



Ref : Ongwediva Trade Fair Society  
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## INVITATION TO BID

**Bid NO:** OTFS: 4/2025  
**DESCRIPTION:** PROVISION OF MAINTENANCE OF OATF WEBSITE FOR A PERIOD OF TWO YEARS (2025-2027)

**CLOSING DATE AND TIME:** 18 February 2025 at 14H30 at Ongwediva Trade Fair Centre

<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>Monthly Fee x (24 months) (15% VAT Incl.):</b>	
<b>Per Project (Rate only)(15% VAT Incl.):</b>	

### PART I

## **1. INFORMATION TO THE BIDDER**

The original document, fully completed, initialled, and signed where applicable, shall be placed in a sealed envelope, marked, **PROVISION OF MAINTENANCE OF OATF WEBSITE FOR A PERIOD OF TWO YEARS (2025-2027)** 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 Board Room as from 18 February 2025 14H30 on the closing date.

**CHAIRPERSON: ONGWEDIVA TRADE FAIR SOCIETY**

## **PROCUREMENT REGULATIONS**

### **2 OTFS PROCUREMENT POLICY**

- 2.1 These conditions of the bids are issued by the Ongwediva Trade Fair Society under Policy and Procedures Manual 2022(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. It is recommended for Bidders to obtain such a copy for reference.

### **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:

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.

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 BID VALIDITY**

7.1 Bids shall remain valid for the period of 180 days after the closing date for submission of bids.

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

## **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 No compulsory pre-bid briefing meeting.

## **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 (fax acceptable) 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.
- 11.3 Any verbal information given or perceived to have been given shall not be binding on the OTFS or its consultants.

**12 PAYMENT TERMS**

- 12.1 The Contractor shall be paid the fixed amount as per the offer upon SUCCESFULL DELIVERY OF THE SERVICE and receipt of an invoice. No deposit shall be paid, and the entity is not subject to bidder the own conditions of payment.
  - a. **Payments will be made within (30) days of receiving an invoice.**
  - b. **Invoices should include a detailed description of the work completed during the period or the specific project.**

**13. 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 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		
5	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**

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

## **PART II**

### **14. TERMS OF REFERENCE: SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS**

The selected bidder will undertake the following tasks:

#### **A. Website Maintenance**

- Perform regular updates and patches to ensure the website's security and functionality.
- Ensure the website is compatible with all modern web browsers and mobile devices.
- Troubleshoot and resolve any technical issues related to the website.

#### **B. Content Upload**

- Upload text, images, video, and other media to the website as required by the Ongwediva Annual Trade Fair team.
- Ensure that all content is formatted correctly, optimized for web use, and meets the required standards.
- Update content such as event schedules, exhibitor lists, speaker profiles, and sponsor details.

#### **C. New Page Additions**

- Assist in designing and developing new pages for the website to accommodate upcoming events or new information about the trade fair.
- Ensure that any new pages are fully integrated with the existing website and maintain the same branding and visual style.

#### **14.1 Deliverables**

- A fully functional and updated website with new content uploaded as required.
- Design and development of any new pages required for the trade fair's events or activities.
- Monthly reports detailing the work completed, updates made, and any issues resolved.
- Regular backups of the website to ensure data security.

## 15. EVALUATION CRITERIA

### 15.1 Technical evaluation

ITEM	NON-PRICE ATTRIBUTES TECHNICAL CAPACITY	WEIGHTING	MARKS
1.	<b>Relevant Competence: Provision of CV of Webmaster</b> <ul style="list-style-type: none"> <li>▪ Proven experience in website maintenance and development, particularly with WordPress or similar content management systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3 years of experience = 5</li> <li>▪ 5 years of experience =10</li> </ul>	15
3.	<b>Provision of certified Qualification</b> <ul style="list-style-type: none"> <li>• Proof of Strong knowledge of Search Engine Optimization (SEO) best practices</li> <li>• Proof of Proficiency in HTML, CSS, JavaScript, and other web development languages</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certificate Web Development =10</li> <li>▪ Diploma/ Degree in Web Development =15</li> <li>▪ Diploma/ Degree in Computer Science, Information Technology (IT), or a related field = 20</li> </ul>	45
4.	<b>Provision of Company profile</b> A portfolio of previous work showcasing website maintenance and content management.	<ul style="list-style-type: none"> <li>▪ No colour Images = 0</li> <li>▪ Colour images =10</li> </ul>	10
5.	<b>Provision of References</b> Proof of reference or completion certificates	<ul style="list-style-type: none"> <li>▪ 1 reference letter =5</li> <li>▪ 2 reference letters =10</li> <li>▪ 3 reference letters =15</li> </ul>	30
<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 financial evaluation. Bids having scored less than the pass marks shall be declared not responsive and will not be retained for further evaluation.

## 16. Duration

The duration of the contract will be **(2 years)** starting from the date of signing the agreement.

### 15.1. Reporting and Coordination

The selected bidder will report to the Convener of ICT and Digital Transformation to ensure the website aligns with the trade fair's goals and events.

## 17. Financial Evaluation

### 17.1 Price Schedule

- Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.
- The quantities shown below are approximate and not subject to re-measurement for payment purposes.
- This bid cannot be awarded to more than one bidder.

Item No	Description	Qty*	Unit of Measure	Rate N\$	Amount without VAT - NAD	VAT NAD	Total	
1	<p><b><u>Monthly</u></b> A fixed monthly retainer fee will be paid for ongoing website maintenance and regular content uploads. <b><u>Payment Schedule:</u></b> Payments will be made monthly.</p>	24						
	<b><u>Total</u></b>							
2	<p><b><u>Per Project</u></b> For specific tasks such as designing and adding new pages or major updates to the website, a separate fee will be agreed upon <b><u>Payment Schedule:</u></b> Payments will be made upon completion and approval of each project.</p>	1						
<b>Note no: 2 above is additional cost upon request it is not fixed</b>								

The prices shall be compared as per a marking system. The lowest financial proposal (Fm) Will be given the maximum mark (Sm) allocated to financial proposals and the marks shall be computed as follows:

$$S = Sm \times Fm/F$$

Where F is the price of the total Monthly price under consideration.

Ranking of the bids shall be made in the order of the highest marks after adding the technical score to the financial score.

**Signature:** ..... **Date:** .....

**18. 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 MAINTENANCE FOR OATF WEBSITE FOR A PERIOD OF TWO YEARS (2025 - 2027**

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 .....



**19. 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:**

**19. 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**