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NAMIBIA FILM COMMISSION

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# PROCUREMENT MANAGEMENT UNIT

## BIDDING DOCUMENT

### ISSUED ON

11 November 2024

### FOR PROCUREMENT OF

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**Request for Venue Hire and Catering**

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<b>Name of the Bidder:</b>	
<b>Contact Number:</b>	
<b>Contact Person:</b>	
<b>Email Address:</b>	
<b>Total Bid Amount(N\$):</b>	

**Procurement Reference No:  
NCS/RFQ/ NFC - 41/2024/2025**

Namibia Film Commission

c/o Jenner and Schonlein Street, Windhoek West

061 – 381900



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**NAMIBIA FILM COMMISSION**

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**PROCUREMENT MANAGEMENT UNIT**

**Letter of Invitation**

**TO: All Bidders**

**11 November 2024**

**Procurement Reference No: NCS/RFQ/ NFC - 41/2024/2025**

**Request for sealed quotation for Venue Hire and Catering**

**Dear Sir/Madam**

The Namibia Film Commission request you to submit your best quote for the item described in detail hereunder.

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

For enquiries, please do not hesitate to contact the following people

1. Enquiries: [pmu-nfc@mict.gov.na](mailto:pmu-nfc@mict.gov.na)

Please, prepare and submit your quotation (**by 10h00 on Monday, 18 November 2024**), in accordance with the instructions given.

Yours faithfully,

A handwritten signature in black ink, appearing to be "SK", written over a dotted line.

**SHIRLEY KARIANGE**  
**HEAD OF PROCUREMENT MANAGEMENT**

**NAMIBIA FILM COMMISSION**  
**Procurement**

**2024 -11- 11**

**P.O.Box 41807 Ausspannplatz**  
**WINDHOEK**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Namibia Film Commission reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

## 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II
- (b) The List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.
- (e) All pages and correction made must be initialled and every blank (provided) space must be completed.

**You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion. The use of correctional fluid is strictly prohibited.**

## 3. Validity of Quotations

The Quotation validity period shall be 30 days from the date of submission deadline.

## 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Have a valid certified copy of the founding statement and or company Registration certificate;	
2	Have an original/certified copy of the valid Good Standing Tax Certificate;	
3	Have an original/certified copy of the valid Good Standing Social Security Certificate;	
4	Have an valid original/certified copy of Affirmative Action Compliance Certificate, or Proof from Employment Equity Commissioner	
5	Submit signed Bid-securing Declaration	
6	Submit a signed written undertaking in terms of Section 138 of the Labour Act, 2015.	
7	All pages and attachments should be initialled by bidder or representative	



**5. Service: The service shall be delivered on 21 November 2024.**

**6. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number NCS/RFQ/ NFC - 41/2024/2025** addressed to the Namibia Film Commission with the Bidder's name and contact information at the back of the envelope.

**7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at The Namibia Film Commission, **Corner of Jenner and Schonlein Street, Windhoek West, not later than 10H00 on Wednesday, 13 November 2024**

Late quotations will be rejected.

**8. Opening of Quotations**

Quotations will be opened internally by the Commission immediately or one (1) day after the closing time referred to in instruction 7 above.

A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be recorded by the Commission and available to any bidder on request within three working days of the Opening.

**9. Evaluation of Quotations**

The Commission shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**10. Prices and Currency of Payment**

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars(N\$). The Commission **shall not** consider price increase due to exchange rates, therefore bidders are advised to make their own projections.

**11. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## SECTION II: QUOTATION LETTER

(To be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]

Quotation addressed to:	Namibia Film Commission
Procurement Reference Number:	<b>NCS/RFQ/NFC - 41/2024/2025</b>
Subject matter of Procurement:	Request for Venue Hire and Catering

We offer to supply the item listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

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 ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS*.

The validity period of the Quotation is 30 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person:			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	



## BID SECURING DECLARATION

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

Date: \_\_\_\_\_.

Procurement Ref No: \_\_\_\_\_

To: \_\_\_\_\_

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

Signed: .....

Capacity of: .....

Name: .....

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]



**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:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 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:** .....

**Seal:**.....

*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.*



### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No: NCS/RFQ/NFC - 412024/2025  
 QUOTATION FOR: REQUEST FOR VENUE HIRE AND ACCOMMODATION

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity.				<u>Bidders shall fill-in columns F, G &amp; H and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"><li>• If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li><li>• Bidders shall fill in and sign the bottom section of this page</li></ul>					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	Venue:  Outside/Garden Setup (cocktail tables and bar stools) Interior cinema style	80 Pax							
2	Assorted Canapés (meat, fish , healthy and vegetarian platter)	80 Pax							
3	<b>Audio Visual Equipment for Conference Rooms</b>  <b>Corporate Indoor Sound:</b> PA System 3 x Wireless Microphones	Various							



## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NFC - 41/2024/25

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Conference room Date:28 November 2024		
3	Audio Visual Equipment for the venue ( As per Goods and Price Schedule)		
4	Personnel: 1 x AV Technician		
5	Venue and Catering: Date: 28 November 2024 <ul style="list-style-type: none"> <li>• Outside/Garden Setup (cocktail tables and bar stools)</li> <li>• Interior cinema style</li> <li>• Assorted Canapés (meat, fish , healthy and vegetarian platters)</li> <li>• Bar Tab N\$ 10 000.00</li> </ul>		

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

**\* Columns A and B to be completed by Public Entity.**

### Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	



## SECTION VI: GENERAL CONDITIONS OF CONTRACT

### SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number **NCS/RFQ/NFC - 41/2024/25**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	N/A
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the <i>Namibia Film Commission</i> , the contact name shall be: Ms. Rebekka Malakia @ 061 381915 For the Supplier, the address and contact name shall be:  _____
Delivery and Documents GCC 13.1	The Services are to be delivered respectively (from the date indicated) The documents to be furnished by the Supplier are: (a) Invoice (b) Banking details confirmation letter
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following submission of an invoice and the documents listed in clause 13.1

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	The Purchaser shall make payments not later than ten days after submission of an invoice and its certification.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	N/A
Packing GCC 23.2	Should be done in accordance with Quantity (pack)
Insurance GCC 24	N/A
Transportation GCC 25	N/A.
Inspection and Tests GCC 26.	N/A
Liquidated Damages GCC 27	N/A
Warranty GCC 28.3	N/A

### SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

Supplier/ Bidder Name:

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PROCUREMENT REFERENCE NO.: NCS/RFQ/NFC - 41/2024/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		

**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.