



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATIONS FOR GOODS

PROCUREMENT FOR THE HIRE AND SETUP OF TENTS DURING THE OSHAKATI TOTEM EXPO EVENT 2026, SCHEDULED 29 MAY 2026- 06 JUNE 2026. BID REF. NO: NCS/RFQ/OTE-06/2026

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, 20 April 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Tuesday, 28 April 2026@ 10h00AM**
- 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	Lydia Ixula
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/532
Email	akorea@oshtc.na / procurementunit@oshtc.na	Lydial@oshtc.na

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

RFQ Reference Number	NCS/RFQ/OTE-06/2026
Description of Goods	PROCUREMENT FOR THE HIRE AND SETUP OF TENTS DURING THE OSHAKATI TOTEM EXPO EVENT 2026, SCHEDULED 29 MAY 2026- 06 JUNE 2026.
Closing Date & Time	Tuesday, 28 April 2026@ 10h00AM
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	26 May-06 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: **pictures**
 - 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.
- Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Lydia Ixula
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/532
Email	akorea@oshtc.na / procurementunit@oshtc.na	Lixula@oshtc.na

Letter of Invitation

13 April 2026

Dear Sirs/Madam

RE: PROCUREMENT FOR THE HIRE AND SETUP OF TENTS DURING THE OSHAKATI TOTEM EXPO EVENT 2026, SCHEDULED 29 MAY 2026- 06 JUNE 2026.

Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder *Procurement for The Hire And Setup Of Tents During The Oshakati Totem Expo Event 2026, Scheduled 29 May 2026- 06 June 2026*. This RFQ constitutes a solicitation and contract agreement.

1. Any resulting contract shall be subject to the terms and conditions referred to in the document.
2. 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) increase or decrease the quoted items
- (d) 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 **90 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 company Registration Certificate for the nature of the business.
- (b) An **original** valid good Standing Tax Certificate; (**Valid at the deadline of submission of bid**)

- (c) An **original** 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) A certified copy of a valid “Registration Certificate” from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (f) 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.
- (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 colored brochures, shall all signed 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 and initialed 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.**

8. 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 **day**s calendar 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 initialed and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be bidding to the Oshakati Town Council.

9. Site Visits

A site inspection will be done with the successful bidder on the 27 May 2026 the Final site inspection will be done on the 28 May 2026.

10. 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.

9. 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.

10. 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.

11. Delivery

Delivery shall be on the 26 May 2026 after acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

12. Tests and Inspections

The following tests and inspections will be conducted on the goods before and at delivery:

- a) Verification for quantity and condition of items provided.
- b) Compliance with the items listed in the Request for Quotation (RFQ).

13. 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: Tuesday 28 April 2026

Closing time: 10h00 AM

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

14. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council immediately after the closing time referred to in instruction 14 above. 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.

15. Evaluation of Quotations

The Oshakati Town Council have the right to request 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.

16. 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
<p>a) Bidders must provide at least three (3) references for similar large-scale event management services delivered within the past two (2) years (2024–2025), specifically for events accommodating between 500 and 1,000 guests. Each reference must be accompanied by supporting documentation as proof of execution.</p> <p>b) b) The bidder must be physically located within a 20 km radius of Oshakati.</p> <p>c) c) The submission must include a comprehensive company profile, which should incorporate evidence of previous events managed, including photographic documentation.</p> <p>NB: Service if offered based on purchase order and No deposit is made prior to the scheduled even.</p>

17. 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.

18. Margin of Preference

A margin of preference *will* 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

19. Language

Bidder responses shall be submitted in the English language.

20. 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.
- 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.
- The Oshakati Town Council would reserve the right to terminate the contract if the samples submitted by the bidder does not conform to the basic requirements and specifications.

21. Performance Security

No performance security is required

22. Notification of Award and Debriefing

Oshakati Town Council shall 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.

23. Costs

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

24. 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.

25. Contract Period for services

The contract shall be once off as per specified date

NCS/REQ/OTTE-06/2026

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 authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, 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**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:.....

PhysAddress:.....

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

ofinsert 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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

REQUEST FOR QUOTATION FOR THE HIRE, DELIVERY, SETUP AND DISMANTLING OF CORPORATE TENTS DURING OSHAKATI TOTEM EXPO EVENT 2026 SCHEDULED 29 MAY -06 JUNE 2026: PROCUREMENT REF NO. G/RFQ/OTE-06/2026

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. <i>[To be filled by the Public Entity]</i> <p style="text-align: center;">LOT 1</p>				<u>Bidders shall fill columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> 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 price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	Frame tent 12m by 30m with draping and Carpet.	3						26 May 2026	
2	Partitioning of stall 3m x 3m	1 (total # of stalls to be provided 2days prior to the event)							

3	Air cooler big size	4							
4	Setup and dismantling	1							
5	Transport	1							
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 Authorized By:

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

**REQUEST FOR QUOTATION FOR THE HIRE, DELIVERY, SETUP AND DISMANTLING OF A TENT FOR THE OSHAKATI TOTEM EXPO 2026
OFFICIAL OPENING (SCHEDULED FRIDAY 29 MAY 2026 VENUE: OSHAKATI INDEPENDENCE STADIUM)**

PROCUREMENT REF NO. NCS/RFQ/OTE-09/2026

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
<p>At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. Entity. [To be filled by the Public Entity]</p> <p style="text-align: center;">LOT 2</p>				<p><u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> 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 price without VAT NAD	VAT: NAD	Delivery date	Country of Origin
1	Frame Tent 12m by 25m with draping and Carpet	1	Each					27 May 2026	
2	chairs	200	Each						
3	Rectangle table	3	Each						
4	Rectangle table covers/cloths	3	Each						

5	Flowers (live) for high table	1 medium size	Each						
6	Corsages	8	Each						
7	Red carpet	1	Each						
8	VIP Mobile Toilet	1	Each						
9	Setup and dismantling	1	Each						
10	Transport	1	Each						
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 Authorized By:

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

REQUEST FOR QUOTATION FOR THE HIRE, DELIVERY, SETUP AND DISMANTLING OF A TENT FOR TRADITIONAL ITEMS DURING THE OSHAKATI TOTEM EXPO 2026 SCHEDULED ON 29 MAY 2026 TO 06 JUNE 2026 VENUE; OSHAKATI INDEPENDENCE STADIUM

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. <i>[To be filled by the Public Entity]</i> LOT 3				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> 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 price without VAT NAD	VAT: NAD	Delivery date	Country of Origin
1	Frame Tent 12m by 25m with draping and Carpet	1	Each					27 May 2026	
2	Rectangle table	1 (total number to be specified 5 days prior to the event)	Each						

3	Rectangle table cover (traditional)	1(total number to be specified 5 days prior to the event)	Each							
4	Setup and dismantling	1	Each							
5	Transport	1	Each							
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 Authorized By:

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

REQUEST FOR QUOTATION FOR THE HIRE, DELIVERY, SETUP AND DISMANTLING OF A TENT FOR POLICE SERVICES DURING THE OSHAKATI TOTEM EXPO 2026 SCHEDULED ON 29 MAY 2026 TO 06 JUNE 2026 VENUE; OSHAKATI INDEPENDENCE STADIUM

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. <i>[To be filled by the Public Entity]</i> <p align="center">LOT 4</p>				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> 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 price without VAT NAD	VAT: NAD	Delivery date	Country of Origin
1	Peg & Pole Tent 6mx12m with draping and Carpet	1	Each					27 May 2026	
	Partitioning of stall 3m x 3m	1							
2	Rectangle table	1 (total number to be specified 5	Each						

		days prior to the event)							
3	Rectangle table covers/cloths	1(total number to be specified 5 days prior to the event)	Each						
4	Setup and dismantling	1	Each						
5	Transport	1	Each						
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 Authorized By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OTE-06/2026

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 in the signature block below.

[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 in the signature block below.] **LOT 1**

4	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	12m by 30m frame tent with draping and Carpet		
2	Partitioning of stall 3m x 3m		
3.	Air cooler		
4.	Setup and dismantling		
5	Transport		

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

Specifications and Compliance Sheet Authorized By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OTE-06/2026

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 in the signature block below.

[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 in the signature block below.] **LOT 2**

4	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Frame Tent 12m by 25m with draping and Carpet		
2	chairs		
3.	Rectangle table		
4.	Rectangle table covers/cloths		
5	Flowers (live) for high table		
6	Corsages		
7	Red carpet		
8	VIP Mobile Toilet		
9	Setup and dismantling		
10	Transport		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OTE-06/2026

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 in the signature block below.

[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 in the signature block below.] **LOT 3**

4	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Frame Tent 12m by 25m with draping and Carpet		
2	Rectangle table		
3.	Rectangle table cover (traditional)		
4.	Setup and dismantling		
5	Transport		

*** 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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OTE-06/2026

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 in the signature block below.

[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 in the signature block below.] **LOT 4**

4	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Peg & Pole Tent 6m by 12m with draping and Carpet		
2	Partitioning of stall 3m x 3m		
3.	Rectangle table		
4.	Rectangle table cover (traditional)		
5	Setup and dismantling		
6	Transport		

*** 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.

SECTION VI: 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 except where modified by the Special Conditions below.



SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/OTE-06/2026

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

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:</p> <p>For the [Public Entity], the address and the contact's name shall be:</p> <p>Oshakati Town Council, Procurement Management Unit Sam Nuyoma Drive, Private Bag 5530, Oshakati Att: Anna-Liisa Korea Head of Procurement +264 65 229500/535/536 akorea@oshtc.na/procurementunit@oshtc.na +264 65 229500/535/536</p> <p>For the [Service Provider], the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: Ms. Lydia Ixula</p>

	For the Service Provider _____ _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is the same date of selection of award.

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is 27 May 2026
Intended Completion Date GCC 2.3	The intended completion date is 06 June 2026
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

<p>Assistance and Exemptions GCC 5.1</p>	<p>The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i>: _____ NA _____</p>
<p>Contract Price GCC 6.2(a)</p>	<p>The amount in local currency is Namibian Dollar.</p>
<p>Terms and Condition of Payment GCC 6.4</p>	<p>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</p>
<p>Interest on Delayed Payments GCC 6.5</p>	<p>Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents. The interest rate is _____ NA _____.</p>
<p>Price Adjustment GCC 6.6.1</p>	<p>Price adjustment <i>not</i> applicable.</p>
<p>Identifying Defects GCC 7.1</p>	<p>Inspection and testing shall be undertaken by the Preparatory Committee four (4) hours prior to the event. However, confirmation of requested items to be prepared should be inspected one (1) day before the event. A visual inspection shall be conducted to confirm compliance with the prescribed specifications and dimensions</p>
<p>Dispute Settlement GCC 8.2</p>	<p>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.</p>
<p>Dispute Settlement GCC 8.2.3</p>	<p>Not Applicable</p>

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-06/2026

Description	Attached	Not Attached
Quotation Letter with specified Bid Validity Period		
Priced Activity Schedule and Delivery Period as specified		
Specification and Compliance Sheet		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A signed Bid Securing Declaration.		
Shall be duly filled in Indelible ink used, duly signed, initialed and dated at each place (so indicated)		
No correction fluid used, and all corrections crossed out are initialed and or signed		
Any annexures that a bidder submits, inclusive of all colored brochures, shall all be signed or initialed		
A certified copy of a valid Bipa Good Stading company Registration Certificate of the same nature of the business		
An ORIGINAL valid good Standing Tax Certificate; (Valid at the deadline of submission of bid)		
An ORIGINAL 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 certified copy of a valid “Registration / Fitness Certificate” from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).		
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		
Three (3) references for similar events and large-scale (500-1000 guests) event management conducted within the past two years (2024–2025) must be provided. Kindly attach supporting proof for each reference.		
The bidder must be located within a 20 km radius of Oshakati.		
Company Profile, which includes a picture of previous events.		
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.*

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



ENVELOP COVER

**PROCUREMENT FOR THE HIRE AND SETUP OF TENTS DURING THE OSHAKATI TOTEM EXPO
EVENT 2026, SCHEDULED 29 MAY 2026- 06 JUNE 2026.**

BID PROCUREMENT REFERENCE NO.: NCS/RFQ/0TE-06/2026.

DELIVERY ADDRESS FOR:

Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
[Tel:065-229500](tel:065-229500)

CLOSING TIME AND DATE: TUESDAY 28 APRIL 2026 AT 10H00AM

COMPANYNAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____