



ONGWEDIVA TRADE FAIR SOCIETY
P/Bag 5549
Ongwediva

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INVITATION TO BID

Bid NO: OTFS: 3/2024
DESCRIPTION: Supply and delivery of promotional materials to OATF 2024
CLOSING DATE AND TIME: 21 May 2024 at 14H30 at Ongwediva Trade Fair Centre
BID BRIEFING: None
INQUIRIES: Lonia Nghuulikwa at email: lnghuulikwa@otc.com.na
LEVY: N\$100.00

PARTICULARS OF Bidder

Business Name :

Postal Address :

Contact No. :

Email address. :

Contact Person :

VAT Registration No :

Category A Amount (15% VAT Incl.)	Category B Amount (15% VAT Incl.)	Category C Amount (15% VAT Incl.)

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, initialed and signed, shall be placed in a sealed envelope, marked, "**SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS**" and must be delivered unopened and deposited in the Bid Box, at Ongwediva Trade Fair Centre 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 **14H30** 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 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** other than the bid price schedule 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.

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 bid closure period (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 copy right 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 briefing is required for this bid.

10 ADDITIONAL CONDITIONS OF BID

If additional conditions of bid are applicable, these are set out in the **Appendix to the Conditions of bid.**

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 seven calendar days before date of closing of bid.
- 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 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 or trade licence		
2	Certified copy of Social Security Commission registration or certified copy of valid good standing certificate from social security		
3	Certified copy of Namra registration or certified copy of valid good standing certificate from Namra		
4	Initial every page of the bid document		

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

Signature: **Date:**

.....

Company seal / stamp

19. CONCLUSION OF NEGOTIATIONS

- 19.1 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Bidders and OTFS will initial the Contract. If negotiations fail, OTFS will invite the next bidder whose Proposal received the second highest score to negotiate a Contract.

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 the 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: **SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS TO OATF 2024.**
- 22.2 Bids must be hand delivered before the due date to Ongwediva Trade Fair Society
C46 Main Road
Ongwediva Trade Fair Centre
Ongwediva.
- 22.3 Proposals must be submitted no later than the following date and time:

21 May 2024 at 14H30

PART 2

APPENDIX TO THE CONDITIONS OF BID- SPECIFICATIONS

TERMS OF REFERENCES

OBJECTIVE/PURPOSE

The bid calls for the supply and delivery of promotional material for Ongwediva Trade Fair Society as specified herein.

DESIGN CONSIDERATION

The prints, appearance, colour and quality of material to be used and printed on the items would be endorsed by Ongwediva Annual Trade Fair Preparatory Committee in consultation with the successful bidder.

SAMPLES OF ITEMS BID FOR

Samples of all items bid for, without the prints, must be submitted, together with the bid document, for evaluation purposes. Bids without samples will not be considered.

PAYMENT

The Contractor shall be paid the fixed amount as per the offer upon **SUCCESSFUL DELIVERY OF THE ITEMS** and receipt of an invoice. **No deposit shall be paid** and the entity **is not subject to the bidder the own** conditions of payment.

LOWEST OFFER

Ongwediva Trade Fair Society is under no obligation to accept the lowest or any other offer.

ALTERNATIVE OFFERS

N/A

PART 3

PREAMBLE TO THE PRICE SCHEDULE/BILL OF QUANTITIES

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

Guaranteed delivery period: 45 days from order dates

PRICE SCHEDULE

Complete price schedule/bill of quantities

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

EVALUATION CRITERIA

- Mandatory documents
- Samples that meet specifications
- Prices

In case all/more than one bidder meets the requirement in terms of mandatory documents and samples, the price becomes the determining factor.


NB// The bid can be allocated to different bidders per category.



Category A


PRICE SCHEDULE/BILL OF QUANTITIES (if applicable)

Kindly provide a sample of each

SCHEDULE OF PRICES
T-SHIRTS

Category	Description	Quantity	Rate incl 15%VAT	Amount incl 15%VAT
A-1	<p>Ladies Oxford Blouse with feminine styling</p> <ul style="list-style-type: none"> • Short sleeve • Raised collar • Shaped side panels with a curved hem • Concealed button stand • 60/40 cotton-rich two-tone fabric <p>Navy in color</p> <p>embroidery with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).</p>	<p>15 ladies</p> <p>(4x Small) (8xMedium) (3xLarge)</p> 		

	<p>Mens Oxford Lounge</p> <ul style="list-style-type: none"> • Short sleeve • Double button mitred cuffs with a button-through gauntlet on the long-sleeve versions • 60/40 cotton-rich two-tone fabric <p>Navy in color</p> <p>embroidery with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).</p>	<p>15 Mens</p> <p>(3x Small) (6xMedium) (3xLarge) (3x- X Large)</p> 		
<p>A-2</p>	<p>Mens Rego Bodywarmer</p> <p>100% cotton peached polyester taffeta</p> <p>Padding: 100% polyester</p> <p>Padded outlet</p> <p>Slatted welt pockets</p> <p>Full zip</p> <p>Wind placket</p> <p>Two inner pockets with Velcro closures</p> <p>Khaki in color</p>	<p>12 Mens</p> <p>(1x -Small) (6x -Medium) (3x - Large) (1x - X Large) (1x- XX Large)</p> 		

	<p>embroidery with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).</p>			
	<p>Ladies Rego Bodywarmer 100% cotton peached polyester taffeta Padding: 100% polyester Padded outlet Slatted welt pockets Full zip Wind placket Two inner pockets with Velcro closures</p> <p>Khaki in color</p> <p>(Embroidery of Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).</p>	<p>7 ladies</p> <p>(1 x Small) (5 x Medium) (1 xLarge)</p> 		

A-3

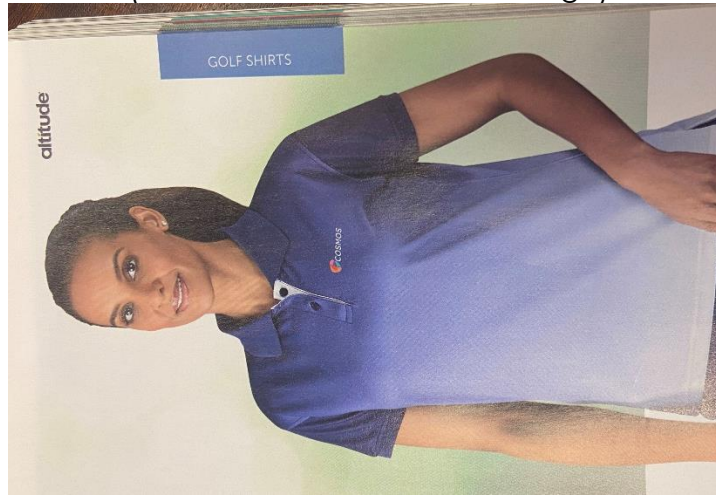
Dakota Golf Shirt


- 160g/m²
- 100% polyester
- Cool-comfort textured fabric
- Contrast inner placket
- Knitted collar and cuffs
- Two button plackets
- Side slits


Navy blue and white, similar to the image

embroidery with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).

7x ladies
(2xsmall, 3xMedium and 2x Large)





	<p>Dakota Golf Shirt</p> <ul style="list-style-type: none"> • 160g/m² • 100% polyester • Cool-comfort textured fabric • Contrast inner placket • Knitted collar and cuffs • Three button plackets • Side slits <p>Navy blue and white, similar to image</p> <p>embroidery with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).</p>	<p>7x men</p> <p>(1 x Small, 2x Medium, 2xLarge and 2 X-large)</p> 		
<p>A-4</p>	<p>Round Neck</p> <p>Unisex and kids Super Club 165 T-shirt 165g/m², 100% Cotton Single jersey knit Short sleeve Ribbed crew neck</p>	<p>100 in total</p> <p>Age – 8 (10) Age – 10 (10) Age – 12 (10) Age – 14 (10) Small – 20 Medium – 20 Large – 10</p>		

	Print with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder). Yellow in Colour	X-Large – 10 		
TOTAL BID PRICE				

Category B
PRICE SCHEDULE/BILL OF QUANTITIES (if applicable)
Kindly provide a sample of each

SCHEDULE OF PRICES
BAGS

Category	Description	Quantity	Rate incl 15%VAT	Amount incl 15%VAT
B-2	Supply, delivery and printing of OATF 2024 Lightweight Drawstring Bag screen print with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder). 36 x 44cm 210D Polyester Main compartment with cinch top Drawstring design for over-the-shoulder or backpack carry.	500 		

	Red in Color			
B-C	<p>Supply, delivery, and printing of OATF 2024 Classic golf Umbrella (screen print with the OATF logo)</p> <p>130cm diameter 190T polyester 8 panel Fiberglass ribs Plastic black handle 100cm close umbrella length</p> <p>(The logo shall be supplied to the successful bidder).</p> <ul style="list-style-type: none"> Red in color 	<p>15</p> 		
TOTAL BID PRICE				

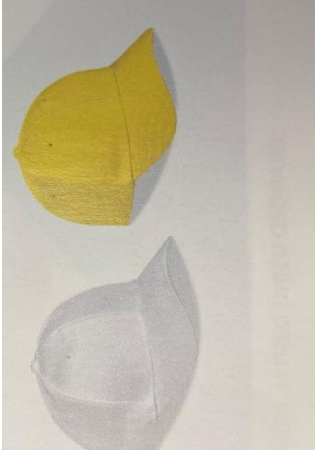
CATEGORY C

PRICE SCHEDULE/BILL OF QUANTITIES (if applicable)

Kindly provide a sample of each

SCHEDULE OF PRICES

HATS

Category	Description	Quantity	Rate incl 15%VAT	Amount incl 15%VAT
C-1	<p>Caps – yellow x 100 Cincinnati 6 Panel Cap Weight 70g/m² Acrylic 6 embroidered eyelets Self-fabric Velcro closure</p> <p>70 Yellow in color 30 White in color</p> <p>embroidery with Ongwediva Annual Trade Fair Logo (The logo shall be supplied to the successful bidder).</p>	<p align="center">100</p> 		
C-2	<p>Farmer's Hat 100% cotton</p> <p>Khaki in colour</p> <p>embroidery with Ongwediva Annual Trade</p>	<p align="center">80</p>		

	<p>Fair Logo (The logo shall be supplied to the successful bidder).</p>				
<p>TOTAL BID PRICE</p>					

PART 4

FORM OF BIDDER

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

Category A N\$.....

Category B N\$.....

Category C N\$.....

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:

PART 5

PARTICULARS OF BIDDER

1. Full names and postal and physical address of bidder:

2. Origin/registration/trade licence number: _____

(a) Namibian company/contractor/supplier/trader:

Registration number and date: _____

Trade licence or certificate number and date, and name and address of the person who issued the licence or certificate:

Financial interests held by a foreigner/foreign company (Furnish details):

(b) Foreign company/contractor/supplier/trader:

Country of registration: _____

Registration number and date: _____

Financial interests held by a Namibian/Namibia company (furnish details):

3. Particulars or business:

(a) Nature of activities:

(b) Is the business, according to the Ministry of Trade and Industry, a small scale industry? _____ (Yes/No), If yes, give details and furnish documentary proof:

(c) Is the bidder located in communal areas/underdeveloped areas notified by the Ministry of Trade and Industry? _____ (Yes/No)
If yes, give details and furnish documentary proof:

Signature

(The tender proposal is invalid if it is not signed)

Date

Capacity

PART 6

**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)

.....
(Hereinafter 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

