

# ONGWEDIVA TRADE FAIR SOCIETY

✉ PRIVATE BAG X5549, ONGWEDIVA  
☎ +264 65 230191  
✉ info@oatf.com.na / ongwetradeair@iway.na  
🌐 www.oatf.com.na



## INVITATION TO BID

**Bid NO:** OTFS: 19/2024

**DESCRIPTION:** **Provision of Decor Services for OATF events 2024:** Fundraising Gala Dinner, Official Opening ceremony, Exhibitors Award Ceremony, Stakeholder and Business Networking event

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

**COMPULSORY SITE VISIT:** 10 May 2024 at 11H30 at Ongwediva Trade Fair Centre, **Fish hall**

**ENQUIRIES:** Loini liyambo at email: [liiyambo@otc.com.na](mailto:liiyambo@otc.com.na) or  
Dina Shipushu at Email: [tecklamarshall@gmail.com](mailto:tecklamarshall@gmail.com)

**LEVY:** N\$100.00

Reserved for Namibian entities based and operating in Oshana Region

<b>Name of Bidder</b>	
<b>Postal Address</b>	
<b>E-mail Address</b>	
<b>Contact No</b>	
<b>Contact Person</b>	
<b>VAT Registration No</b>	
<b>Total Bid amount: Lot 1 (15% VAT Incl.) Fundraising Gala dinner</b>	
<b>Total Bid amount: Lot 2 (15% VAT Incl.) Official Opening ceremony</b>	
<b>Total Bid amount: Lot 3 (15% VAT Incl.) Exhibitors awards Ceremony</b>	
<b>Total Bid amount: Lot 4 (15% VAT Incl.) Stakeholders and business networking event</b>	

**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 DECOR 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 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** 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 (100 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 Shall be held on 10 May 2024 at the Ongwediva Trade Fair Centre.

## **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:**

No	Description	Documents Inclusive	
		Yes	No
1	Certified copy of company registration		
2	Certified copy of Social Security Commission registration		
3	Certified copy of Inland Revenue registration		
4	Company profile		
5	Initial every page of the bid document		
6	Certified copy of Fitness certificate of Oshana based company or Ministry of Health indicating operations in Oshana region.		

NOTE: Failure to submit 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 the 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: **PROVISION OF DÉCOR SERVICES 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 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 from the 23 – 31 August 2024. For this bid, OTFS shall require the service of a Decor to provide services for its main functions.

- a) The Fundraising Gala dinner.
- b) The Official Opening ceremony.
- c) The Awards ceremony.
- d) The Business Networking event.

## PART II ACTIVITY SCHEDULE

### 1. SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS

#### LOT 1: OATF 2024 FUNDRAISING GALA DINNER

Date: Saturday 29 June 2024

Theme: Indoor set up - formal

Number of guests: 300

Number of Tables: 30 (10 guests per table)

No.	Description of services	QTY	Unit price/ Rate (N\$)	Total price (N\$)
1.	Round Tables (10 seaters)	30		
2.	Chairs (preferably padded chairs – colour to be communicated)	300		
3.	Table Numbers	30		
4.	Table cloths (white – colour likely to change depends on the theme)	30		
5.	Table Napkins (colour to be communicated)	300		
6.	Centre Piece (fresh flower – likely to change depends on the theme)	31		
7.	Wine Buckets with a stand (stainless steel)	30		
8.	Rectangular Table & white cloths for Buffet Tables (4 stations)	4		
9.	Red Carpet – (for outside walkway 60m)			
10.	Two-sides décor (for outside walkway 60m) (carpet as well)			
11.	Draping (black or preferred colour)			
12.	Chandelier lights/mood lights			
13.	Spot lights			
14.	Seating map	1		
15.	Cocktail tables (dressed - colour depending on theme)	2		
16.	Clear Podium	1		
17.	Stage décor	1		
18.	Photo booth station with OATF logo	1		
19.	Interview corner (2 couches & coffee table) set	1		
20.	VIP boutonnieres	10		
<b>Cutlerys/Crockeries &amp; Glassware</b>				
21.	Welcoming drinks glassware (Clear)	200		
22.	Starters knife (stainless steel)	300		
23.	Starters Folks (stainless steel)	300		
24.	Side plates (white)	300		
25.	Dinner plates (white)	300		
26.	Dinner knife (stainless steel)	300		
27.	Dinner Folks (stainless steel)	300		
28.	Dessert plates (white)	300		
29.	Dessert spoons (stainless steel)	300		
30.	Wine glasses (Clear)	300		
31.	Tumbler glasses (Clear)	300		
	Labour			
	Transport			
<i>The list provided is for guidance purposes only, bidders are encouraged to be creative and innovative to add value to the event.</i>			<b>Subtotal</b>	
			<b>Vat 15%</b>	
			<b>TOTAL BID PRICE</b>	

#### Price Activity Schedule Authorized by:

Name		Signature	
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Position		Date	
Authorized for and on behalf of:		Company name Company seal/stamp	



**LOT 2: OATF 2024 OFFICIAL OPENING CEREMONY**

Date: Specific date to be communicated (August 2024)  
 Theme: Indoor - formal  
 Number of guests: 150  
 Food stations: 2 (Buffet setup)  
 Number of Tables: 15 (10 guests per table)

No.	Description of services	QTY	Unit price/ Rate (N\$)	Total price (N\$)
1.	Round Tables (10 seaters)	15		
2.	Chairs (preferably padded chairs – colour to be communicated)	150		
3.	Table Numbers	15		
4.	Table cloths (white – colour likely to change depends on the theme)	15		
5.	Table Napkins (colour to be communicated)	150		
6.	Centre Piece (fresh flower – likely to change depends on the theme)	15		
7.	Wine Bucket with a stand (stainless steel)	15		
8.	Rectangular Table & cloths for Buffet Tables (2 stations)	2		
9.	chandler lights/ mood lights			
<b>Outdoor</b>				
10.	VIP boutonnieres	15		
11.	Red Carpet (for outside walkway 60m)	1		
12.	Frame tent (VIP) fully draped 9m x 30m (white)	1		
13.	Fans/cooler for VIP	2		
14.	Cocktail table & socks (for VIP tent)	2		
15.	Carpet for the VIP tent 9m x 30m (grey)	1 set		
16.	Table centre piece (fresh flower) in the VIP tent	1		
17.	White frame tent & white drapes 12m x 30m (guests)	1		
18.	Carpets (grey) for the White frame tent -12m x 30m	1		
19.	Serving trays (stainless steel/clear)	10		
20.	Peg and pole tent with carpets 12m x 30m (for the public)	1		
21.	Plastic chairs (no chair covers)	200		
22.	Mobi-can	1		
<b>Cutleries/Crockerries &amp; Glassware</b>				
23.	Dinner plates (white)	150		
24.	Dinner knife (stainless steel)	150		
25.	Dinner folks (stainless steel)	150		
26.	Side plates (white)	150		
27.	Wine glasses (Clear)	150		
28.	Tumbler glasses (Clear)	150		
	Labour			
	Transport			
<i>The list provided is for guidance purposes only, bidders are encouraged to be creative and innovative to add value to the event.</i>			<b>Subtotal</b>	
			<b>Vat 15%</b>	
			<b>TOTAL BID PRICE</b>	

**Price Activity Schedule Authorized by:**

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

### 1.3 LOT 3: OATF 2023 EXHIBITORS AWARD CEREMONY

Date: Specific date to be communicated (August 2024)  
 Theme: Indoor - formal  
 Number of guests: 150  
 Food stations: 2 (Buffet setup)  
 Number of Tables: 15 (10 guests per table)

No.	Description of services	QTY	Unit price/ Rate (N\$)	Total price (N\$)
1.	Round Tables (10 seaters)	15		
2.	Chairs (preferably padded chairs – colour to be communicated)	150		
3.	Table Numbers	15		
4.	Table cloths (white – colour likely to change depends on the theme)	15		
5.	Table Napkins (colour to be communicated)	150		
6.	Centre Piece (fresh flower – likely to change depends on the theme)	15		
7.	Wine Bucket with a stand (stainless steel)	15		
8.	Rectangular Table & white cloths for Buffet Tables (2 stations)			
9.	Chandler lights/ mood lights			
<b>Outdoor</b>				
10.	VIP Corsages	15		
11.	Cocktail table & socks (for welcoming drinks)	2		
12.	White frame tent & white drapes 12m x 30m	1		
13.	Carpets (grey) for the white frame tent 12m x 30m	1		
14.	Red Carpet (for outside walkway 60m)	1		
15.	Fans/cooler			
16.	Spotlights			
<b>Cutleries/Crockeries &amp; Glassware</b>				
17.	Dinner plates (white)	150		
18.	Dinner knife (stainless steel)	150		
19.	Dinner folks (stainless steel)	150		
20.	Side plates (white)	150		
21.	Dessert plates (white)	150		
22.	Dessert spoons (stainless steel)	150		
23.	Champaign glasses (Clear)	150		
24.	Wine glasses (Clear)	150		
25.	Tumble glasses (Clear)	150		
	Labour			
	Transport			
The list provided is for guidance purposes only, bidders are encouraged to be creative and innovative to add value to the event.			<b>Subtotal</b>	
			<b>Vat 15%</b>	
			<b>TOTAL BID PRICE</b>	

**Price Activity Schedule Authorized by:**

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

**LOT 4: STAKEHOLDERS AND BUSINESS NETWORKING EVENT**

Date: Specific date to be communicated (August 2023)  
 Theme: Outdoor – Formal  
 Form: Cocktail set-up  
 Number of guests: 150  
 Food stations: 2  
 Number of Tables: 15

No.	Description of services	QTY	Unit price/ Rate (N\$)	Total price (N\$)
<b>Outdoor</b>				
1.	Cocktail tables	15		
2.	Chairs (bar stools)	30		
3.	Lounge set up	2		
4.	Tablecloth (white/preferred colour)	15		
5.	Centre Piece (clear vase with floating candles/water rose)	15		
6.	Rectangular Table & white cloths for finger food station	8		
7.	VIP boutonnieres	10		
8.	Chandleries lights/ mood lights			
9.	Wall partitioning the bathroom side & gate			
10.	Thick (grey/green/black) carpets			
<b>Cutleries/Crockeries &amp; Glassware</b>				
11.	Side plates for finger food (white)	150		
12.	Champaign glasses (Clear)	75		
13.	Wine glasses (Clear)	75		
14.	Cocktail glasses (Clear)	75		
15.	Dessert plates (white)	100		
16.	Dessert spoons (stainless steel)	100		
	Labour			
	Transport			
<i>The list provided is for guidance purposes only, bidders are encouraged to be creative and innovative to add value to the event.</i>			<b>Subtotal</b>	
			<b>Vat 15%</b>	
			<b>TOTAL BID PRICE</b>	

**Price Activity Schedule Authorized by:**

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

## PART III

### 1. EVALUATION CRITERIA

#### 1.1 Technical evaluation

ITEM	NON-PRICE ATTRIBUTES TECHNICAL CAPACITY	WEIGHTING	MAX. POINTS
1.	<b>Relevant experience of company:</b> Comply with similar experience requirements: <ul style="list-style-type: none"> <li>▪ Decor for up to 100 guests or more (Proof to be provided with references/ completion certificates)</li> </ul>	<b>Provision of</b> <ul style="list-style-type: none"> <li>▪ 1 Reference =5</li> <li>▪ 2 References =15</li> <li>▪ 3 or more References =25</li> </ul>	25
2.	<b>Relevant Competence:</b> <ul style="list-style-type: none"> <li>▪ Details of equipment and decoration strategy (Floor layout) for the event/events you are bidding for: Fundraising gala dinner, official opening ceremony, Exhibitors Awards ceremony, Stakeholders and business networking.</li> </ul>	<b>Provision of</b> <ul style="list-style-type: none"> <li>▪ No Floor plan layout = 0</li> <li>▪ Floor plan layout = 10</li> </ul>	10
3.	<b>Company profile</b> <ul style="list-style-type: none"> <li>▪ Submission of colour images of décor function of similar nature.</li> </ul>	<b>Provision of</b> <ul style="list-style-type: none"> <li>▪ No colour images = 0</li> <li>▪ Colour images =15</li> </ul>	15
4.	<b>Fitness certificate</b> From a local Authority in Oshana region or Ministry of Health indicating operations in Oshana Region.	<b>Provision of</b> <ul style="list-style-type: none"> <li>▪ No submission = 0</li> <li>▪ Submission from a local authority/Ministry of health not from Oshana region = 0</li> <li>▪ Local Authority/ Ministry of Health in Oshana region =10</li> </ul>	10
5.	<b>Site inspection</b> <b>5.1 Condition of equipment (Tables, Chairs, and cutleries)</b>	<b>Scoring</b> <ul style="list-style-type: none"> <li>▪ Fair =10</li> <li>▪ Good =15</li> <li>▪ Excellent =20</li> </ul>	20
	<b>5.2 Presentation or sample of creativity</b>	<b>Scoring</b> <ul style="list-style-type: none"> <li>▪ Fair =10</li> <li>▪ Good =15</li> <li>▪ Excellent =20</li> </ul>	20
<b>Score</b>			<b>100</b>

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.

## PART IV

### 1. COMPLIANCE WITH BIDDING

**Bid Ref. No.:** .....

To: .....

The ONGWEDIVA TRADE FAIR SOCIETY hereby invites you to submit your quotation for the goods 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 DECOR SERVICES

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 .....

Item No	Description	Quantity	Amount without VAT	VAT	Amount (N\$)
LOT 1	OATF 2024 Fundraising Gala dinner	300			
LOT 2	OATF 2024 Official Opening ceremony	150			
LOT 3	OATF 2024 Exhibitors Award ceremony	150			
LOT 4	OATF 2024 Stakeholder and Business Networking event	150			

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

**2. Compliance Sheet**

Bid Reference Number: .....

[Bidders should complete columns C and D with the specifications and performance of the Décor Services offered. Also, state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1.	Venue Layout Proposal (Fundraising Gala Dinner)		
2.	The tables are in a good condition		
3.	The chairs are in a good condition		
4.	Enough Decoration Equipment		
5.	Price List		

**Specifications and Performance Standard Compliance Sheet Authorized By:**

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

**3. 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:

Lot 1: N\$.\_\_\_\_\_ (In words) \_\_\_\_\_  
.....

which is 15% VAT inclusive or such other sum as may be determined in accordance with the Contract for the \_\_\_\_\_

Lot 2: N\$.\_\_\_\_\_ (In words) \_\_\_\_\_  
.....

which is 15% VAT inclusive or such other sum as may be determined in accordance with the Contract for the \_\_\_\_\_

Lot 3: N\$.\_\_\_\_\_ (In words) \_\_\_\_\_  
.....

which is 15% VAT inclusive or such other sum as may be determined in accordance with the Contract for the \_\_\_\_\_

Lot 4: N\$.\_\_\_\_\_ (In words) \_\_\_\_\_  
.....

which is 15% VAT inclusive or such other sum as may be determined in accordance with the Contract for the \_\_\_\_\_

**4. 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**