



ONGWEDIVA TRADE FAIR SOCIETY  
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Ongwediva

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## INVITATIONS FOR TENDERS

DESCRIPTION – ONGWEDIVA ANNUAL TRADE FAIR 2024  
No.: OTFS 13/2024/ENTERTAINMENT  
PERFORMING ARTISTS/ MUSICIANS | DJS | COMEDIANS/ POETS  
Closing Date and Time: Tuesday, August 06, 2024, at 14h30

### PARTICULARS OF INTERESTED PARTY

Name of Artist: .....

Stage Name: .....

Type of Art (Tick Box) 

MUSICIAN	Disc Jockey (DJ)	COMEDIAN/POET
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Type of Music/Activity (Genre): .....

Number of songs/events: .....

Sample of CD/Activity .....

Performance Preference: (Tick Box)

MAIN STAGE	OFFICIAL OPENING	AWARDS CEREMONY
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Number of Dancers/Performers: .....

Telephone No. :-.....

Contact Person: .....

Amount (15% VAT Incl.): .....

Receipt No.: .....

Amount Paid: N\$ 100.00.

Date: .....

Closing Date and Time: Tuesday, August 06, 2024, at 14h30

### INFORMATION TO THE INTERESTED PARTIES

Financial proposals; the original document thereof to be submitted in a sealed envelope, marked, "OTFS 13/2024/ENTERTAINMENT: PERFORMING ARTISTS" must be delivered unopened and deposited in the **Tender Box, at Ongwediva Trade Fair Centre in Ongwediva** not later than the closing time. Tenders will be opened and read out to the public in the board room as from **14:30** on the closing date. **This document is deemed valid only upon submission with proof of payment/receipt of the bid levy before the closing date and time.**

## ONGWEDIVA ANNUAL TRADE FAIR

### REGULATIONS

#### A1 REGULATIONS

A1.1 These conditions are issued by the Ongwediva Annual Trade Fair Preparatory Committee (OATFPC).

#### A2 DOCUMENTS

A2.1 One set of documents consisting of a number of volumes stated in the Appendix to the Conditions of Offer and comprising details as set out in the indexes to such documents, shall be made available against a non-refundable levy as advertised and further subject to procedures.

A2.2 It is the interested parties responsibility to check completeness of documents including number of pages, drawings etc.

#### A3 COST OF THE DOCUMENTS

A3.1 The cost of tender documents is the interested parties' responsibility.

#### A4 LODGING AND OPENING OF THE DOCUMENTS

A4.1 The documents shall be sealed in an envelope marked with the document number and title and handed in at the time, place and date as advertised including strict compliance with the following:

A4.1.1 The original document shall be duly completed, signed, and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).

A4.1.2 Each page shall be initialled. ***Failure to initial all the pages will render the tender document invalid and will be disqualified.***

A4.2 Documents not completed in **all respects** may be disqualified at the sole discretion of the OATFPC. Interested parties attention is drawn in particular to the detailed completion of the document's data sheets as part of this submission.

A4.3 Telegraphic and facsimile documents are **not** acceptable and will be **disqualified**.

A4.4 Documents will be opened and read out in public.

**A5 COMPLIANCE AND ALTERNATIVES**

- A5.1 The documents submitted must comply strictly with the requirements of these documents.
- A5.2 Alternative offers may be submitted, but only **in addition** to the document requirements.

**A6 VALIDITY AND ACCEPTANCE**

- A6.1 The documents to remain valid for acceptance after date of closing of tender for a period as contained in the Form of Confirmation of Offer (**Annexure AA 2**).
- A6.2 OTFS does not bind itself to accept the lowest or any other offer.

**A7 CONFIDENTIALITY & COPYRIGHT**

- A7.1 The documents issued by or on behalf of the OTFS shall remain copy right of the OTFS.
- A7.2 Interested parties shall treat all aspects pertaining to this document as confidential and shall not disclose details to third parties except for bona fide offer purposes.

**A8 ADDITIONAL CONDITIONS**

- A8.1 If additional conditions of offer are applicable, these are set out in the **Appendix to the Conditions of Offer**.

**A9 ENQUIRIES**

- A9.1 All enquiries in connection with this document 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.
- A9.2 Replies to enquiries will be issued to enquirers in the form of addenda to be initialled and submitted by interested parties as part of their offer.
- A9.3 Any verbal information given or perceived to have been given shall not be binding to OTFS or its consultants.

**END OF  
SALE CONTRACTS: SHORT FORM OF CONTRACT**

## ANNEXURE AA 1

### APPENDIX TO THE CONDITIONS OF OFFER

#### SPECIFICATIONS

#### 1. SECTION 1

##### 1.1 OBJECTIVE/PURPOSE

Interested artists and groups are invited to submit proposals for entertainment for the Ongwediva Annual Trade Fair 2024. Interested parties should note that this Call for Proposals forms part of a short-listing process.

##### 1.2. SERVICES WITHIN THE STRUCTURE

1.2.1 This service would be exercised upon a decision of the OATF Preparatory Committee of which its scope of responsibilities and expectations are as defined.

1.2.2 Certain shortlisted Artists may be called to audition as the OATF Preparatory Committee see fit. The OATF shall not be held liable for any costs towards any audition. Any audition shall not be taken as acceptance of the tenderer's offer.

1.2.3 All tenderers are required to submit a sample CD or memory stick (audio/video), of suitable format with their proposal. The audio CD should contain possible tracks to be performed at the OATF 2024. The tenderer must fill in the provided space the genre of music to be performed. Failure to meet this point may invalidate the tenderers document.

1.2.4 Tenderers are required to fill in the number of accompanying dancers/performers.

##### 1.3 PAYMENT

1.3.1 The Artist(s) shall be paid the agreed amount upon receipt of a valid tax invoice after the performance.

1.3.2 The OATF may deduct monies should the Artist(s) fail to meet their obligations.

##### 1.4 INDEMNITY

The tenderer shall indemnify the OATF Preparatory Committee, by completing the attached indemnity form (**Annexure AA3**). Failure to meet this condition may invalidate the tenderer's document.

##### 1.5 LOWEST OFFER

The Ongwediva Annual Trade Fair Preparatory Committee is under no obligation to accept the lowest or any other offer.

**1.6 ALTERNATIVE OFFERS**

Should the interested party wishes to submit an alternative offer he/she may do so in a conferring letter submitted with the documents. An alternative offer will only be considered, however, if the party also submits an offer that is free from qualifications and in accordance with the requirements of this document.

**1.7 TECHNICAL & FINANCIAL PROPOSALS**

Interested parties must submit complete detailed Technical and Financial Proposals with the given time frame.

**Closing date and time** : **Tuesday, August 6, 2024 at 14h30**

**Enquiries** : Mr. Evat Kandongo  
Mobile : 0855559999  
E-Mail : evatkn@gmail.com

**Delivery address** : Ongwediva Annual Trade Fair  
C46 Main Road  
Ongwediva Trade Fair Centre  
**ONGWEDIVA**

**ANNEXURE AA 2**

**FORM OF CONFIRMATION OF OFFER**

Having examined the complete tender enquiry, I/we offer not less than **thirty (30) minutes** live entertainment performance for Ongwediva Annual Trade Fair 2024 in conformity with all the specified requirements and form of confirmation of offer 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.

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

Unless and until a formal agreement is prepared and executed, this offer, together with the written acceptance thereof by yourself shall constitute a binding Contract between us.

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

This expression shall remain valid for ninety (90) days from closing date for the submission of offers.

**Signed on behalf of Artist/Group:** .....

**Name of Signatory:** .....

**Name of Artist/Group:** .....

**ANNEXURE AA 3**

**PERFORMANCE INDEMNITY FORM**

**PERFORMANCE AT OATF 2024, ENTERTAINMENT AREA**

I, the undersigned (full name and surname).....  
..... and ID No: .....

being a major, do hereby on behalf of myself, my executors, my assigns, my heirs and all my dependents who are now entirely or partly dependent upon me or who may be in future be so dependent, on behalf of the Musical/Performance Group ..... (herein referred to as **The Group**), acknowledge and declare that whenever I am allowed access to any site, building or other property of Ongwediva Annual Trade Fair (OATF) for the purpose of a musical performance, will do so at my own risk and on the express condition that OATF, its officers or employees shall not be liable to me or any dependants or any of them for damages arising out of loss of life or bodily injuries suffered by me as a result of any accident or cause which may occur or damage of whatever nature to property, whether or not such accident or other cause arises out of negligence, incompetence or any other intentional act on the part of such officers or employees of OATF. As such I indemnify, hold harmless and absolve OATF its officers and employees against and from any damage for any accident or death as further described in this indemnity.

I further declare that The Group's performance is at our own request and we shall not request and do not expect any form of remuneration, financial or otherwise for such performance.

SIGNED AT: ..... ON THIS.....DAY OF ..... 2024.

NAME (PRINTED): ..... ID NO: .....

SIGNATURE: .....CAPACITY: .....

SIGNED AT: ..... ON THIS.....DAY OF ..... 2024.

NAME (OATF): ..... ID NO: .....

SIGNATURE: ..... CAPACITY: .....