



ONGWEDIVA TRADE FAIR SOCIETY
P/Bag 5549
Ongwediva

TEL: +264 65 230191

FAX: +264 65 230521

Email: ongwe tradefair@iway.na

REQUEST FOR QUOTATION (RFQ)

Facilitation of Miss OATF 2025
Deadline for Submission: 30 May 2025

INQUIRIES: Miles Williams at email: mwilliams@oatf.com.na

The **Ongwediva Annual Trade Fair Preparatory Committee (OATFPC)** invites quotations from experienced and creative event facilitators to coordinate, manage, and execute the **Miss OATF 2025** beauty pageant. The event seeks to showcase not only beauty but also talent, intellect, and community spirit.

Scope of Work

The selected facilitator will be expected to provide full-service event management from conceptualization to execution, including the following responsibilities:

1. Event Management & Coordination

- Full coordination and facilitation of the Miss OATF 2025 event.
- On-site stage management, timekeeping, and audience engagement.
- Coordination with technical service providers (sound, lighting, etc.).
- Liaising with OATFPC for approvals and updates.

2. Contestant Development & Support

- Organize and conduct training workshops in public speaking, etiquette, stage presence, and grooming.
- Coordinate and manage rehearsals to ensure a smooth flow of the main event.
- Schedule individual mentoring/coaching sessions as needed.
- Organize meaningful community engagement activities involving contestants to promote social responsibility.

3. Promotion & Visibility

- **Social Media Presence:** Manage and enhance the contestants' visibility across OATF's official social media platforms.
 - Develop contestant introduction reels.
 - Share behind-the-scenes footage and highlights from training and community events.
 - Schedule weekly promotional posts, photos, and videos leading up to the event.
- **Digital Content:** Produce professional photos and short promotional videos of contestants to be used for OATF marketing purposes.
- **Media Coverage:**
 - Organize and coordinate interviews on local radio and TV.
 - Liaise with media houses for press releases and event promotion.
- **Public Engagement**
- Coordinate and host **roadshows** (subject to OATFPC approval) to raise awareness and excitement about the event across key locations.

4. Logistics & Supplies

- Source and supply event materials including:
 - Crowns and sashes for winners and runners-up.
 - Gift hampers for all contestants and judges.
 - Any additional branded materials or memorabilia as requested by OATFPC.
 - **Note:** The Council will handle all **cash prizes** for winners directly.

5. Proposal Submission Requirements

Interested facilitators are requested to submit a detailed proposal including:

1. **Detailed cost breakdown** per deliverable/task listed in the Scope of Work.
2. **Team structure** (if applicable) with a summary of relevant experience.
3. **Total estimated cost** for the complete project.
4. **Three (3) recommendation letters** from previous clients or similar events.
5. **Certified copy of a national ID** bearing the same name as on the bid documents.
6. **Professional CV** of the lead facilitator.
7. **Company/Brand profile or portfolio** (Optional but recommended).

6. Submission Deadline

All quotations must be submitted **on or before 30 May 2025**. Late submissions will not be considered. For further information or clarifications, please do not hesitate to contact the OATFPC Secretariat. We look forward to receiving your proposal and working together to make **Miss OATF 2025** a truly exceptional and empowering experience for all involved.