



Ref : Ongwediva Trade Fair Society
Enquiries : Ms. R. Hidulika
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www.oatf.com.na

INVITATION TO BID

BID NO: OTFS: 02/2025
DESCRIPTION: Provision of Meals for Ongwediva Annual Trade Fair (OATFPC) & Ongwediva Annual Trade Fair Society (OTFS) for a period of two years 2025 - 2027
CLOSING DATE AND TIME: 18 February 2025 at 14H30 at Ongwediva Trade Fair Centre
ENQUIRIES: Loini liyambo at email: ljiyambo@otc.com.na

Reserved for Namibian entities based and operating in Oshana Region

Name of Bidder	
Postal Address	
E-mail Address	
Contact No	
Contact Person	
VAT Registration No	

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 MEALS”** 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 N/A

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 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 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 Meals for Ongwediva Annual Trade Fair (OATFPC) & Ongwediva Annual Trade Fair Society (OTFS) for a period of two years 2025 – 2027.**

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:
18 February 2025 at 14H30

23. TECHNICAL PROPOSAL INFORMATION

23.1 Ongwediva Trade Fair Society and Ongwediva Trade Fair Society is inviting bidders to submit quotations for the provisions of meals for their meetings which are held periodically and on adhoc basis. The number of people served ranges from 6 – 20 people.

23.2 **The contract period starts in March 2025 until February 2027, and meeting.**

Below are the necessary cutleries to be provided by the bidder as part of the contract to serve the guests. If the menu warrants different types of cutleries, the bidder shall list items on the space below.

23.3 Contractors must note that this scope of service excludes event held during the Ongwediva Annual Trade Fair. These events will be procured separately.

No.	Quantity	Description
1.	Adequate	Modern Chafing Dishes – Large (complete set)
2.	Adequate	Spirit /Gel (for all the chafing dishes) to keep warm
3.	Adequate	Serving spoons
4.	Adequate	Serving folks
5.	Adequate	Large serving knives
6.	Adequate	Tongs
7.	Adequate	Toothpicks
8.	Adequate	Salad bowls
9.	Adequate	Dinner plate
10.	Adequate	Folk and knife
11.	Adequate	Side plate / Dessert plate

PART II PRICE SCHEDULE

1. SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS

Menu items based on 6 – 20 people

NO	DESCRIPTION	PRICE PER UNIT (VAT INCL)
	Salads	
1	Seasonal Fresh Green salad	
2	Coleslaw with Apple and Raisins	
3	CousCous salad	
4	Three Bean Salad	
5	Carrots & Pineapples	
	Vegies	
1	Roasted Butternut	
2	Roasted Potato wedges	
3	Steamed Fresh seasonal Veggies	
4	Creamy Mashed Potatoes	
5	Broccoli & Cauliflower with cheese sauce	
6	Mixed Stir-fry	
	Starches	
1	Savoury Rice	
2	Plain Basmati rice	
3	Couscous	
4	Penne Pasta	
5	Tagliatelle	
	Protein	
1	Oxtail	
2	Beef stroganoff	
3	Roasted quarter chicken / similar size	
4	Roasted chicken wings	
5	Lamb / Mutton chops	
6	Chicken a-la- King	
7	Pan-fried Hake	
	Dessert	
1	Malva Pudding with warm custard	
2	Assorted Mini Pastries (specify)	
	Platters (10 people)	
1	Veggie Crudités	
2	Canapes (Specify)	
3	Assorted Meat platter (specify)	
4	Assorted Toasted Sandwiches (specify)	
5	Seasonal Fresh fruit (specify)	

Price Activity Schedule Authorized by:

Name		Signature	
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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	MARKS
1.	Relevant Competence: <ul style="list-style-type: none"> ▪ Chef with experience in catering. (proof required by reference letters of the Executive Chef) 	Provision of <ul style="list-style-type: none"> ▪ 1 year of experience =15 ▪ 2 years of experience =20 ▪ 3 years/more experience =30 	25
3.	Qualification <ul style="list-style-type: none"> ▪ Proof of qualifications for the Chef in culinary/hospitality/ simila 	Provision of <ul style="list-style-type: none"> ▪ 1-year Certificate/Diploma =15 ▪ 2 Certificate/Diploma =20 ▪ 3 years/more Certificate/Diploma =25 	25
4.	Company profile <ul style="list-style-type: none"> ▪ Submission of colour images of catering function of similar nature. 	Provision of <ul style="list-style-type: none"> ▪ No colour Images = 0 ▪ Colour images =10 	10
5.	References Proof of reference for corporate companies catering	Provision of <ul style="list-style-type: none"> ▪ 1 reference letter =15 ▪ 2 reference letters =20 ▪ 3 reference letters =30 	30
6.	Fitness certificate <ul style="list-style-type: none"> ▪ From a local Authority in Oshana region or Ministry of Health indicating operations in Oshana Region. 	Provision of <ul style="list-style-type: none"> ▪ No submission = 0 ▪ Submission from a local authority/Ministry of health not from Oshana region = 0 ▪ Local Authority/Ministry of health in Oshana region =10 	10
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 Financial evaluation. Bids having scored less than the pass marks shall be declared not responsive and will not be retained for further evaluation.

PART IV

1. COMPLIANCE FOR 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 MEALS** 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 18 FEBRUARY 2025 by 14h30 at latest.

Date:

Signature

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:

Prices per items as reflected on the pricing schedule which is 15% VAT inclusive

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 ninety two years from closing date for the submission of offers.

Signed on behalf of Contractor:

Name of Signatory:

Name of Contractor (Firm)

Company seal / stamp:

**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