certified copy of a valid good Standing Social Security Certificate;(Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate.		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A signed Bid Securing Declaration.		
A certified copy of a valid "Fitness Certificate" from a Local Authority /Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).		
Reference Letters Three (3) Customers' reference letters with contact details of same/similar service rendered The reference letters should contain the following information		

<p>as a minimum:</p> <ul style="list-style-type: none"> <li>• Client Name</li> <li>• Client contact details</li> <li>• List of services rendered</li> </ul> <p>For the Reference Letter to be Authentic it must be signed and sealed by the client. It should be a certified Copy</p>		
<p>Bidder submitted a written Special Power of Attorney (declaration) from the company that the undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process. NB: (Not applicable to sole owners of entities (companies) who are signing their own bids, however required if a sole owner is using someone else to sign on their behalf.</p>		
<p>Requested certified copies of documents shall only be considered if (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963</p>		
<p>Bidder must include a comprehensive company profile</p>		
<p>All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.</p>		

# Contract Agreement

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ (hereinafter “**the Employer**”), of the one part, and \_\_\_\_\_ hereinafter “**the Contractor**”), of the other part:

WHEREAS the Employer desires that the Works known as \_\_\_\_\_

\_\_\_\_\_ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

**1.** In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

**2.** The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos \_\_\_\_\_
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

**3.** In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

**4.** The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: \_\_\_\_\_

**For and on behalf of the Employer**

In the presence of \_\_\_\_\_

Witness Name, Signature, Address, Date

Signed by: \_\_\_\_\_

**For and on behalf of the Contractor**

In the presence of: \_\_\_\_\_

Witness Name, Signature, Address, Date





## ENVELOP COVER

**PROCUREMENT FOR PROVISION OF CREATIVE GRAPHIC DESIGN, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES – OSHAKATI TOWN COUNCIL – FOR A PERIOD OF 2 YEARS (2025-2027)**

**DELIVERY ADDRESS**

Oshakati Town Council  
Procurement Management Unit  
906 Sam Nuyoma Road  
Private Bag 5530  
Oshakati  
Tel:065-229500

**CLOSING TIME AND DATE: TUESDAY, 20 DECEMBER 2024 AT 10H00**

# FROM:

**COMPANYNAME:** \_\_\_\_\_

**CONTACT NUMBER** \_\_\_\_\_

**P. O. BOX:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

