

ONGWEDIVA TRADE FAIR SOCIETY

✉ PRIVATE BAG X5549, ONGWEDIVA
☎ +264 65 230191
✉ info@oatf.com.na / ongwetradeair@iway.na
🌐 www.oatf.com.na



INVITATION TO BID

BID NO: OTFS: 18/2024

DESCRIPTION: **Provision of Catering Services for OATF events 2024:**
Fundraising Gala Dinner, Official Opening ceremony and Exhibitors Award Ceremony.

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

COMPULSORY MEETING: 10 May 2024 at 10H00 at Ongwediva Trade Fair Centre, **Fish hall**

ENQUIRIES: Loini liyambo at email: liiyambo@oct.com.na or
Dina Shipushu at Email: tecklamarshall@gmail.com

LEVY: N\$100.00

Reserved for Namibian entities based and operating in Oshana Region

Name of Bidder	
Postal Address	
E-mail Address	
Contact No	
Contact Person	
VAT Registration No	
Total Bid amount: Lot 1 (15% VAT Incl.) Fundraising Gala dinner	
Total Bid amount: Lot 2 (15% VAT Incl.) Official Opening ceremony	
Total Bid amount: Lot 3 (15% VAT Incl.) Exhibitors awards Ceremony	

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, “**PROVISION OF CATERING 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 the Policy and Procedure 2 (2.3) all administrative work for this project in connection with the exercise of the powers and the performance of the functions of the OTFS shall be performed by the Preparatory Committees of the OTFS events. Administrative work shall include the technical and contractual administration of this contract.
- 2.3 A copy of the said Policy and Procedures manual may be obtained from the OTFS upon written request.

3 BID DOCUMENTS

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

4 COST OF BIDDING

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

5 LODGING AND OPENING OF BIDS

- 5.1 The entire set of bid documents shall be sealed in an envelope marked with the bid number and title and handed in at the time, place and date as advertised including strict compliance with the following:
 - 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 in particular to the detailed completion of the bid's data sheets as part of this bid submission.
- 5.3 Telegraphic and facsimile bids are not acceptable and will be disqualified.

5.4 Bids will be opened and read out in public.

6 COMPLIANCE AND ALTERNATIVES

6.1 Bids submitted must comply strictly with the requirements of these documents.

6.2 Alternative offers may be submitted, but only **in addition** to the Bids requirements.

7 VALIDITY AND ACCEPTANCE

7.1 Bids to remain valid for acceptance after date of bid closure period (100 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 copy right of OTFS.

8.2 Bidders shall treat all aspects pertaining to this Bid as confidential and shall not disclose details to third parties except for bona fide bidding purposes.

9 COMPULSORY PRE-BID BRIEFING MEETING

9.1 Shall be held on 10 May 2024 at the Ongwediva Trade Fair Centre

10 ADDITIONAL CONDITIONS OF BID

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

11 ENQUIRIES

11.1 All enquiries in connection with this bid shall be directed in writing to the contact person(s) as advertised with a cut-off date of seven calendar days before date of closing of bid.

11.2 Replies to enquiries will be issued to all bidders in the form of addenda to be initialled and submitted by bidders as part of the bid 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.

Compulsory Documents to be attached:

No	Description	Documents Inclusive	
		Yes	No
1	Certified copy of company registration		
2	Certified copy of Social Security Commission registration		
3	Certified copy of Inland Revenue registration		
4	Company profile		
5	Initial every page of the bid document		
6	Certified copy of Fitness certificate of Oshana based company or Ministry of Health indicating operations in Oshana region.		

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

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 award, subject to satisfactory conclusion of negotiation.

21. CONFIDENTIALITY

21.1 Information relating to 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: **PROVISION OF CATERING 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 as from the 23 – 31 August 2024. For this bid, OTFS shall require the service of a Caterer to provide meals for its main functions

- a) Fundraising Gala Dinner
- b) Official Opening ceremony
- c) Exhibitors Award Ceremony

23.2 Major items of Equipment and logistics required for carrying out the Services.
Below are the necessary cutleries to be provided by the bidder as part of the contract to serve the guests from. If the menu warrants different types of cutleries, the bidder shall list items on the space below.

No.	Quantity	Description
1.	Adequate	Modern Chafing Dishes – Large (complete set)
2.	Adequate	Spirit /Gel (for all the chafing dishes) to keep warm
3.	Adequate	Serving spoons
4.	Adequate	Serving folks
5.	Adequate	Large serving knives
6.	Adequate	Tongs
7.	Adequate	Toothpicks
8.	Adequate	Salad bowls
9.	Adequate	Waiter's friends (wine & beer openers)

23.3 The bidder is required to supply the following on the day of service:

The bidder shall have adequate waiters per food station and 2x runners / floaters to ensure great service to the guests. The waiters shall wear proper tucked in uniform as follows:

- a) White shirts
- b) Black long trousers
- c) Hair neatly tide back
- d) Hair net
- e) Black pump shoes
- f) Name tags

PART II ACTIVITY SCHEDULE

1. SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS

LOT 1: OATF 2024 FUNDRAISING GALA DINNER

The dinner shall be served as a buffet menu of starters, Main course and dessert. The Caterer is required to recommend dishes as per the guidelines below; the Preparatory Committee of OATF shall hence select the most competitive caterer based on the menu as well as the presentation of food.

Date: 29 June 2024
 Theme: Indoor - formal
 Menu: (Halaal)
 Number of guests: 300
 Food stations: 4
 Number of Tables: 30 (10 guests per table)
 Waiters: Enough to ensure efficient service

MENU

No	Description of Goods and related services	Quantity	Unit price/ Rate (N\$)	Total price (N\$)
1.	<u>Welcoming Drinks</u> (Any recommendation for a winter welcoming drink)	<i>Serving 200 people</i>		
2.	<u>Starter</u>	<i>Serving 300 people</i>		
3.	<u>Main course</u> (Meat shall be cut in pieces of at least of 100-gram per person)	<i>Serving 300 people</i>		
4.	<u>Winter Dessert</u>	<i>Serving 200 people</i>		
		Subtotal		
		Vat 15%		
		TOTAL BID PRICE		

Price Activity Schedule Authorized by:

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

LOT 2: OATF 2024 OFFICIAL OPENING CEREMONY

Date: Specific date to be communicated (August 2024)
 Theme: Indoor - formal
 Form: Buffet setup
 Number of guests: 150
 Food stations: 2
 Number of Tables: 15 (10 guests per table)
 Waiters: 8 (3x per station, plus 2x floating / runners)

MENU

No	Description of Goods and related services	Quantity	Unit price/ Rate (N\$)	Total price (N\$)
1.	Salads <i>(to be served in the salad bowls not chafing dishes)</i> Green Caesar salad (separate the greens and condiments) Feta salad and coleslaw	Serving 150 people		
2.	Type of meat <i>(Meat shall be cut in pieces of at least of 100-gram per person)</i> Oxtail stew <hr/> Roasted Traditional Oshiwambo chicken <hr/> Fish (baby hake)	Serving 150 people		
3.	Starch and Veggies Savoury rice Steamed/Roasted Veggies <i>(Fresh seasonal not frozen)</i>	Serving 150 people		
4.	Sauce Mushroom sauce / Pepper sauce	Serving 150 people		
5.	Traditional menu Mahangu and Maize pap <i>(half of each)</i> Traditional Aloe Spinach Ekundu, Ombidi <i>(half of each)</i> Traditional Marula oil	Adequate		
		Subtotal		
		Vat 15%		
		TOTAL BID PRICE		

Price Activity Schedule Authorized by:

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

LOT 3: OATF 2024 EXHIBITORS AWARD CEREMONY

Date: Specific date to be communicated (August 2024)
 Theme: Indoor - formal
 Form: Buffet setup
 Number of guests: 150
 Food stations: 2
 Number of Tables: 15 (10 guests per table)
 Waiters: 8 (3x per station, plus 2x floating / runners)

MENU

No	Description of Goods and related services	Quantity	Unit price/ Rate (N\$)	Total price (N\$)
1.	Salads <i>(to be served in the salad bowls not chafing dishes)</i> Carrots & beans salad and Broccoli Cauliflower Salad	<i>Serving 150 people</i>		
2.	Type of meat <i>(Meat shall be cut in pieces of at least of 100-gram per person)</i> Lamb chops _____ Roasted Traditional Oshiwambo chicken _____ Fish (baby hake)	<i>Serving 150 people</i>		
3.	Starch and Veggies Savoury rice Steamed/Roasted Veggies <i>(Fresh seasonal not frozen)</i>	<i>Serving 150 people</i>		
4.	Sauce Mushroom sauce / Pepper sauce	<i>Serving 150 people</i>		
5.	Traditional menu Mahangu and Maize pap <i>(half of each)</i> Traditional Aloe Spinach Ekundu, Ombidi <i>(half of each)</i> Traditional Marula oil	<i>Adequate</i>		
6.	Dessert	<i>Serving 100 people</i>		
		Subtotal		
		Vat 15%		
		TOTAL BID PRICE		

Price Activity Schedule Authorized by:

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

	Company seal/stamp	
--	--------------------	--

PART III

1. EVALUATION CRITERIA

1.1 Technical evaluation

ITEM	NON-PRICE ATTRIBUTES TECHNICAL CAPACITY	WEIGHTING	MARKS
1.	Relevant experience of company: Comply with similar experience requirements: <ul style="list-style-type: none"> ▪ Catering for up to 150 guests or more (Proof to be provided with references/ completion certificates) 	Provision of <ul style="list-style-type: none"> ▪ 1 Reference =5 ▪ 2 References =15 ▪ 3 or more References =25 	25
2.	Relevant Competence: <ul style="list-style-type: none"> ▪ Executive Chef with experience in culinary and catering for mass audience (proof required by reference letters of the Executive Chef) 	Provision of <ul style="list-style-type: none"> ▪ 1 year of experience =10 ▪ 2 years of experience =15 ▪ 3 years/more experience =25 	25
3.	Qualification <ul style="list-style-type: none"> ▪ Proof of qualifications for the Executive Chef 	Provision of <ul style="list-style-type: none"> ▪ 1-year Certificate/Diploma =10 ▪ 2 Certificate/Diploma =15 ▪ 3 years/more Certificate/Diploma =25 	25
4.	Company profile <ul style="list-style-type: none"> ▪ Submission of colour images of catering function of similar nature. 	Provision of <ul style="list-style-type: none"> ▪ No colour Images = 0 ▪ Colour images =15 	15
5.	Fitness certificate <ul style="list-style-type: none"> ▪ From a local Authority in Oshana region or Ministry of Health indicating operations in Oshana Region. 	Provision of <ul style="list-style-type: none"> ▪ No submission = 0 ▪ Submission from a local authority/Ministry of health not from Oshana region = 0 ▪ Local Authority/Ministry of health in Oshana region =10 	10
Score			100

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 and will not be retained for further evaluation.

PART IV

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 PROVISION OF CATERING SERVICES

Ongwediva Trade Fair society, Private Bag 5549, Ongwediva Trade Fair Centre, C46 main Road, Ongwediva in a sealed envelope marked Bid Reference No:

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

Date:

Signature

Item No	Description	Quantity	Amount without VAT	VAT	Amount (N\$)
LOT 1	OATF 2024 Fundraising Gala dinner	300			
LOT 2	OATF 2024 Official Opening ceremony	150			
LOT 3	OATF 2024 Exhibitors Award ceremony	150			

Please take note that the total Bid price on the on the price schedule/bill of quantities should be reflected on the tender cover page.

2. Compliance Sheet

Bid Reference Number:

[Bidders should complete columns C and D with the specifications and performance of the Catering 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.	Excellent condition of Chafing dishes		
2.	Waiter's uniforms as per description of Section 23.3		
3.	Excellent condition of serving ware and cutleries		
4.	Price list		

Specifications and Compliance Sheet Authorised By:

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name	
		Company seal/stamp	

3. FORM OF BIDDER

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

Lot 1: N\$...... (In words)
.....

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

Lot 2: N\$...... (In words)
.....

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

Lot 3: 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 begin taken as correct.

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

This bid shall remain valid for ninety (90) 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