



ONGWEDIVA ANNUAL TRADE FAIR

PRIVATE BAG X5549, ONGWEDIVA

TEL: 00264 65 230191 FAX: 00264 65 230610

E-MAIL: ongwetradeair@iway.na

INVITATION FOR TENDERS

DESCRIPTION - RENTAL OF LOCKABLE KIOSKS: ONGWEDIVA ANNUAL TRADE FAIR 2024

TENDER No.: OTFS 2024/04/LOCKABLE KIOSKS

CLOSING DATE AND TIME: TUESDAY, MAY 21, 2024 AT 14H30

PARTICULARS OF TENDERER

Business Name :

Postal Address :

Contact No. :

Contact Person :

Total Tender Amount (15% VAT Incl.) :

Receipt No. :

Amount Paid : N\$ 100.00

Date :

INFORMATION TO THE TENDERER

Tender proposals, the original document thereof to be submitted in a sealed envelope, marked, "TENDER No. OTFS 2024/04/LOCKABLE KIOSK: RENTAL OF LOCKABLE KIOSK" must be delivered unopened and deposited in the Tender Box, at Ongwediva Trade Fair Centre not later than the closing time. Tenders will be opened and read out to the public in the board room as from **14:35** on the closing date.

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.

ONGWEDIVA ANNUAL TRADE FAIR

TENDER REGULATIONS

A2 TENDER BOARD REGULATIONS

A2.1 These conditions of tender are issued by Ongwediva Annual Trade Fair (OATF).

A3 TENDER DOCUMENTS

A3.1 One set of documents consisting of a number of volumes stated in the Appendix to the Conditions of Tender and comprising details as set out in the indexes to such documents shall be made available against a non-refundable levy as advertised and further subject to tender procedures.

A3.2 It is the tenderer's responsibility to check completeness of documents including number of pages, tender drawings etc.

A4 COST OF TENDERING

A4.1 The cost of tendering is the tenderer's responsibility.

A5 LODGING AND OPENING OF TENDERS

A5.1 The entire set of the tender documents shall be sealed in an envelope marked with the tender number and title and handed in at the time, place and date as advertised including strict compliance with the following:

A5.1.1 the original tender shall be duly completed and priced in an undeletable medium with all alterations initialled next to it (erasing fluid is prohibited).

A5.1.2 each page of tender document shall be initialled

A5.2 Tenders not completed in **all respects** may be disqualified at the sole discretion of OATF. Tenderers' attention is drawn in particular to the detailed completion of the tenderer's data sheets as part of this tender submission.

A5.3 Telegraphic, e-mail and facsimile tenders are not acceptable and will be disqualified.

A5.4 Tenders will be opened and read out in public.

A6 COMPLIANCE AND ALTERNATIVES

A6.1 Tenders submitted must comply strictly with the requirements of these documents.

A6.2 Alternative offers may be submitted, but only **in addition** to the tender requirements.

A7 VALIDITY AND ACCEPTANCE

A7.1 Tenders to remain valid for acceptance after date of closing of tender for a period as contained in the Form of Tender (Annexure AA 3).

A7.2 OATF does not bind itself to accept the lowest or any other tender.

A8 CONFIDENTIALITY & COPYRIGHT

A8.1 Tender documents issued by or on behalf of the OATF shall remain copy right of OATF.

A8.2 Tenderers shall treat all aspects pertaining to this tender as confidential and shall not disclose details to third parties except for bona fide tendering purposes.

A9 PRE-TENDER BRIEFING MEETING

A9.1 No compulsory pre-tender briefing meeting.

A10 ADDITIONAL CONDITIONS OF TENDER

If additional conditions of tender are applicable, these are set out in the **Appendix to the Conditions of Tender**.

A11 ENQUIRIES

A11.1 All enquiries in connection with this tender shall be directed in writing (e-mail acceptable) to the contact person(s) as advertised with a cut-off date of seven calendar days before date of closing of tender.

A11.2 Replies to enquiries will be issued to all tenderers in the form of addenda to be initialled and submitted by tenderers as part of the tender.

A11.3 Any verbal information given or perceived to have been given shall not be binding on the OATF or its consultants.

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

ANNEXURE AA 1

APPENDIX TO THE CONDITIONS OF TENDER - TENDER SPECIFICATIONS

TENDER CONDITIONS

1. SECTION 1

1.1 OBJECTIVE/PURPOSE

Tender for the rental of Lockable kiosk during OATF 2024; and as defined herein.

1.2. RENTAL SERVICES WITHIN THE STRUCTURE

The rental of Lockable Kiosks would be exercised upon a decision of the OATF Preparatory Committee of which its scope of responsibilities and expectations are as defined.

1.3 PAYMENT

The Lessee shall pay the rental fee as per the Tender amount on or before July 31, 2024. Failure to settle the account on or before the due date shall result in the automatic cancellation of Lease Agreement without notice.

1.4 LOWEST TENDER

The Ongwediva Annual Trade Fair is under no obligation to accept the lowest or any other tender, and thus reserves the right to allocate the kiosks to the "successful Tenderer(s)".

1.5 CLOSING TIME

The tenderer will be expected to strictly observe and adhere to the closing times as will be instructed by the Fair Organizers during the period of the Fair.

1.6 TECHNICAL & FINANCIAL PROPOSALS

Interested parties must submit complete detailed Technical and Financial Proposals within the given time frame.

Closing date and time : **Tuesday, May 21st, 2024 at 14h30**

Enquiries : Ms. Salome Shidute/Ms. Ruth Uusiku
Tel. : 065 – 230191
Fax. : 065 – 230610
E-Mail : ongwetradefair@iway.na

Delivery address : Ongwediva Town Council
Private Bag 5549
Town House, Cnr Mandume Ndemufayo Road /
Libertine Amathila Street
ONGWEDIVA

ANNEXURE AA 2

TENDER SPECIFICATIONS – RENTAL OF LOCKABLE KIOSKS

1.1 Thirty (30) lockable refreshment kiosks

Water and wash basin available inside each Kiosk
Power points (15 amps). **This amperage may not be exceeded!**
Operating hours from 8:00 to 22:00
Seating space in front of Kiosk available at 9m²
Outside door (tenderers to provide their own lock for safekeeping)
Each Kiosks is supplied with one Meat Roaster

1.2 Up-set price

Lockable Kiosks shall be available from an upset price of **N\$ 3 500-00 (VAT incl.)**.

1.3 Conditions

The Ongwediva Annual Trade Fair Management commits itself to promoting and supporting small and upcoming businesses. Joint ventures are therefore encouraged because of the limited number of kiosks that are available for allocation.

Tender Specifications, requirements and information:

- No gambling machines will be allowed.
- No juke boxes will be allowed.
- Excessive noise will not be tolerated.
- No vehicles shall be allowed to enter the exhibition grounds.
- No flyers of competing beverages will be allowed except those of the official sponsor.
- Outside "braai" is allowed.
- The Kiosks will be given in good condition and thus shall be inspected before vacation; any damage or loss found shall be a responsibility of the tenderer.
- Change in ownership shall not be acceptable.
- Upon allocation, successful tenderer shall be **obliged** to acquire a Temporary Liquor License for the selling of alcohol.
- No ice cream machines will be allowed at the kiosks.
- The tenderer shall attach a certified copy of any national identity document bearing the name as it appears on the tender document. (This tender is reserved for Namibians only)
- A tenderer is eligible for allocation of one unit (lockable kiosk) only.
- The erection of tents and additional structures shall strictly be done with the explicit approval of OATF Preparatory Committee or its authorised representative/s.

1.4 List of electrical Appliance

The prospective tenderer is requested to furnish the following particulars. Failure to do so may result in the tender being disregarded.

a) Full particulars of appliance

Electrical machinery (description)	Capacity (size) Voltage	Quantity

- Electrical appliance / equipment that shall be found in the kiosk but are not listed above shall be removed and confiscated.
- Tenants will be required to strictly adhere to the approved limited number of electrical equipment.
- All electrical appliance/equipment shall be tested before occupation of the kiosk, faulty appliances will not be allowed.

1.5 Occupancy/Terms

- All kiosks shall be occupied at least two days before the trade fair.
- No kiosk shall be occupied if not fully paid (as per the tender amount).
- No sub-leasing is allowed. Only the tenderer whose name appears on the tender document, shall be allowed to take occupation of the kiosk.

1.6 Complaints

Should any complaint be received concerning the operation, the Tenant shall furnish the OATF management with all relevant information to enable the Annual Trade Fair organizers to investigate the complaint. The OATF management shall thereafter rectify the situation in accordance with any instructions issued by the OATF management should the complaint be validated. Customer complaints not rectified after discussion with the Fair Organizers may also result in closure of the kiosk.

Signature: **Date:**

ANNEXURE AA 3

FORM OF TENDER

Having examined the complete tender enquiry, I/we offer to rent out a Lockable Kiosk during Ongwediva Annual Trade Fair 2024 in conformity with all the specified requirements and specification 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.

In the event of there being any errors of extension or addition in the priced Schedule of Quantities, I/we agree to their being corrected, the rates begin taken as correct.

I/We agree to rent the kiosk in accordance with the Contract documents.

Unless and until a formal agreement is prepared and executed, this offer, together with the written acceptance thereof by yourself shall constitute a binding Contract between us.

I/We understand that you are not bound to accept the lowest of any tender you may receive.

This tender shall remain valid for one hundred and twenty (120) days from closing date for the submission of offers.

Signed on behalf of Contractor:

Name of Contractor (Firm):