



ONGWEDIVA TRADE FAIR SOCIETY

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INVITATION FOR BIDS

BID NO.: OTFS: 14/2024
DESCRIPTION: PROVISION OF SECURITY SERVICES
CLOSING DATE AND TIME: TUESDAY, 21 MAY 2024 AT 14H30 AT ONGWEDIVA TRADE FAIR CENTRE
BID DOCUMENT LEVY: N\$100.00
INQUIRIES: Mr. Martin Kapuka at email: martinkapuka@oatf.com.na
Tel: 065 – 230191

PARTICULARS OF BIDDER

Business Name	:	-----
Postal Address	:	-----
Contact No.	:	-----
Contact Person	:	-----
VAT Registration No	:	-----
Bid Amount (15% VAT Incl.) Service Area A	:	-----
Bid Amount (15% VAT Incl.) Service Area B	:	-----
Bid Amount (15% VAT Incl.) Service Area C	:	-----
Bid Amount (15% VAT Incl.) Service Area D	:	-----
Bid Amount (15% VAT Incl.) Service Area E	:	-----
Bid Amount (15% VAT Incl.) Service Area F	:	-----
Bid Amount (15% VAT Incl.) Service Area G	:	-----
Bid Amount (15% VAT Incl.) Service Area H	:
Bid Amount (15% VAT Incl.) Service Area I	:
Bid Amount (15% VAT Incl.) Service Area J	:

Bid Amount (15% VAT Incl.) Service Area K:
Bid Amount (15% VAT Incl.) Service Area L:
Total Bid Amount for service areas (15% VAT Incl.) :	-----
Bid Amount (15% VAT Incl.) CASH ESCORT :
Receipt No.	: -----
Amount Paid	: N\$ 100.00
Date	: -----

INFORMATION TO THE BIDDER

The original document, fully completed, initialled and signed where applicable, shall be placed in a sealed envelope, marked, **“PROVISION OF SECURITY SERVICES”** 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 at Ongwediva Trade Fair Centre as from **14h30** on the closing date (**TUESDAY, 21 MAY 2024**).

**CHAIRPERSON:
ONGWEDIVA TRADE FAIR SOCIETY**

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.

PROCUREMENT REGULATIONS

A2 OTFS PROCUREMENT POLICY

- A2.1 These conditions of the bids are issued by the Ongwediva Trade Fair Society under Policy and Procedures Manual 2021 (OTFS).
- A2.2 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.
- A2.3 A copy of the said Policy and Procedures manual may be obtained from the OTFS upon written request. It is recommended for Bidders to obtain such a copy for reference.

A3 BID DOCUMENTS

- A3.1 Bid Documents, shall be made available against a non-refundable levy as advertised and further subject to bid procedures of the OTFS.
- A3.2 It is the bidder's responsibility to check completeness of documents including number of pages, bid drawings etc.

A4 COST OF BIDDING

- A4.1 The cost of bidding is the bidder's responsibility.

A5 LODGING AND OPENING OF BIDS

- A5.1 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:
- A5.1.1 the original bid shall be duly completed and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).
- A5.1.2 each page and bid drawing shall be initialled
- A5.2 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.
- A5.3 Telegraphic and facsimile bids are not acceptable and will be disqualified.
- A5.4 Bids will be opened and read out in public.

A6 COMPLIANCE AND ALTERNATIVES

- A6.1 Bids submitted must comply strictly with the requirements of these documents.
- A6.2 Alternative offers may be submitted, but only **in addition** to the Bids requirements

A7 VALIDITY AND ACCEPTANCE

A7.1 Bids to remain valid for acceptance after date of closing of bid for a period as contained in the Appendix to the Conditions of bid.

A7.2 OTFS does not bind itself to accept the lowest or any other bid.

A8 CONFIDENTIALITY & COPYRIGHT

A8.1 Bid documents issued by or on behalf of the Ongwediva Trade Fair Society shall remain copy right of OTFS.

A8.2 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.

A9 COMPULSORY PRE-BID BRIEFING MEETING & SITE INSPECTION

A9.1 Compulsory pre-bid briefing meeting & Site Inspection. 10 MAY 2024, 14:30

A10 ADDITIONAL CONDITIONS OF BID

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

A11 ENQUIRIES

A11.1 All enquiries in connection with this bid shall be directed in writing (fax acceptable) to the contact person(s) as advertised with a cut-off date of seven calendar days before date of closing of bid.

A11.2 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.

A11.3 Any verbal information given or perceived to have been given shall not be binding on the OTFS or its consultants.

A12 Payment terms

A12.1 Payment for services under this bid to the successful contractor is strictly 30 days after delivery. **NO DEPOSIT IS APPLICABLE.**

A12.2 The bid shall not be qualified by the bidder's own condition of payment.

ANNEXURE AA 1

BID SPECIFICATIONS

1. SECTION 1

1.1 OBJECTIVE/PURPOSE

Interested organizations are invited to bid for the provision of security services for the Ongwediva Annual Trade Fair 2024 as fully described herein.

1.2. SERVICES WITHIN THE STRUCTURE

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 PAYMENT

The Contractor shall be paid the fixed amount as per the bid amount upon receipt of an invoice after delivery. ***OATF shall not pay any deposit and the bidder shall not be qualified by the bidder's own conditions in respect of payment. Failure to comply with this specification shall render the bidder invalid and shall be disqualified.***

1.4 LOWEST BID

The Ongwediva Annual Trade Fair is under no obligation to accept the lowest or any other bidder and thus reserves the right to allocate any certain Section of the Contract to the "successful bidder(s).

1.5 ALTERNATIVE BID

Should a Bidder wish to submit an alternative bid he/she may do so in a conferring letter submitted with the bid documents. An alternative bid will only be considered, however, if the bidder also submits a bid that is free from qualifications and in accordance with the requirements of the bid documents.

1.6 SUBMISSION OF BID

a) Bids shall be submitted in the manner stated herein.

1.7 COMPULSORY DOCUMENTS TO BE SUBMITTED

Bidders are required to submit the following with their bid documents

	Required document	Documents Inclusive	
		Yes	No
1	Certified Copy of company registration/trade licence.		
2	Certified copy of registration with Social Security Commission of Namibia or a valid original or valid certified copy of Good Standing Certificate		
3	Certified copy of tax registration or a valid original or valid certified copy of Good Standing certificate		
4	Certified Copy of Fitness Certificate from any authority in Oshana Region		
5	Valid Police clearance certificate to provide security services		
6	Valid Police clearance for all fire arms to be used		
7	Certified valid copy of confirmation of indemnity Cover from insurance company/broker (For Cash Escort)		

FAILURE TO SUBMIT THE ABOVE DOCUMENTS BEFORE THE CLOSING DATE & TIME SHALL RENDER THE BID INVALID AND SHALL BE DISQUALIFIED.

1.8 TECHNICAL & FINANCIAL PROPOSALS

Interested parties must submit complete detailed bid within the given time.

Closing date and time : **TUESDAY, 21 MAY 2024 AT 14H30**
Enquiries : Mr. Martin Kapuka
 Tel: 065 230191

Delivery address : Ongwediva Trade Fair Centre
 Bid Box
 Ongwediva

Signature:

Date:

ANNEXURE AA 2.1

BID SPECIFICATIONS – PROVISION OF SECURITY SERVICES TO ONGWEDIVA ANNUAL TRADE FAIR

2.1.1. SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS

(A). REQUIRED SCOPE OF THE ACTIVITY OPERATION

The expected activities include;

- Maintaining law and order within the service area.
- Perform security intelligence.
- Protect all properties within the service area from theft and vandalism.
- Report any suspected theft or criminal activity to the official concern.
- Remove unwanted person or disturbing people out of the service areas.
- Prevent damages and stealing of the Ongwediva Trade Fair Centre properties and facilities.
- The Bidder shall maintain all aspects of the Service Area in order to ensure its smooth and efficient operation and to prevent undue disturbing situations.
- In maintaining the service area, the Bidder will be expected to provide security services on his/her own initiative and without first being ordered to do so.

Period of Service:

The Security Service is required as from 22nd August 2024 at 06h00 to 01 September 2024 at 13h00.

Service areas	Area name	Description of the service (Day Shift / Night Shift)
A	<ul style="list-style-type: none">• Old gate entrance• VIP Gate• DBN Gate• Benz Building to Seven Valley Fence line• Home Affairs tent area	<ul style="list-style-type: none">• To protect and safeguard all properties at the service area.• To protect OATF staff members, exhibitors and visitors.• To be vigilant in terms of criminal activities which may occur.• Conduct general patrol.• Control movements at the gates.• Report any incident to the responsible official immediately.

B	<ul style="list-style-type: none"> • Reception • Conference hall • Queen hall 	<ul style="list-style-type: none"> • To protect and safeguard all properties at the service area. • Make sure that the Hall is safely closed during the knock off time. • To protect OATF staff members, exhibitors and visitors. • To be vigilant in terms of criminal activities which may occur. • Conduct general patrol. • Report any incident to the responsible official immediately.
C	<ul style="list-style-type: none"> • SME Tent • Walkway from VIP Entrance • Outside ablution block 	<ul style="list-style-type: none"> • To protect and safeguard all properties inside premises and the surrounding. • To protect OATF staff members, exhibitors and visitors. • To be vigilant in terms of criminal activities which may occur. • Make sure that the Tent is safely closed during the knock off time. • Conduct general patrol. • Report any incident to the responsible official immediately.
D	<ul style="list-style-type: none"> • KK Hall • Toys Display area 	<ul style="list-style-type: none"> • To protect and safeguard all properties inside premises and the surrounding. • To protect OATF staff members, exhibitors and visitors. • To be vigilant in terms of criminal activities which may occur. • Make sure that the Hall is safely closed during the knock off time. • Conduct general patrol. • Report any incident to the responsible official immediately.
E	<ul style="list-style-type: none"> • Headman Hall 	<ul style="list-style-type: none"> • To protect and safeguard all properties inside premises and the surrounding. • To protect OATF staff members, exhibitors and visitors. • To be vigilant in terms of criminal activities which may occur. • Make sure that the Hall is safely closed during the knock off time. • Conduct general patrol. • Report any incident to the responsible official immediately.
F	<ul style="list-style-type: none"> - Entertainment Kiosks - Fence along Valley Street 	<ul style="list-style-type: none"> • To protect and safeguard all properties inside premises and the surrounding. • To protect OATF staff members, exhibitors and visitors. • To be vigilant in terms of criminal activities which may occur. • Make sure that the Kiosks are safely closed during the knock off time. • To ensure that no one stands or park along the fence. • Control of vehicles in and out. • Conduct general patrol. • Report any incident to the responsible official immediately. • They should protect performance artist and OATF personnel.
G	<ul style="list-style-type: none"> • MTC Vehicle Gate 	<ul style="list-style-type: none"> • To protect and safeguard all properties inside premises and the surrounding. • To protect OATF staff members, exhibitors and visitors. • To be vigilant in terms of criminal activities which may occur. • Make sure that the gates are safely closed during the knock

	<ul style="list-style-type: none"> Standard Bank Exit Vehicle Gate Secure Parking Area Pedestrian gate next to Fish Hall 	<p>off time.</p> <ul style="list-style-type: none"> Control of vehicles in and out. Conduct general patrol. Report any incident to the responsible official immediately. Protect and safe guard the cash received at the gate and escort it to the office.
H	<ul style="list-style-type: none"> Toys display area 	<ul style="list-style-type: none"> To protect and safeguard all properties inside premises and the surrounding. To protect OATF staff members, exhibitors and visitors. To be vigilant in terms of criminal activities which may occur. Make sure that the area is safely vacated during the knock off time. Conduct general patrol. Report any incident to the responsible official immediately.
I	<ul style="list-style-type: none"> Queen Hall to Entertainment walkway 	<ul style="list-style-type: none"> To protect and safeguard all properties inside premises and the surrounding. To protect OATF staff members, exhibitors and visitors. To be vigilant in terms of criminal activities which may occur. Control the movement of vehicles. Conduct general patrol. Report any incident to the responsible official immediately.
J	<ul style="list-style-type: none"> Vehicle display area 	<ul style="list-style-type: none"> To protect and safeguard all properties inside premises and the surrounding. To protect OATF staff members, exhibitors and visitors. To be vigilant in terms of criminal activities which may occur. Make sure that the Tent is safely closed during the knock off time. Conduct general patrol. Report any incident to the responsible official immediately.
K	<ul style="list-style-type: none"> Restaurant 	<ul style="list-style-type: none"> To protect and safeguard all properties inside premises and the surrounding. To protect OATF staff members, exhibitors and visitors. To be vigilant in terms of criminal activities which may occur. Make sure that the restaurant is safely closed during the knock off time. Conduct general patrol. Report any incident to the responsible official immediately.
L	<ul style="list-style-type: none"> Fish Hall 	<ul style="list-style-type: none"> To protect and safeguard all properties inside premises and the surrounding. To protect OATF staff members, exhibitors and visitors. To be vigilant in terms of criminal activities which may occur. Make sure that the Hall is safely closed during the knock off time. Conduct general patrol.

		<ul style="list-style-type: none"> Report any incident to the responsible official immediately.
M	<ul style="list-style-type: none"> Agriculture Gate 	<ul style="list-style-type: none"> To protect and safeguard all animals and general patrol at the service area.

PAYMENT

Basis of Payment to the Service Provider

The Service Provider shall be paid a fixed amount as per the bid amount upon receipt of an invoice at the end of Trade Fair.

Penalties

The events or malpractices for which penalties shall be applied, and the corresponding amounts of the penalties, are as follows: -

- a) Any expenses incurred by the Ongwediva Annual Trade Fair Preparatory Committee for supervision as a result of failure by the Service Provider to complete the scheduled area on time or leaving the service area un-attendant.
- b) Damage caused to private property or Ongwediva Annual Trade Fair Centre property as a result of negligence on the side of the Service Provider or his/her employees, all the cost shall be paid by the contractor upon ordered to do so.
- c) Ongwediva Annual Trade Fair Preparatory Committee reserve the right to terminate the contract with immediate effect, once the Committee realise that the Service Provider is incompetent.
- d) Any theft by security guards or misconduct may lead to the termination of service of the service provider/ security company.

Inspections and Tests

The following inspections shall be performed:

- Employees of the bidder shall be inspected for safety measures, by ensuring that they are all provided with uniform and necessary equipment.
- Area of operation shall be inspected on hourly basis for ensuring the proper control.
- A parade shall be conducted two weeks prior to the Trade Fair and an hour prior to each shift.

	PRICES SCHEDULE PER SERVICE AREAS			
TOTAL NUMBER OF GUARDS PER SERVICE AREA	NUMBER OF GUARDS REQUIRED PER SHIFT	PRICE PER DAY SHIFT PER GUARD (N\$)	PRICE PER NIGHT SHIFT PER GUARD (N\$)	BID PRICE PER DAY AND PER NIGHT SHIFT PER, PER GUARD (N\$) (15% VAT INCLUSIVE)
Service Area A: Total number of Guards 10	<ul style="list-style-type: none"> • Old gate entrance, VIP Gate 1 • DBN Gate to Seven Valley Fence line 1 <p style="text-align: center;">Benz Building to Home Affairs tent area 2 (One guard at Home Affairs tent area must be armed with a pistol)</p> <ul style="list-style-type: none"> • Kiddies Village Area 1 			
Service Area B: Total number of Guards 20	<ul style="list-style-type: none"> • Reception 2 • Conference hall 1 • Queen hall 7 <p style="text-align: center;">(Two Nightshift guards must be armed with Shot guns)</p>			
Service Area C: Total number of Guards 12	<ul style="list-style-type: none"> • SME Tent 3 • Walkway from VIP Entrance 1 • Outside ablution block 2 			

<p>Service Area D:</p> <p>Total number of Guards 14</p>	<ul style="list-style-type: none"> • KK Hall 5 • Toys Display area 2 			
<p>Service Area E:</p> <p>Total number of Guards per shift 10</p>	<ul style="list-style-type: none"> • Headman Hall 5 			
<p>Service Area F:</p> <p>Total number of Guards 18</p>	<p>- Entertainment Kiosks 7</p> <p>- Fence along Valley Street 2</p> <p>(One guard along Valley street must be armed with a shotgun)</p>			
<p>Service Area G:</p> <p>Total number of Guards 60</p>	<ul style="list-style-type: none"> • MTC Vehicle Gate 10 • Standard Ban Exit Vehicle Gate 10 • Secure Parking Area 10 <p>Three guards at each gate must be armed with fire arms (2 Shotguns and 1 Pistol)</p>			
<p>Service Area H:</p> <p>Total number of Guards per shift 4</p>	<ul style="list-style-type: none"> • Toys display area 2 			

Service Area I: Total number of Guards 4	<ul style="list-style-type: none"> Queen Hall to Entertainment walkway 2 			
Service Area J: Total number of Guards 4	<ul style="list-style-type: none"> Vehicle display and Pedestrian Gate next to Fish Hall 2 <p>One guard must be armed with a Shotguns</p>			
Service Area K: Total number of Guards 2	<ul style="list-style-type: none"> Restaurant 1 			
Service Area L: Total number of Guards 6	<ul style="list-style-type: none"> Fish Hall 3 			
Service Area M: Total number of Guards 2	<ul style="list-style-type: none"> Agriculture Gate 			
15 % VAT (IF APPLICABLE)				
TOTAL BID PRICE				

(b) CASH ESCORT (Attach proof of valid Insurance)

DESCRIPTION OF SERVICE	TOTAL BID PRICE FOR 9 DAYS, VAT Inclusive (N\$)
<p>ARMED GUARDS TO CARRY ONGWEDIVA ANNUAL TRADE FAIR CASH ON DAILY BASIS</p>	<p align="center">N\$</p>
<p>CASH ESCORT SERVICES TO ONGWEDIVA ANNUAL TRADE FAIR (OATF) 2024</p> <p>Required services from the service provider:</p> <p>Period services required: 24 August to 02 September 2024</p> <p>Working days: 7 days (24, 27, 28, 29, 30, 31 August 2024 and 02 September 2024)</p> <p>2. Responsibility of contractor:</p> <p>2.1 The collection of cash for OATF 2024 from the Ongwediva Trade Fair Centre to a deposit-taking institution will occur on August 24, 27, 28, 29, 30, 31, and September 2, 2024. The specific times for these transactions will be agreed upon by OATF and the contractor.</p> <p>2.2 Returning of the cash box with deposit books/slips as soon as the banking is done on a daily basis.</p> <p>2.3 Guards to be properly dressed in full uniforms of contractor</p> <p>2.4 The service provider shall issue the tax invoice to OATF upon the completion of service rendering.</p> <p>3. Responsibility of OATF:</p> <p>3.1 Packing of the money and sealing of the box</p> <p>3.2 Safeguarding of the original receipts</p> <p>3.3 Handing over of the locked cash box to the contractor's guards with proper identification</p>	

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

2.1.2. Specifications

A. General
The Employer is Ongwediva Annual Trade Fair
The name and reference number of the Procurement is PROVISION OF SECURITY SERVICES: OTFS: 14/2024
The Funding Agency is: Ongwediva Annual Trade Fair
The Qualification Information and Bidding forms to be submitted are as follows: A. a company profile, past experience and evidence of similar services provided and customers' reference details; B. major items of resources, logistics support and strategies in the execution of similar services; C. recruitment policy, training of personnel and man power planning to cope with contingencies D. a permit from the Police to provide security services. E. a Police clearance of all fire arms to be used. F. Insurance certificated (for cash handling).
In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 5.4, and (ii) nominating a Representative who shall have the authority to conduct all

business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

The information needed for Bids submitted by joint ventures shall be comprehensive with joint venture agreements attached.

Each party in the joint venture must provide all required mandatory documents and proof of experience.

The experience required to be demonstrated by the Bidder should include as a minimum that he has executed during the last 5 years the following:

- The security company is required to submit at least three (3) reference letters from three (3) different institutions where security service was provided successfully.
- Five (5) years' experience is required.

The essential equipment to be made available for the contract by the successful Bidder shall be:

- Fire arms
- Tear gas
- Torches
- Whistles
- Two-way radios.
- Handcuffs

Bidders must ensure that all guards have full uniforms

ANNEXURE AA 2.2

2.2.1. Copy Conditions

OATF to provide the information to be published; all material provided must be considered confidential and may not be published, distributed or made public.

2.2.2. Bid price

The bid price should include paper, printing and delivery. Author's corrections and any other incidental costs are to be approved by OATF.

Signature: **Date:**

PLEASE NOTE:

- OATF RESERVES THE RIGHT TO AWARD THE BID IN FULL OR PARTLY.
- BIDDERS ARE AT LIBERTY TO CHOOSE TO BID FOR ALL OR ONE SERVICE AREA ONLY.

ANNEXURE AA 3

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:

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 herein 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 ninety (90) days from closing date for the submission of offers.

Signed on behalf of Contractor:

Name of Signatory:

Name of Contractor (Firm):

Company seal / stamp:

ANNEXURE AA 4

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

ANNEXURE AA 5

**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