



**ONGWEDIVA TRADE FAIR SOCIETY**  
**P/Bag 5549**  
**Ongwediva**

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## INVITATION TO BID

**Bid NO:** OTFS: 4/2024

**DESCRIPTION:** Supply and delivery of printing services (Design, layout and printing)

**CLOSING DATE AND TIME:** 21 May 2024 at 14H30 at Ongwediva Trade Fair Centre

**BID BRIEFING:** None

**INQUIRIES:** Lonia Nghuulikwa at Email: [Lnghuulikwa@otc.com.na](mailto:Lnghuulikwa@otc.com.na)

**LEVY:** N\$100.00

### PARTICULARS OF Bidder

**Business Name** : .....

**Postal Address** : .....

**Contact No.** : .....

**Email address.** : .....

**Contact Person** : .....

**VAT Registration No** : .....

**Total Bid Amount: (15% VAT Incl.)** : .....

**NB: THIS DOCUMENT IS DEEMED VALID ONLY UPON SUBMISSION ACCOMPANIED BY PROOF OF PAYMENT/RECEIPT FOR THE BID LEVY. PLEASE ENSURE THAT YOUR ONGWEDIVA ANNUAL TRADE FAIR LEVY RECEIPT FROM OUR CASHIER IS INCLUDED WHEN SUBMITTING.**

# PART I

## 1. INFORMATION TO THE BIDDER

The original document, fully completed, initialled and signed, shall be placed in a sealed envelope, marked, “**Supply and delivery of printing services**” and must be delivered unopened and deposited in the Bid Box, at Ongwediva Trade Fair Centre in Ongwediva not later than the closing date and time. Bids will be opened and read out to the public in the Conference Hall as from **14H30** on the closing date.

## CHAIRPERSON: ONGWEDIVA TRADE FAIR SOCIETY

### 2. OTFS PROCUREMENT POLICY

- 2.1 These conditions of the bids are issued by the Ongwediva Trade Fair Society under Policy and Procedures Manual 2021 (OTFS).
- 2.2 In terms of Policy and Procedure 2 (2.3) all administrative work for this project in connection with the exercise of the powers and the performance of the functions of the OTFS shall be performed by the Preparatory Committees of the OTFS events. Administrative work shall include the technical and contractual administration of this contract.
- 2.3 A copy of the said Policy and Procedures manual may be obtained from the OTFS upon written request.

### 3. BID DOCUMENTS

- 3.1 Bid Documents, shall be made available against a non-refundable levy as advertised and further subject to bid procedures of the OTFS.
- 3.2 It is the bidder's responsibility to check the completeness of documents including number of pages, bid drawings etc.

### 4 COST OF BIDDING

- 4.1 The cost of bidding is the bidder's responsibility.

### 5 LODGING AND OPENING OF BIDS

- 5.1 The entire set of bid documents shall be sealed in an envelope marked with the bid number and title and handed in at the time, place and date as advertised including strict compliance with the following:
  - 5.1.1 the original bid shall be duly completed and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).
  - 5.1.2 each page and bid drawing shall be initialled.

- 5.2 Bids not completed in **all respects** may be disqualified at the sole discretion of the OTFS. Bidders' attention is drawn to the detailed completion of the bid's data sheets as part of this bid submission.
- 5.3 Telegraphic and facsimile bids are not acceptable and will be disqualified.
- 5.4 Bids will be opened and read out in public.

## **6 COMPLIANCE AND ALTERNATIVES**

- 6.1 Bids submitted must comply strictly with the requirements of these documents.
- 6.2 Alternative offers may be submitted, but only **in addition** to the Bids requirements.

## **7 VALIDITY AND ACCEPTANCE**

- 7.1 Bids to remain valid for acceptance after the date the of bid closure period (180 days).
- 7.2 OTFS does not bind itself to accept the lowest or any other bid amount, bids shall be awarded on basis of merit, meeting criteria, qualification – and based on market-related price offered.

## **8 CONFIDENTIALITY & COPYRIGHT**

- 8.1 Bid documents issued by or on behalf of the Ongwediva Trade Fair Society shall remain the copyright 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 briefing is required for this bid.

## **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 inquiries in connection with this bid shall be directed in writing to the contact person(s) as advertised with a cut-off date of seven calendar days before date of closing of bid.
- 11.2 Replies to inquiries will be issued to all bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- 11.3 Any verbal information given or perceived to have been given shall not be binding on the OTFS or its consultants.

## **12. AMENDMENTS OF DOCUMENTS**

- 12.1 Before the deadline for submission of bids, OTFS may modify the bidding documents by issuing addenda.
- 12.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to those who obtain the bidding documents directly from OTFS. Prospective bidders shall acknowledge receipt of each addendum in writing to OTFS.
- 12.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, OTFS shall extend the deadline for submission of bids.

## **13. LANGUAGE OF BIDS**

- 13.1 All bids, proposals and contract documents relating to the bid shall be in "English".
- 13.2 Notwithstanding the above, documents in languages other than English may be accepted with translation.

## **14. BID PRICES**

- 14.1 The Contract shall be for the services or part thereof, as described in the terms of reference based on priced activity schedules submitted by the Bidder.
- 14.2 Bidders shall fill in prices for the items of the services described in the Activity Schedule.
- 14.3 Prices shall be fixed and inclusive of all taxes, end-of –the year bonus and gratuities as well as any increase that may be awarded by government during the contract period.

## **15. CONTRACT PRICE**

- 15.1 The total amount contained in the Activity Schedule shall be brought forward in the Financial Bid Form as a lump sum in Namibian Dollars.

15.2 Bidders may be required by OTFS to substantiate that the amounts included in the Lump Sum are reasonable and responsive.

**16. BID VALIDITY**

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

16.2 In exceptional circumstances, OTFS may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing.

**17. PAYMENT TERMS**

17.1 The bid shall not be qualified by the bidder's own condition of payment.

**18. ELIGIBILITY AND QUALIFICATION CRITERIA**

Bidders are required to adhere to the following criteria, failure to adhere shall result in automatic disqualification.

**18.1 Compulsory Documents to be attached:**

		Documents Inclusive	
		Yes	No
1	Certified copy of company registration or trade licence		
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		
4	Initial every page of the bid document		

NOTE:

Failure to submit any of the above compulsory documents shall render the bid invalid.

**18.2 Technical qualifications by the bidder**

The bidder shall possess the following

- Company with Experience in Design and printing services (proof required by reference letters - either for a lead designer or bidding company)
- Proof of qualifications for the Lead Designer / Project Manager: Diploma / Certificate in New Media design, Graphic design, Marketing/Media/Communication studies (NQA accredited).

- Proof of any qualifications in Graphic Design, New Media design or any other related qualification (NQA accredited).
- Submission of Company profile with samples of designs worked on.
- Fitness certificate from any local Authority in Namibia.

**Signature:** .....

**Date:** .....

**Company seal/stamp**

**19. CONCLUSION OF NEGOTIATIONS**

19.1 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Bidders and OTFS will initial the Contract. If negotiations fail, OTFS will invite the next bidder whose Proposal received the second-highest score to negotiate a Contract.

**20. AWARD OF CONTRACT**

20.1 The Bidder whose bid attains the highest score, in accordance with the criteria and selection method set forth, or the one with the least cost in the case of the Least Cost method of selection, shall be selected for the award, subject to the satisfactory conclusion of negotiation.

**21. CONFIDENTIALITY**

21.1 Information relating to the evaluation of bids and recommendations concerning awards shall not be disclosed to the bidder who submitted the Proposals or to other persons not officially concerned with the process until the publication of the award. The undue use by any Bidder of confidential information related to the process may result in the rejection of its bid.

**22. SUBMISSION OF BIDS**

22.1 Bidders must submit the ORIGINAL COPY of the bid document and all supporting documents together in a sealed envelope addressed as follows: **SUPPLY AND DELIVERY OF PRINTING SERVICES TO OATF 2024.**

22.2 Bids must be hand delivered before the due date to Ongwediva Trade Fair Society  
 C46 Main Road  
 Ongwediva Trade Fair Centre  
 Ongwediva.

22.3 Proposals must be submitted not later than the following date and time:

**21 May 2024 at 14H30**

## **23. TECHNICAL PROPOSAL INFORMATION**

23.1 Ongwediva Annual Trade Fair 2024 shall be hosted from the 23<sup>rd</sup> to 31<sup>st</sup> Auguste 2024. For this bid, OTFS shall require the provision of Supply and delivery of printing services for OATF 2024.

## **24. BREACH OF CONTRACT**

If the bidder breach the contract, they may be liable for the action of the plaintiff or may pay penalties of 5% of the contract value.

## **PART 2 ACTIVITY SCHEDULE**

### **1. SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS**

#### **A. Location of Ongwediva**

The town Ongwediva is in Oshana Region of Namibia.

#### **B. Deliverables of Consultants**

The bidder shall deliver all items as per the specifications given.


#### **C. Professional Qualifications and Requirements of Consultant Firm**

The bidder should be an experienced multi-disciplinary graphic designing company, with proven experience in corporate and other companies.

#### **D. Project Duration**

It is estimated that the duration of this project is estimated to be as per the required scope. Please see the table below for more detail.

## 2. SPECIFICATIONS

ITEM	REF	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Digital / Media adverts	<ul style="list-style-type: none"> <li>• X-Banner Stands</li> <li>• Holds one 24" x 70" banner</li> <li>• Reusable &amp; easy to set up</li> <li>• Includes a soft carrying case</li> </ul> <div style="text-align: center; margin-top: 20px;">  </div>	2	2		



2	Production: Design and printing	<b>FUNDRAISING GALA DINNER</b> <b>Gala dinner invitation cards</b> A5 / Full-colour print on both sides + Matt lamination, soft varnish, and trimmed 200 gsm	1	350		
		<b>Pledge Cards:</b> A7 / Full color 200 gsm Sunbrite Matt	1	100		
		<b>Programmes</b> A5 / Printed in full color on both sides + matt lamination, trimmed to size 200 gsm Sunbrite matt Bar code	1	50		
		<b>AWARDS CEREMONY</b> <b>Invitations</b> A5 / Full colour print on both sides and trimmed 200 gsm Sunbrite matt	1	50		
		<b>BUSINESS NETWORKING EVENT</b> <b>Program</b> A5 / Printed in full colour on both sides trimmed to size 200 gsm Sunbrite Gloss Bar code	1	50		

		<b>Invitations cards</b> A6 / Printed in full colour on both sides trimmed to size 200 gsm Sunbrite Gloss	1	200		
		<b>OFFICIAL OPENING CEREMONY</b>  <b>Entry passes for luncheons</b> A7 / Full-colour print on one side 200 gsm Sunbrite Matt	1	150		
		<b>PROGRAM OF EVENTS</b> <b>Program of events:</b> 100 x 210 mm Portrait (Closed) Finishing – Folded without gutter Cover Pages – Gloss 200 g/m <sup>2</sup> ; Spot Gloss UV varnish Inner / Content Pages – Gloss 200 g/m <sup>2</sup> Number of Pages: 4 Pages OR 2 sheets Full Colour	1	350		
3		<b>EXHIBITORS CERTIFICATES</b> A4 / Printed in full color on one side Landscape trimmed to size 200 gsm Sunbrite Gloss	1	500		
		<b>Total</b>				
		<b>VAT % 15%</b>				
		<b>Grand total</b>				

**Please take note that the total Bid price on the price schedule/bill of quantities should be reflected on the tender cover page.  
This bid can only be awarded to one successful bidder.**

**PART 3**

**1. EVALUATION CRITERIA**

**1.1 Technical evaluation**

<b>ITEM</b>	<b>NON-PRICE ATTRIBUTES TECHNICAL CAPACITY</b>	<b>WEIGHTING</b>	<b>MAX. POINTS</b>
<b>1.</b>	<b>Relevant Experience of Bidding company</b> Comply with Similar Experience Requirements – Provision of designs and printing services to corporate, government institutions or private companies (Proof to be provided with references / completion certificates - either from a lead designer or bidding company).	Reference letters / Completion Certificates of a bidding company 1 Reference = 10 2 References = 20 > 3 References = 25	25
<b>2.</b>	<b>Relevant Competence:</b> Company with Experience in Design and printing services (proof required by reference letters - either for a lead designer or bidding company)	1 Year experience = 10 2 Years' experience = 15 > 3 Years' experience = 25	25
<b>3.</b>	<b>Qualification (Lead Designer / Project Manager)</b> Proof of qualifications for the Lead Designer / Project Manager: New Media design, Graphic design, Marketing/Media/Communication studies (NQA accredited)	Certificate = 5 > Diploma = 10	25
	<b>(Other team members)</b> Proof of qualifications in Graphic Design, New Media design or any other related qualification (NQA accredited)	> Certificate = 15 No certificate = 0	
<b>4.</b>	<b>Company profile</b> Submission of Company profile with samples of designs worked on.	Samples provided = 15 No screenshots are permitted  No sample = 0	15
<b>5.</b>	<b>Fitness certificate</b> From any local Authority in Namibia	10 = submission 0 = no submission	10
<b>5.</b>	<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 further evaluation. Bids having scored less than the pass marks shall be declared not responsive.

## 1.2 Financial Evaluation

Criteria, sub-criteria, and point system for the evaluation of Financial Proposals are:

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$$T = 0.7$$

$$F = 0.3$$

The formula for determining the TOTAL SCORE scores is the following:

TOTAL SCORE =  $(0.7 \times S_t) + (0.3 \times S_f)$ , where  $S_t$  is technical score and  $S_f$  is financial score = 100

**PART 4**

**1. COMPLIANCE FOR BIDDING**

**Bid Ref. No.:** .....

To: .....

The ONGWEDIVA TRADE FAIR SOCIETY hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be deposited in a bid box and addressed Ongwediva Trade Fair society, Private Bag 5549, Ongwediva Trade Fair Centre, C46 main Road, Ongwediva in a sealed envelope marked Bid Reference No: **SUPPLY AND DELIVERY OF PRINTING SERVICES (DESIGN, LAYOUT AND PRINTING)**.

Your quotation should reach the Ongwediva Trade Fair Centre on or before 21 May 2024 by 14h30 at latest.

Date: .....

Signature .....

## 2. Compliance Sheet

Bid Reference Number: -----

[Bidders should complete columns C and D with the specifications and performance of the Services offered. Also, state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Digital / Media adverts		
2	Production: Design and printing		

\* Columns A and B to be completed by Ongwediva Trade Fair Society.

Specifications and Compliance Sheet Authorised By:

Name:

Signature:

Position:

Date:

Authorised for and on behalf of:

Company

**3. FORM OF BIDDER**

Having examined the complete invitation for technical and financial proposals, I/we offer \_\_\_\_\_ in conformity with all the specified requirements, and conditions of the contract specifications attached hereto; for the sum of:

N\$......(In words)

.....

..... which is 15% VAT inclusive or such other sum as may be determined in accordance with the Contract for the \_\_\_\_\_

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 herein 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 One Hundred and Ninety (180) days from closing date for the submission of offers.

**Signed on behalf of Contractor:** .....

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

**Name of Contractor (Firm):** .....

**Company seal / stamp:**



**5. FORM OF AGREEMENT: MEMORANDUM OF AGREEMENT  
(To be completed by the successful BIDDER)**

Made and entered into by and between

**ONGWEDIVA TRADE FAIR SOCIETY**

(Herein represented by and duly authorized thereto by)

.....  
(Herein after referred to as "**OTFS**")

**-AND-**

.....  
(Herein represented by and duly authorized thereto)

.....  
(Herein after referred to as "the **CONTRACTOR**")

**WHEREAS**

the Trade fair Society has been established under the Companies Act, 1973 (Act No. 61 of 1973)

**AND WHEREAS** the Trade Fair Society is deemed to be a Section 21 Company,

**AND WHEREAS** the Trade Fair Society wishes to enter into an agreement in terms of which the Contractor shall perform certain of the duties, functions and obligations of the Trade Fair Society as herein after set out in respect of the \_\_\_\_\_.

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

The preamble to this agreement shall be an integral part hereof.

**DOMICILIUM CITANDI ET EXECUTANDI**

The Contractor chooses as *domicilium citandi et executandi* for all purposes in terms of this agreement the following address:

.....  
.....

The Contractor shall be entitled from time to time by written notice to OTFS to vary its *domicilium citandi et executandi* to any other address in Namibia, which is not a post office box or *poste restante*. Any notice given by Ongwediva Trade Fair Society to the

Contractor which is posted by prepaid registered post from a post office shall be deemed to have been received by the Contractor on the fourth business day after the day of posting.

**ALTERATIONS**

No variation, alteration, addition to consensual cancellation, substitution of and/or amendment of this agreement, including the provisions of this clause, and/or any waiver by Ongwediva Trade Fair Society of its rights of whatsoever nature, shall be of any force or effect unless reduced to writing and signed by all parties hereto in one document in the presence of competent signing witnesses.

**ENTIRE AGREEMENT WITH THE ANNEXURES**

This document with the Annexures' constitutes the entire agreement between the parties and the parties acknowledge that there are no understandings, representations, conditions and/or terms which are not recorded herein whether made by or on behalf of any party hereto and if so, that the same shall be of no force and/or effect whatsoever.

**DATED AT**

..... on this ..... day of..... 20.....

.....  
**FOR/ON BEHALF OF ONGWEDIVA TRADE FAIR SOCIETY**

.....

**WITNESS No. 1**

.....

**WITNESS No. 2**

**DATED AT**

..... on this ..... day of..... 20.....

.....  
**FOR/ON BEHALF OF THE CONTRACTOR**

.....

**WITNESS No. 1**

.....

**WITNESS No. 2**