



Request for Live Music Performance

PROVISION OF LIVE MUSIC PERFORMANCE AT EENHANA EXPO 2024 (29 JULY TO
04 AUGUST)

Stage Name:
Contact Person:
Telephone no:Mobile no:.....
Total Bid Price (N\$).....

Closing Date: 12 July 2024 @11H00

Eenhana Town Council
Private Bag 88007
EENHANA
Telephone: 065-290600

Tel: +264-65-290 600 Fax: +264-65-263068 E-mail: procurement@eenhanatc.na
108 Church Street. P/Bag 88007, EENHANA-NAMIBIA



LETTER OF INVITATION

03 July 2024

Dear Bidders,

PROVISION OF LIVE MUSIC PERFORMANCE AT EENHANA EXPO 2024 (29 JULY TO 04 AUGUST)

The Eenhana Town Council invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to *Sandra J. Haimbili* at 065-290620 or haimbilij@eenhanatc.na.

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,

Sandra Haimbili

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Eenhana Town Council reserves the right:

- (a) to accept or reject any quotation.
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.
- (c) Do arithmetic corrections and verifications.
- (d) to negotiate on the price quoted.
- (e) Council will only pay for the service after performance.

2. Preparation of Quotations

You are requested to quote for Live Music Performance by completing, signing and returning this form.

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:

- (a) Should be a Namibian Artist.
- (b) Should provide proof of nationality (certified copy of ID).

4.1 Evaluation Criteria

- (a) Documents to be fully completed with black ink.
- (b) No eraser fluid (tipex) to be used.
- (c) All pages to be initialled and signed where applicable by the person authorizing the bid.
- (d) All corrections are to be initialized.

5. Delivery

Only shortlisted Artists will be contacted to be updated with their performance dates.

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked "MUSIC ENTERTAINMENT" addressed to the Public Entity 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 Eenhana Town Council, *108 Church Street* not later than **12 July 2024 @ 11H00**. Quotations by post or hand delivered should reach Eenhana Town Council by the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

8. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 7 above.

9. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications during evaluation. Evaluation will be based on the type of the music, number of tracks and the price offered.

10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

11. Notification of Award and Debriefing

The Eenhana Town Council shall only contact the shortlisted Artists.

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE**

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

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Id document		

Declaration

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

