



MUNICIPALITY OF WALVIS BAY

BIDDING DOCUMENT

REQUEST FOR QUOTATIONS (SERVICES)

BID NO: NCS/RFQ/MWB-196/2022

PROCUREMENT OF DIFFERENT ENTERTAINMENT ACTIVITIES FOR THE “NOT SO SILENT MARKET”

CLOSING DATE: FRIDAY 28 OCTOBER 2022 @ 11:00

ADMINISTRATIVE ENQUIRIES

Elsa Kaanjosa

Tel: +264 64 201 3324

Email: pmunit@walvisbaycc.org.na

TECHNICAL ENQUIRIES

Tuli Ilishitile

Tel: +264 64 201 3372

Email: tiishitile@walvisbaycc.org.na

Bidder's information

NAME OF BIDDER	
POSTAL ADDRESS	
TELEPHONE	
E-MAIL	

Complete and attach a copy of this page to the front of your bidding envelope for ease of identification at the opening of the bid

PREAMBLE

It is important that bidders understand the requirements for the provision of certain documentation with this bid, as well as the completion and the signing and initialling of the relevant schedules where indicated.

Any bids found to be incomplete during the opening thereof or during the process of evaluation, may be regarded as non-responsive and may result in such bid not being considered at all.



Bid document content

The content of this bid document is set out below.

Please make sure that where required, such pages are fully completed and signed where indicated, and make sure that other compulsory documents are attached to the end of this bid document as indicated

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LETTER OF INVITATION

NCS/RFQ/MWB-196/2022: PROCUREMENT OF DIFFERENT ENTERTAINMENT ACTIVITIES FOR THE NOT SO SILENT MARKET

The Municipality of Walvis Bay invites you to submit your best quotation for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Enquiries for the different lots of this bid, if any, should be addressed to the staff members whose names appear on the cover page of this bid document.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully

Signed

Johanna Shidute

Head: Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Municipality of Walvis Bay reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Service provider

The Bidder must be a registered SME's.

3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

4. Eligibility Criteria

4.1. To be eligible to participate in this Quotation exercise, you must with this bid submit:

- (a) a valid company Registration Certificate.
- (b) an original valid good Standing Tax Certificate.
- (c) an original valid good Standing Social Security Certificate.
- (d) municipal fitness/registration certificate from the local authority area from where you operate.

Certified copies of these documents may also be submitted in the place of original documents, as long as the original document is still valid.

- (e) a valid certified copy of 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.
- (f) complete and sign the Bid Securing Declaration.
- (g) complete and sign the Section 138 Labour Act undertaking.

5. Sealing and Marking of Quotations

Quotations must be sealed in a single envelope, clearly marked with the Quotation Number, addressed to the Municipality of Walvis Bay with the Bidder's name and contact information at the back of the envelope.

6. Submission of Quotations

- 7.1 Sealed Quotations must be deposited in the Bid Box located in the foyer of the Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than **11:00am on Friday 28 October 2022**.
- 7.2 Quotations by post, courier service or hand delivered must reach the Procurement Management Unit, Room 124b, Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 10:00 by the date in 8.1 above.
- 7.3 Late quotations will be rejected.
- 7.4 Quotations received by e-mail will not be considered.

7. Opening of Quotations

- 7.1 Quotations will be opened by the Municipality of Walvis Bay immediately after the closing time referred to in instruction 7 above.
- 7.2 A record of the Quotation Opening stating the name of the bidders, the amounts quoted, the presence or absence of a Bid Securing Declaration, and verification that the bid is signed, would be available to any bidder on request within five working days from the Opening.

8. Evaluation of Quotations

8.1 The Municipality of Walvis Bay has the right to request for clarifications in writing during evaluation.

- 8.2 Offers that are substantially responsive will be compared on the basis of evaluated cost, to determine the lowest evaluated quotation per lot. The award is subject to instruction 11.1 hereunder.



9. Compliance

The Specifications and Compliance Sheet details the minimum specifications of the services to be provided.

10. Prices and Currency of Payment

10.2 Prices quoted shall be fixed in Namibian Dollars.

10.2 Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the service, and must include all duties.

10.3 The whole cost of performing the service must be included in the items stated, and the cost of any incidental works must be deemed to be included in the prices quoted.

11. Award of Contract

11.1 Only one (1) lot will be awarded per contractor, irrespective of a bidder having submitted the lowest bid for all the lots. The award of more than one lot to a specific bidder will only be considered if the number of qualifying bids is less than the number of lots.

11.2 The Bidder having submitted the nearest lowest evaluated responsive quotation to the mean as per the evaluation criteria in 8 above, and qualified to perform the works, must be selected for award of contract.

11.3 Award of contract is by issue of a Letter of Acceptance and to be followed by the signing of a contract.

12. Notification of Award and Debriefing

12.1 The Procurement Management Unit of the Municipality of Walvis Bay must, within 7 working days after award of the contract, inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website.

12.2 The Procurement Management Unit of the Municipality of Walvis Bay must attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

13. Duration of Contract

The contract will commence on 03 December 2022 and will terminate on 03 December 2022, thus only for a period of one (1) day.



SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorised, it will be rejected.

Quotation addressed to:	MUNICIPALITY OF WALVIS BAY
Procurement (Quotation) Number:	NCS/RFQ/MWB-196/2022
Subject matter of Procurement:	PROCUREMENT OF DIFFERENT ENTERTAINMENT ACTIVITIES FOR THE "NOT SO SILENT MARKET"

We offer to provide the required management, operational and cleaning services at the selected municipal halls, in accordance with the terms and conditions stated in the scope of service as referenced below.

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 by the Code of Bidders and Suppliers as provided under the Public Procurement Act, 2015, during the procurement process and the execution of any resulting contract.

We undertake to abide by ethical conduct during the procurement process and the execution of any resulting contract.

We agree to the validity period of the Quotation is **60 days** from the date of the bid submission deadline.

We confirm that the amounts quoted in the 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.

Name of Bidder (Company name): _____

Contact Person: _____

Company's Address: _____

Company's telephone, fax and email: _____

Name and Position of Person Authorising the Quotation: _____

Signature: _____

**BIDS WILL BE CONSIDERED NON-RESPONSIVE IF THIS QUOTATION LETTER IS NOT
COMPELETED AND SIGNED**



SECTION III: STATEMENT OF REQUIREMENTS

SCOPE OF SERVICES, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. **Duration of the contract:**

The service agreement in respect of the project will run for a period of one (1) day

2. **Breach of contract:**

2.1 Should the bidder fail to fulfil any of its obligations or conditions in terms of the agreement to be entered between the contractor and the Council, for any reason whatsoever, such failure shall constitute a breach of contract.

2.2 Upon written notification of such breach of contract, the contractor shall be allowed twelve (12) hours to rectify such condition.

2.3 Should the Contractor breach any of the material provisions of this agreement and remain in breach of such provisions despite reasonable notice by the Municipality that the Contractor should remedy such breach, the Municipality will be entitled to cancel this agreement.

3. **Different lots for this bid**

This bid consists of four (4) lots with four different activities, that should be applied individually. A contractor may be allocated more than one lot.

Lot 1 - Dance Performance

A.1. **Scope of work**

A.1.1 The successful bidder shall provide Dance Performance for thirty (30) minutes intervals.

A.1.2 The purchase order will contain detailed information of the scope of the duties to be performed by the successful bidder and this contract, which forms part and parcel of this bidding document, shall be entered into without any alterations from the bidder, when called upon to do so.

A.2. **Duties and conditions**

The contractor shall perform the following duties:

A.2.1 Dance Performance act as directed by the event programme director: **Not So Silent Night.**

A.3. **Equipment necessary for the operations:**

A.3.1. The contractor must supply all performance equipment as required.

A.3.3. The contractor will be required to enter into a service agreement with Council in respect of the project.

A.4 **Working Hours**

(i) The event will commence at 16H00 and terminate at 23H00.

(ii) Stand-up comedy, music performance, dance performance will start at 16H00 up to 19H45 and music will resume at 22HH20.

Lot 2 - Stand-up comedy

A.1. **Scope of work**

A.1.1 The successful bidder shall perform Stand-up Comedy for thirty (30) minutes intervals.

A.1.2 The purchase order will contain detailed information of the scope of the duties to be performed by the successful bidder and this contract, which forms part and parcel of this bidding document, shall be entered into without any alterations from the bidder, when called upon to do so.

A.2. **Duties and conditions**

The contractor shall perform the following duties:

A.2.1 Perform Stand-up Comedy as directed by the event programme director: **Not So Silent Night.**

A.3. **Equipment necessary for the operations:**

A.3.1. The contractor must supply all performance equipment as required.

A.3.3. The contractor will be required to enter into a service agreement with Council in respect of the project.

A.4 **Working Hours**

- i. The event will commence at 16H00 and terminate at 23H00.
- ii. Stand-up comedy, music performance, dance performance will start at 16H00 up to 19H45 and music will resume at 22HH20.

Lot 3 - Music performance

A.1. **Scope of work**

A.1.1 The successful bidder shall provide Music Performance for thirty (30) minutes intervals.

A.1.2 The purchase order will contain detailed information of the scope of the duties to be performed by the successful bidder and this contract, which forms part and parcel of this bidding document, shall be entered into without any alterations from the bidder, when called upon to do so.

A.2. **Duties and conditions**

The contractor shall perform the following duties:

A.2.1 Music performance as directed by the event programme director: **Not So Silent Night.**

A.3. **Equipment necessary for the operations:**

A.3.1. The contractor must supply all performance equipment as required.

A.3.3. The contractor will be required to enter into a service agreement with Council in respect of the project.

A.4 **Working Hours**

- (i) The event will commence at 16H00 and terminate at 23H00.
- (ii) Stand-up comedy, music performance, dance performance will start at 16H00 up to 19H45 and music will resume at 22HH20.



Lot 4 - MOVIE SCREENING ON OUTDOOR DISPLAY

A. **Scope of work**

A.1.1 The bidder (contractor) provides, movie screening on outdoor display Infront of the Municipal Office at Civic Centre.

A.1.2 The purchase order will contain detailed information of the scope of the duties to be performed by the successful bidder and this contract, which forms part and parcel of this bidding document, shall be entered into without any alterations from the bidder, when called upon to do so.

A.2. **Duties and conditions**

- (i) Provide a selection of two movies, one Christmas family/comedy movie and one action/thriller movies.
- (ii) Ensure that the movies are of the latest/recent release (not more than a month old).

A.3 **Equipment and cleaning materials**

The contractor must supply all outdoor movies hosting/screening equipment as required.

A.4 **Working Hours**

- i. The event will commence at 16H00 and terminate at 23H00.
- ii. Stand-up comedy, music performance, dance performance will start at 16H00 up to 19H45 and music will resume at 22HH20.
- iii. The movie screening will start 20H00 to 22H00.
- iv. The contractor will be required to enter into a service agreement with Council in respect of the project.



MUNICIPALITY OF WALVIS BAY
PROCUREMENT OF DIFFERENT ENTERTAINMENT
ACTIVITIES FOR THE NOT SO SILENT MARKET

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SECTION IV: PRICED ACTIVITY SCHEDULE

Lot No	Brief Description of Services	Price (N\$)	
1	Stand-up comedy		
	15 % VAT (if applicable)		
	Total for Lot 1		
2	Music Performance		
	15% VAT (if applicable)		
	Total for Lot 2		
3	Dance Performance		
	15% VAT (if applicable)		
	Total for Lot 3		
4	Movie Screening on outdoor display		
	15% VAT (if applicable)		
	Total for Lot 4		
Name:		Position:	
Signature:		Date:	
Authorised for and on behalf of Company:			

BIDS WILL BE CONSIDERED NON-RESPONSIVE IF THIS PRICE SCHEDULE IS NOT COMPELETED AND SIGNED



SECTION V: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) for the Procurement of Services (Ref. **NCS/Rfq-GCC**) (available from the Municipality of Walvis Bay on request) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Services except where modified by Special Conditions as set out below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	Infront of the Municipal Head Office, Civic Centre, Nangholo Mbumba Drive
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Delivery of service GCC 13.1	Procurement of entertainment service, for the "Not So Silent Night".
Terms of Payment GCC 16.1	The structure of payments shall be Payment will be made to the bidders within 14 working days following the day of the event.
Terms of Payment GCC 16.3	Payments shall be made not later than 14 days after submission of an invoice and its certification by the Purchaser. The currency of payment shall be the Namibian Dollar
Performance Security GCC 18	No performance security is required for this project
Insurance GCC 24	The contractor shall ensure its employees for any eventuality that may occur during the duration of this contract, at any of the sites in GCC1.1(m)
Transportation GCC 25	The Purchaser shall not provide any transport to the Contractor or its staff



BID SECURING DECLARATION

[Section 45 of Act) (Regulation 37(5) and 56(2)]

This form is compulsory for all Bidders

Bid No.: NCS/RFQ/MWB-196/2022

To: Municipality of Walvis Bay, Civic Centre, Nangolo Mbumba Drive, Walvis Bay

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

Name: _____
[insert complete name of person signing the Bid Securing Declaration]

Capacity: _____
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: _____
[insert complete name of Bidder]

Signed: _____
[insert signature of person whose name and capacity are shown]

Dated on _____ day of _____, _____
[insert date of signing]

**BIDS WILL BE CONSIDERED NON-RESPONSIVE IF THIS BID SECURING DECLARATION IS
NOT COMPELETED AND SIGNED**



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:.....

Physical Address:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

.....

Full name of Owner //Accounting Officer:.....

Email Address of Owner // Accounting Officer

2. PROCUREMENT DETAILS

Procurement Reference No.: NCS/RFQ/MWB-196/2022

Procurement Description: PROCUREMENT OF DIFFERENT ENTERTAINMENT ACTIVITIES FOR THE
"NOT SO SILENT MARKET"

Contract Duration: *1 Day*

Location where work will be done: Infront of the Municipal Head Office, Civic Centre, Nangholo
Mbumba Drive

o



3. UNDERTAKING

I[insert full name], owner/representative
of[insert 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:

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.*

**BIDS WILL BE CONSIDERED NON-RESPONSIVE IF THIS WRITTEN UNDERTAKE IS
NOT COMPELETED AND SIGNED**



OTHER COMPULSORY DOCUMENTS

Attach the following compulsory documents to this page. Certified copies are also acceptable.

Note: ALL the documents must be valid and must be attached, failing in which your bid will not be considered further.

Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)
NamRa Tax Good Standing Certificate
Social Security Good Standing Certificate
Affirmative Action Compliance Certificate OR Waiver (Office of the Employment Equity Commission)
Municipal Registration or Fitness Certificate (Issued by the local authority in which jurisdiction the bidder has its registered address and from where it normally operates)
Written Undertaking in terms of Section 138 of the Labour Act