



ONGWEDIVA TRADE FAIR SOCIETY
P/Bag 5549
Ongwediva

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INVITATION TO BID

Bid NO: OTFS: 2024/05/ Partitioning services & Dismantling of Exhibition Stands

DESCRIPTION: **Provision of service Partitioning Services & Dismantling of Exhibition Stands**

CLOSING DATE AND TIME: 21 May 2024 at 14H30 at Ongwediva Trade Fair Centre

COMPULSORY SITE VISIT: Not Applicable

INQUIRIES: (Technical) Salome Shidute at email: sshidute@otc.com.na

LEVY: N\$100.00

Name of Bidder		
Contact person		
E-mail Address		
Postal Address		
Contact number	Work:	Mobile:
Bid Price	Queen Hall	N\$
	Headman Hall	N\$
	King Kauluma Hall	N\$
	Partitioning for Gala Dinner	N\$
	Fisheries Hall	N\$

NB: THIS DOCUMENT IS DEEMED VALID ONLY UPON SUBMISSION ACCOMPANIED BY PROOF OF PAYMENT/RECEIPT FOR THE BID LEVY. PLEASE ENSURE THAT YOUR ONGWEDIVA ANNUAL TRADE FAIR LEVY RECEIPT FROM OUR CASHIER IS INCLUDED WHEN SUBMITTING.

PART I

1. INFORMATION TO THE BIDDER

The original document, fully completed, initialled and signed, shall be placed in a sealed envelope, marked, “**PROVISION OF SERVICES TO SUPPLY, PARTITION AND DISMANTLING OF EXHIBITION STANDS**” and must be delivered unopened and deposited in the Bid Box, at **Ongwediva Trade Fair Centre, C46 Main Road, in Ongwediva** not later than the closing date and time. Bids will be opened and read out to the public in the Conference Hall as from **14H35** on the closing date.

CHAIRPERSON: ONGWEDIVA TRADE FAIR SOCIETY

2 OTFS PROCUREMENT POLICY

- 2.1 These conditions of the bids are issued by the Ongwediva Trade Fair Society under Policy and Procedures Manual 2021 (OTFS).
- 2.2 In terms of the Policy and Procedure 2 (2.3) all administrative work for this project in connection with the exercise of the powers and the performance of the functions of the OTFS shall be performed by the Preparatory Committees of the OTFS events. Administrative work shall include the technical and contractual administration of this contract.
- 2.3 A copy of the said Policy and Procedures manual may be obtained from the OTFS upon written request.

3 BID DOCUMENTS

- 3.1 Bid Documents, shall be made available against a non-refundable levy as advertised and further subject to bid procedures of the OTFS.
- 3.2 It is the bidder's responsibility to check completeness of documents including number of pages, bid drawings (if any), etc.

4 COST OF BIDDING

- 4.1 The cost of bidding is the bidder's responsibility.

5 LODGING AND OPENING OF BIDS

- 5.1 The entire set of bid documents shall be sealed in an envelope marked with the bid number and title and handed in at the time, place and date as advertised including strict compliance with the following:
 - 5.1.1 the original bid shall be duly completed and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).
 - 5.1.2 each page and bid drawing shall be initialled

5.2 Bids not completed in **all respects** may be disqualified at the sole discretion of the OTFS. Bidders' attention is drawn in particular to the detailed completion of the bid's data sheets as part of this bid submission.

5.3 Telegraphic and facsimile bids are not acceptable and will be disqualified.

5.4 Bids will be opened and read out in public on the closing date.

6 COMPLIANCE AND ALTERNATIVES

6.1 Bids submitted must comply strictly with the requirements of these documents.

6.2 Alternative offers may be submitted, but only **in addition** to the Bids requirements.

7 VALIDITY AND ACCEPTANCE

7.1 Bids to remain valid for acceptance after date of closing of bid for a period of one hundred and eighty (180) days.

7.2 OTFS does not bind itself to accept the lowest or any other bid amount, bids shall be awarded on basis of merit, meeting criteria, qualification – and based on market related price offered.

8 CONFIDENTIALITY & COPYRIGHT

8.1 Bid documents issued by or on behalf of the Ongwediva Trade Fair Society shall remain copyright of OTFS.

8.2 Bidders shall treat all aspects pertaining to this Bid as confidential and shall not disclose details to third parties except for bona fide bidding purposes.

9 COMPULSORY PRE-BID BRIEFING MEETING

9.1 If required, this shall be determined for each and every bid if necessary. **No compulsory bid briefing will be held for this Bid.**

10 ADDITIONAL CONDITIONS OF BID

If additional conditions of bid are applicable, these are set out in the bid document.

11 ENQUIRIES

11.1 All enquiries in connection with this bid shall be directed in writing to the contact person(s) as advertised with a cut-off date of five (5) working days before date of closing of bids.

11.2 Replies to enquiries will be issued to all bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.

11.3 Any verbal information given or perceived to have been given shall not be binding on the OTFS or its consultants.

12. AMENDMENTS OF DOCUMENTS

- 12.1 Before the deadline for submission of bids, OTFS may modify the bidding documents by issuing addenda.
- 12.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to those who obtain the bidding documents directly from OTFS. Prospective bidders shall acknowledge receipt of each addendum in writing to OTFS.
- 12.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, OTFS shall extend the deadline for submission of bids.

13. LANGUAGE OF BIDS

- 13.1 All bids, proposals and contract documents relating to the bid shall be in "English".
- 13.2 Notwithstanding the above, documents in languages other than English may be accepted with translation.

14. BID PRICES

- 14.1 The Contract shall be for the services or part thereof, as described in the terms of reference based on priced activity schedules submitted by the Bidder.
- 14.2 Bidders shall fill in prices for the items of the services described in the Activity Schedule.
- 14.3 Prices shall be fixed and inclusive of all taxes, end-of –the year bonus and gratuities as well as any increase that may be awarded by government during the contract period.

15. CONTRACT PRICE

- 15.1 The total amount contained in the Activity Schedule shall be brought forward in the Financial Bid Form as a lump sum in Namibian Dollars.
- 15.2 Bidders may be required by OTFS to substantiate that the amounts included in the Lump Sum are reasonable and responsive.

16. BID VALIDITY

- 16.1 Bids shall remain valid for the period of one hundred and eighty (180) days after the closing date for submission of bids.
- 16.2 In exceptional circumstances, OTFS may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing.

17. PAYMENT TERMS

- 17.1 The bid shall not be qualified by the bidder's own condition of payment.

18. ELIGIBILITY AND QUALIFICATION CRITERIA

Bidders are required to adhere to the following criteria, failure to adhere shall result in automatic disqualification.

Compulsory Documents to be attached:

		Documents Inclusive	
		Yes	No
1	Certified copy of company registration document		
2	Certified copy Good Standing certificate with the Inland Revenue		
3	Company Profile		
4	Initial every page of the bid document		

NOTE:

Failure to submit any of the above compulsory documents, shall render the bid invalid.

Signature: **Date:**

Company seal / stamp

20. AWARD OF CONTRACT

20.1 The Bidder whose bid attains the highest score, in accordance with the criteria and selection method set forth, or the one with the least cost in the case of the Least Cost method of selection, shall be selected for award, subject to satisfactory conclusion of negotiation.

21. CONFIDENTIALITY

21.1 Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the bidder who submitted the Proposals or to other persons not officially concerned with the process until the publication of the award. The undue use by any Bidder of confidential information related to the process may result in the rejection of its bid.

22. SUBMISSION OF BIDS

22.1 Bidders must submit the ORIGINAL COPY of the bid document and all supporting documents together in a sealed envelope addressed as follows: **PROVISION OF SERVICES TO SUPPLY, PARTITION AND DISMANTLING OF EXHIBITION STANDS**

22.2 Bids must be delivered before the due date to Ongwediva Trade Fair Society
C46 Main Road
Ongwediva Trade Fair Centre
Ongwediva.

22.3 Proposals must be submitted not later than the following date and time:

21 May 2024 at 14H30

23. TECHNICAL PROPOSAL INFORMATION

23.1 Ongwediva Annual Trade Fair 2024 shall be hosted as from the 23rd August to 31 August 2024. For this bid, OTFS shall require the provision of services to supply, partition and dismantling of exhibition stands for OATF 2024 for different halls as indicated in this bid document.

PART II ACTIVITY SCHEDULE

1. TERMS OF REFERENCE

- 1.1 Interested organizations are invited to bid for the provision of the services to supply, partition and dismantling of exhibition stands for the Ongwediva Annual Trade Fair 2024 as fully described herein.
- 1.2 This service would be exercised upon a decision of the OATF Preparatory Committee of which its scope of responsibilities and expectations are as defined.
- 1.3 The Contractor shall be paid as per the offer amount upon receipt of an invoice.
- 1.4 The Ongwediva Trade Fair Society is under no obligation to accept the lowest or any other offer, and thus reserves the right to allocate any certain Section of the Contract to any "successful bidder(s) that meets its criteria and requirement.
- 1.5 Interested parties must submit complete detailed Technical and Financial Proposals within the given time.
- 1.6 The quoted amount shall be the final amount NOT NEGOTIABLE.
- 1.7 Provide 3 reference letters for the similar jobs done in the past 5 years (completion certificates or reference letters).

Signature:

Date:

Company seal / stamp

2. SCOPE OF WORK

Bid Ref. No.:.....

To:

The ONGWEDIVA TRADE FAIR SOCIETY hereby invites you to submit your quotation for the works listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be deposited in a bid box and addressed PROVISION OF SERVICES TO SUPPLY, PARTITION AND DISMANTLING OF STANDS/STALLS. Ongwediva Trade Fair Society, Private Bag 5549, Ongwediva Trade Fair Centre, C46 main Road, Ongwediva in a sealed envelope marked Bid **Reference No: OTFS /2024/05/Partitioning Services & Dismantling of Exhibition Stands**. Your quotation should reach the Ongwediva Trade Fair Centre on or before the **21 May 2024** by **14h30** at latest.

Date:

Signature

2.1 PREAMBLE TO THE SCOPE OF WORKS/SCHEDULE OF QUANTITIES

The bidders must price each item in the Schedule of Quantities in **BLACK INK**.

Guaranteed delivery period: As per acceptance letter

2.2 SPECIFICATIONS – OTFS/ 2024/05 / PARTITIONING SERVICES & DISMANTLING OF EXHIBITION STANDS

a) CONDITIONS

- The Contractor is expected and shall be responsible for the supply, erection and dismantling of shell scheme structures /exhibition stands.
- The Contractor shall be responsible for the transportation of all necessary equipment to and from Ongwediva Trade Fair Centre.
- The Contractor shall be responsible for the carpeting of the halls where there are no tiles.
- The Contractor shall be responsible for the electrification (lights and plug points) of each stand in all the halls. (No uncertified electrician(s) shall be used).
- The Contractor shall be responsible for the stall identification (numbering and writing of Exhibitor's name) of each stand in all halls.

b) DESCRIPTION OF SERVICE AREAS

DESCRIPTION	SERVICES AREA			
	Queen Hall	King Kauluma Hall	Headman Hall	Fisheries Hall
1. No. of stands	164	76	49	20
2. Requirements for the Shell Scheme Structure	<ul style="list-style-type: none"> - 9m² in size - Aluminium Frames with white hardboards - Exhibitor's name printed on top facial of the stand - Two spotlights on the facial of the stand - One 25amp plug points (220 volt.) - Carpets 	<ul style="list-style-type: none"> - 9m² in size - Aluminium Frames with white hardboards - Exhibitor's name printed on top facial of the stand - Two spotlights on the facial of the stand - One 25amp plug points (220 volt.) - Carpets 	<ul style="list-style-type: none"> - 9m² in size - Aluminium Frames with white hardboards - Exhibitor's name printed on top facial of the stand - Two spotlights on the facial of the stand - One 25amp plug points (220 volt.) - Carpets 	<ul style="list-style-type: none"> - 9m² in size -Aluminium frames with white hardboards Exhibitor's name printed on top facial of the stand Two spotlights on the facial of the stand -One 25amp plug points (220 volt.) Carpets

NB: Notice should be taken that the Queen Hall is mostly made up of tailor made exhibition stands, hence such fact must be considered during quoting. The Contractor shall only be paid for the number of stands partitioned. The cost of partitioning and cabling of custom made stands is not paid for by OTFS

Carpet colour (please specify) _____

NB: Failure to specify the carpet color shall result in automatic disqualification of the quote.

2.3 SCHEDULE OF PRICES

The prices and rates to be inserted in the schedule below are to be the full inclusive prices to the OTFS for the work described under the several items.

Such prices shall cover costs and expenses that may be required in and for the provision of the service described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based.

Signature: **Date:**

NB: OTFS RESERVES THE RIGHT TO AWARD THE BID IN FULL OR PART.

PART III

1. EVALUATION CRITERIA

1.1 Technical evaluation

ITEM	NON-PRICE ATTRIBUTES TECHNICAL CAPACITY	MAX. POINTS
1.	<p>Relevant Experience of Bidding company Comply with Similar Experience Requirements – Provision of partitioning services in the past 5 years (Proof to be provided with references / completion certificates)</p> <ul style="list-style-type: none"> ▪ Reference letters / Completion Certificates of a bidding company <p>1 Reference = 10 2 References = 20 > 3 References = 40</p>	40
2.	<p>Relevant Competence:</p> <ul style="list-style-type: none"> ▪ Declaration that bidder has capacity and enough material to partition, carpeting and cabling of halls <p>For one hall = 5 For two halls = 10 For three halls = 15 Has materials for all 4 halls = 30</p>	30
3.	<p>Company profile</p> <ul style="list-style-type: none"> • Submission of Company profile with images of previous events of similar nature <p>Profile with Images provided = 30 Profile without Images = 15</p>	30
4.	Score	100

The minimum pass mark for the Technical Evaluation shall be **70** and only those bids having scored at least the pass marks shall be retained for further evaluation. Bids having scored less than the pass marks shall be declared not responsive.

1.2 Financial Evaluation

Criteria, sub-criteria, and point system for the evaluation of Financial Proposals are:

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$$T = 0.7$$

$$F = 0.3$$

The formula for determining the TOTAL SCORE scores is the following:

TOTAL SCORE = $(0.7 \times S_t) + (0.3 \times S_f)$, where S_t is technical score and S_f is financial score.
= 100

PART IV

1. COMPLIANCE FOR BIDDING

Bid Ref. No.:

To:

The ONGWEDIVA TRADE FAIR SOCIETY hereby invites you to submit your quotation for the works listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be deposited in a bid box and addressed PROVISION OF SERVICES TO SUPPLY, PARTITION AND DISMANTLING OF EXHIBITION STANDS to OATF 2024.

Ongwediva Trade Fair society, Private Bag 5549, Ongwediva Trade Fair Centre, C46 main Road, Ongwediva in a sealed envelope marked Bid Reference No: ----- . Your quotation should reach the Ongwediva Trade Fair Centre on or before the 21 May 2024 by 14h30 at latest.

Date:

Signature

NO.	DESCRIPTION OF ITEM	NO. OF STANDS	UNIT PRICE (N\$)	TOTAL PRICE (N\$)
1.	Fisheries Hall	20		
2	Queen Hall	164		
3.	King Kauluma Hall	76		
4.	Partitioning for the Gala Dinner	1		
5.	Headman Hall	49		
	TOTAL			
	15% VAT			
	TOTAL			

Please take note that the total Bid price on the price schedule/bill of quantities should be reflected on the bid cover page.

2. FORM OF BIDDER

Having examined the complete invitation for technical and financial proposals, I/we offer _____ in conformity with all the specified requirements, conditions of contract and specification attached hereto; for the sum of:

N\$..... (In words)

.....
..... Which is 15% VAT inclusive or such other sum as may be determined in accordance with the Contract for the _____

In the event of there being any errors of extension or addition in the priced Schedule of Quantities, we agree to their being corrected, the rates begin taken as correct.

I/we understand that you are not bound to accept the lowest of any bid you may receive.

This bid shall remain valid for one hundred and eighty (180) days from closing date for the submission of offers.

Signed on behalf of Contractor:

Name of Signatory:

Name of Contractor (Firm):

Company seal / stamp:

**3. FORM OF AGREEMENT: MEMORANDUM OF AGREEMENT
(To be completed by the successful BIDDER)**

Made and entered into by and between

ONGWEDIVA TRADE FAIR SOCIETY
(Herein represented by and duly authorized thereto by)

.....
(Herein after referred to as "**OTFS**")

-AND-

.....
(Herein represented by and duly authorized thereto)

.....
(Herein after referred to as "the **CONTRACTOR**")

WHEREAS
the Trade fair Society has been established under the Companies Act, 1973 (Act No. 61 of 1973)

AND WHEREAS the Trade Fair Society is deemed to be a Section 21 Company,

AND WHEREAS the Trade Fair Society wishes to enter into an agreement in terms of which the Contractor shall perform certain of the duties, functions and obligations of the Trade Fair Society as herein after set out in respect of the _____.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

The preamble to this agreement shall be an integral part hereof.

DOMICILIUM CITANDI ET EXECUTANDI

The Contractor chooses as *domicilium citandi et executandi* for all purposes in terms of this agreement the following address:

.....
.....

The Contractor shall be entitled from time to time by written notice to OTFS to vary its *domicilium citandi et executandi* to any other address in Namibia, which is not a post office box or *poste restante*. Any notice given by Ongwediva Trade Fair Society to the Contractor which is posted by prepaid registered post from a post office shall be deemed to have been received by the Contractor on the fourth business day after the day of posting.

ALTERATIONS

No variation, alteration, addition to consensual cancellation, substitution of and/or amendment of this agreement, including the provisions of this clause, and/or any waiver by Ongwediva Trade Fair Society of its rights of whatsoever nature, shall be of any force or effect unless reduced to writing and signed by all parties hereto in one document in the presence of competent signing witnesses.

ENTIRE AGREEMENT WITH THE ANNEXURES

This document with the Annexures' constitutes the entire agreement between the parties and the parties acknowledge that there are no understandings, representations, conditions and/or terms which are not recorded herein whether made by or on behalf of any party hereto and if so, that the same shall be of no force and/or effect whatsoever.

DATED AT

..... on this day of..... 20.....

.....
FOR/ON BEHALF OF ONGWEDIVA TRADE FAIR SOCIETY

.....

.....

WITNESS No. 1

WITNESS No. 2

DATED AT

..... on this day of..... 20.....

.....
FOR/ON BEHALF OF THE CONTRACTOR

.....

.....

WITNESS No. 1

WITNESS No. 2

