

**PROCUREMENT MANAGEMENT UNIT****REQUEST FOR SEALED QUOTATIONS
FOR GOODS****PROVISION OF VIDEOGRAPHY, PHOTOGRAPHY & GRAPHIC DESIGN
SERVICES OSHAKATI TOTEM EXPO 2026.****BID REF. NO: NCS/RFQ/OTE-02/2026****BID SUBMISSION:**

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Deadline for request for clarifications from Bidder: **Monday, 23rd February 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Friday, 27 February 2026 @ 12h00PM**
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Name of Bidder	
Bid Amount Excl. Vat	
VAT	
Total inclusive	
Email address	
Contact Number	

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Martin Kapuka
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/523
Email	lovisas@oshtc.na / procurementunit@oshtc.na	martinkapuka@oshtc.na

Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Goods

Procurement Ref No	NCS/RFQ/OTE-02/2026
Description of Goods	PROVISION OF VIDEOGRAPHY, PHOTOGRAPHY & GRAPHIC DESIGN SERVICES OSHAKATI TOTEM EXPO
Closing Date & Time	Friday, 27 February 2026 @ 12h00PM
Quotation Submission Address	Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,
Validity Period of Quote	90 Days (from closing date)
Lead Time	3 months (March 2026 – June 2026)

- a) This is a hard quotation request and responses must be submitted to the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- c) This Request for Quotation (RFQ) is accompanied by and comprises the following documents:

N/A

- d) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your Submission Response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document
- e) If any clarification is required, kindly contact the Procurement officers below in writing.
- f) The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- g) Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only. Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Letter of Invitation

13 February 2026

Dear Sirs/Madam

**RE: PROVISION OF VIDEOGRAPHY, PHOTOGRAPHY & GRAPHIC DESIGN SERVICES
OSHAKATI TOTEM EXPO 2026**

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder for Provision of Videography, Photography & Graphic Design Services Oshakati Totem Expo. This RFQ constitutes a solicitation and contract agreement.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document.
3. Queries, if any, should be addressed to the Procurement Officials on the front page. Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

Anna-Liisa Korea
Head of Procurement
Oshakati Town Council

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Form of bid

This is a hard copy bid submission, and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

Bidders are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

Bidders are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

4. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, bidder the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; **(Valid at the deadline of submission of bid)**

- (e) Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.
- (f) A certified copy of a valid “Fitness Certificate” from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (g) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**
- (h) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws as contemplated in section 138(2) of the Labour Act, 2007

7. Validity of Document

Any bid document, as a condition for its validity:

- a. Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all sign or initiated.
- b. Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c. All corrections made shall be crossed out an initialled next to the correction

8. Capability of Bidders

The Bidder warrants that it has/will have the capacity to deliver the Supply, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) In the case of a bidder offering to supply goods under the eventual Contract or PO, which the bidder did not manufacture or otherwise produce or where the bidder obtained the goods from another source, the bidder has been duly authorized by the manufacturer or producer of the goods to supply the goods in the Republic of Namibia.
- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or PO.

- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or PO.
- d) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably **require as to their ability to provide the goods.**

9. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

10. Site Visits

N/A

11. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

12. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

13. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document.

14. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Friday, 27 February 2026

Closing time: 12:00PM

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

15. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

16. Evaluation of Quotations

The Oshakati Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

17. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Oshakati Town Council's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

Additional Criteria	
a)	Three (3) references for provision of videography, photography and graphic design services. (attach proof)
b)	Submission must include a comprehensive company profile.

18. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

19. Margin of Preference

A margin of preference *will not* apply for this procurement opportunity.

- Exclusive preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
Total	10%	

- A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.
- Share Certificates
- Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

The following documentary evidence in support of the grounds for qualification must be submitted

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	<ul style="list-style-type: none"> • Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of

Namibian MSME ownership		
3	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
4	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	<ul style="list-style-type: none"> • Declaration and proof that the bidder meets the requirements set out in the bidding document
7	Suppliers providing employment to Namibian	<ul style="list-style-type: none"> • Declaration that the bidder employs 50% or more Namibian citizens

20. Language

Bidder responses shall be submitted in the English language.

21. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services, shall be selected for award of contract/Framework Agreement for a period of **the period of event**.

Oshakati Town Council reserves the right to enter into Framework Agreement with one or more than one supplier.

Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

22. Performance Security

No performance security is required.

23. Notification of Award and Debriefing

Oshakati Town Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within seven (7) days for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

24. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

25. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

26. Contract Period for services

The contract shall be for a period of **three months**. The rate shall be fixed for the entire service period with no escalation will be applied.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is **60 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract prior to the expiry date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./Fax	

Appendix to Quotation Letter**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))****Date:****Procurement Ref No.:****To:**

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

Capacity of:

Name:

(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder])

Dated on _____ day of _____, _____

Corporate Seal

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference of:.....

Procurement Description:

.....

.....
Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:
.....

3. UNDERTAKING

I [insert full name], owner/representative

of [insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

NCS/REQ/OTE/2/2026

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

B. SAMPLE N/A

NCS/RFQ/OTE-02/2026

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**PROVISION OF VIDEOGRAPHY, PHOTOGRAPHY & GRAPHIC DESIGN SERVICES OSHAKATI TOTEM EXPO
Procurement Ref No. NCS/RFQ/OTE-02/2026**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD	Total Amount	VAT 15%	Delivery weeks) (days/month	Country of Origin
1.	VIDEOGRAPHY AND ADVERTISING VIDEO PRODUCTION SERVICES Provision of comprehensive videography and advertising video production services for the Oshakati Totem Expo. Pre-event promotional content including:								

<ul style="list-style-type: none"> • Minimum of 10 short advertising reels and informational video clips (30–60 seconds each). • 3 concept-based promotional videos (60–90 seconds each), including creative development, scripting, and use of actors, presenters, or professional voice-over artists where required. • 2 official Expo date announcement videos (30–45 seconds each). <p>Event-specific coverage and promotional videos for:</p> <ul style="list-style-type: none"> • Official Opening and Gala Dinner • Opening Music Bash • Singing Competition • Boxing Bonanza • Body Building Competition • Miss Totem Expo • Womalenga Beauty Pageant • Closing Bash • Ohungi (Traditional and Cultural Activities) <p>Each event to include 1 highlight video (2–3 minutes) and 1 short promotional reel (30–60 seconds).</p>								
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NCS/RFQ/OTE-02/2026

	<p>General Expo coverage including:</p> <ul style="list-style-type: none"> • Full professional coverage of exhibitions, entertainment activities, sponsor activations, and public participation. • 1 comprehensive Expo highlights video (3–5 minutes). • Daily recap videos during the Expo period (30–60 seconds per event day). <p>All videos to be delivered in Full HD (1080p) or higher, professionally edited with colour correction, sound balancing, branding elements, captions and subtitles where required, and formatted for social media platforms, websites, digital screens, and official communication channels.</p>								
<p>2.</p>	<p>PHOTOGRAPGHY SERVICES</p> <ul style="list-style-type: none"> • Provision of professional photography services for the Oshakati Totem Expo. • Coverage of all Expo activities, including exhibitions, performances, competitions, and cultural events. 								

	<ul style="list-style-type: none"> • High-resolution images of stalls, exhibitors, officials, sponsors, performers, and attendees. • Action shots, crowd shots, and visuals highlighting branding and sponsorships. <p>All images delivered in formats suitable for social media, websites, digital screens, and official Oshakati Town Council communication channels.</p>								
<p>3.</p>	<p>Graphic Design Services</p> <ul style="list-style-type: none"> • Provision of professional graphic design services to support videography and photography for the Oshakati Totem Expo. • Design of branded visual elements for video content, including lower-thirds, title cards, and captions. • Creation of social media graphics using Expo images for promotion and engagement. • Integration of Oshakati Totem Expo and Oshakati Town Council branding guidelines in all visual materials. <p>Deliverables suitable for use across social media platforms, websites, digital</p>								

	<p>screens, and official communication channels.</p>								
4.	<p>EDITING, POST-PRODUCTION, AND CREATIVE ELEMENTS</p> <ul style="list-style-type: none"> Professional editing of all promotional and event videos for the Oshakati Totem Expo. Inclusion of branded graphic elements, titles, captions, and lower-thirds in all video content. Incorporation of actors, voice-over artists, or presenters in promotional videos where appropriate and approved. Colour correction, sound enhancement, and formatting of videos for multiple digital platforms, including social media, websites, and digital screens. <p>Delivery of final videos in high-definition format, fully polished and ready for public use.</p>								
5.	<p>LIVE STREAMING AND TOTEM TALKS PODCAST PRODUCTION</p> <p>Live Streaming Services</p>								

	<ul style="list-style-type: none"> • Provision of live streaming for selected Oshakati Totem Expo events for real-time broadcast on approved digital platforms. • Events to include, but not limited to: <ul style="list-style-type: none"> ○ Official Opening ○ Gala Dinner ○ Ohungi (Traditional/Cultural Activities) • Professional setup, camera operation, and broadcast-quality audio to ensure uninterrupted live coverage. • Delivery suitable for social media platforms, websites, digital screens, and official Oshakati Town Council channels. <p>Totem Talks Podcast Filming and Production</p> <ul style="list-style-type: none"> • Professional filming and production of Totem Talks Podcast sessions as part of the Expo program. • Multi-camera or single-camera video recording of panel 								
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	<p>discussions, interviews, and guest speakers.</p> <ul style="list-style-type: none"> Professional audio capture suitable for podcast distribution and broadcast. Studio-style or on-location setup depending on venue availability. Integration of branded graphics, including podcast titles, speaker names, and Oshakati Totem Expo branding. Final content suitable for social media, official Oshakati Town Council digital channels, and future promotional use. <p>All recorded Totem Talks podcast content remains the intellectual property of Oshakati Town Council.</p>								
Total	Sub								
	VAT (15%)								
	Total								
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

Priced Activity Schedule Authorised By:

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

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION III: LIST OF GOODS AND PRICE SCHEDULE



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OTE-02/2026

Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered.

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	<p>VIDEOGRAPHY AND ADVERTISING VIDEO PRODUCTION SERVICES</p> <p>Provision of comprehensive videography and advertising video production services for the Oshakati Totem Expo.</p> <p>Pre-event promotional content including:</p> <ul style="list-style-type: none"> • Minimum of 10 short advertising reels and informational video clips (30–60 seconds each). • 3 concept-based promotional videos (60–90 seconds each), including creative development, scripting, and use of actors, presenters, or professional voice-over artists where required. • 2 official Expo date announcement videos (30–45 seconds each). <p>Event-specific coverage and promotional videos for:</p> <ul style="list-style-type: none"> • Official Opening and Gala Dinner • Opening Music Bash 		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<ul style="list-style-type: none"> • Singing Competition • Boxing Bonanza • Body Building Competition • Miss Totem Expo • Womalenga Beauty Pageant • Closing Bash • Ohungi (Traditional and Cultural Activities) <p>Each event to include 1 highlight video (2–3 minutes) and 1 short promotional reel (30–60 seconds).</p> <p>General Expo coverage including:</p> <ul style="list-style-type: none"> • Full professional coverage of exhibitions, entertainment activities, sponsor activations, and public participation. • 1 comprehensive Expo highlights video (3–5 minutes). • Daily recap videos during the Expo period (30–60 seconds per event day). <p>All videos to be delivered in Full HD (1080p) or higher, professionally edited with colour correction, sound balancing, branding elements, captions and subtitles where required, and formatted for social media platforms, websites, digital screens, and official communication channels.</p>		
2.	<p>PHOTOGRAPHY SERVICES</p> <ul style="list-style-type: none"> • Provision of professional photography services for the Oshakati Totem Expo. • Coverage of all Expo activities, including exhibitions, performances, competitions, and cultural events. 		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<ul style="list-style-type: none"> • High-resolution images of stalls, exhibitors, officials, sponsors, performers, and attendees. • Action shots, crowd shots, and visuals highlighting branding and sponsorships. <p>All images delivered in formats suitable for social media, websites, digital screens, and official Oshakati Town Council communication channels.</p>		
3.	<p>Graphic Design Services</p> <ul style="list-style-type: none"> • Provision of professional graphic design services to support videography and photography for the Oshakati Totem Expo. • Design of branded visual elements for video content, including lower-thirds, title cards, and captions. • Creation of social media graphics using Expo images for promotion and engagement. • Integration of Oshakati Totem Expo and Oshakati Town Council branding guidelines in all visual materials. <p>Deliverables suitable for use across social media platforms, websites, digital screens, and official communication channels.</p>		
4.	<p>EDITING, POST-PRODUCTION, AND CREATIVE ELEMENTS</p> <ul style="list-style-type: none"> • Professional editing of all promotional and event videos for the Oshakati Totem Expo. • Inclusion of branded graphic elements, titles, captions, and lower-thirds in all video content. 		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<ul style="list-style-type: none"> • Incorporation of actors, voice-over artists, or presenters in promotional videos where appropriate and approved. • Colour correction, sound enhancement, and formatting of videos for multiple digital platforms, including social media, websites, and digital screens. <p>Delivery of final videos in high-definition format, fully polished and ready for public use.</p>		
5.	<p>LIVE STREAMING AND TOTEM TALKS PODCAST PRODUCTION</p> <p>Live Streaming Services</p> <ul style="list-style-type: none"> • Provision of live streaming for selected Oshakati Totem Expo events for real-time broadcast on approved digital platforms. • Events to include, but not limited to: <ul style="list-style-type: none"> ○ Official Opening ○ Gala Dinner ○ Ohungi (Traditional/Cultural Activities) • Professional setup, camera operation, and broadcast-quality audio to ensure uninterrupted live coverage. • Delivery suitable for social media platforms, websites, digital screens, and official Oshakati Town Council channels. 		



Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<p>Totem Talks Podcast Filming and Production</p> <ul style="list-style-type: none"> Professional filming and production of Totem Talks Podcast sessions as part of the Expo program. Multi-camera or single-camera video recording of panel discussions, interviews, and guest speakers. Professional audio capture suitable for podcast distribution and broadcast. Studio-style or on-location setup depending on venue availability. Integration of branded graphics, including podcast titles, speaker names, and Oshakati Totem Expo branding. Final content suitable for social media, official Oshakati Town Council digital channels, and future promotional use. <p>All recorded Totem Talks podcast content remains the intellectual property of Oshakati Town Council.</p>		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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



SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity www.oshtc.na except where modified by the Special Conditions below.

NCS/RFQ/OTE-02/2026



SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/OTE-02/2026

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: no joint ventures are allowed for this contract therefore no member.
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses: For the [Public Entity], the address and the contact's name shall be: Oshakati Town Council, Procurement Management Unit Sam Nuyoma Drive, Private Bag 5530, Oshakati Att: Lovisa Samuel Acting Head of Procurement +264 65 229500/535/536 lovisas@oshtc.na/procurementunit@oshtc.na +264 65 229500/535/536</p> <p>For the [Service Provider], the address and contact name shall be: _____ _____ _____</p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are: For the Public Entity: Mr. Martin Kapuka For _____ the _____ Service _____ Provider</p> <p>_____</p> <p>_____</p>
Effectiveness of Contract	The date on which this Contract shall come into effect is the same date of selection of award.

GCC 2.1	
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <u>March 2026</u>
Intended Completion Date GCC 2.3	The intended completion date is <u>June 2026</u>
Prohibition GCC 3.2.3(c)	List of Activities: as per Section III: List of Goods And Price Schedule
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____ NA _____
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____ NA _____
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are [<i>insert percentage of the final contract price</i>] per week. The maximum amount of liquidated damages for the whole contract is [<i>insert percentage</i>] of the final contract price. NA
Lack of Performance Penalty GCC 3.10.3	The percentage <u>NA</u> to be used for the calculation of lack of Performance Penalty (ies) is _____ . (<i>Where applicable</i>) NA
Performance Security GCC 3.11	(i) No Performance Security is required*

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____ NA _____
Contract Price GCC 6.2(a)	The amount in local currency is Namibian Dollar .
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents. The interest rate is _____ NA _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: from the begging of the deco set up to the end _____ The defect liability period is: _____ NA _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	N/A
Dispute Settlement GCC 8.2.5	Not Applicable

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/OTE-02/2026

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Delivery Period		
Shall be duly filled in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled		
Bid Validity Period		
A certified copy of a valid company Registration Certificate		
An original or certified copy of a valid good Standing Tax Certificate; (Valid at the deadline of submission of bid		
An original or certified copy of a valid good Standing Social Security Certificate; (Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate.		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A signed Bid Securing Declaration.		
Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.		
At least Three (3) references of videography, photography and graphic design services (attach proof)		



Requested certified copies of documents shall only be considered if (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963		
All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.		

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

NCS/RFQ/OTE-02/2025



Contract Agreement

THIS AGREEMENT made on the _____ day of _____ between _____ (hereinafter “**the Employer**”), of the one part, and _____ hereinafter “**the Contractor**”), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date

NCS/RFQ/OTE-02/2026



ENVELOP COVER

PROVISION OF VIDEOGRAPHY, PHOTOGRAPHY & GRAPHIC DESIGN SERVICES OSHAKATI TOTEM EXPO.

Procurement Reference No.: NCS/Rfq/OTE-02/2026

DELIVERY ADDRESS FOR:

Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500

CLOSING TIME AND DATE: FRIDAY, 27 February 2026 at 12h00 PM

FROM:

COMPANY NAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____