



# Request for Live Music Performance

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PROVISION FOR LIVE MUSIC PERFORMANCE AT EENHANA EXPO 2025 (JULY TO AUGUST)

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**Procurement Reference No: G/RFQ/ETC-19/2024/2025**

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

**Closing Date: 13 June 2025 @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](mailto:procurement@eenhanatc.na)  
108 Church Street. P/Bag 88007, EENHANA-NAMIBIA

## **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 (correctional) 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 **13 June 2025 @ 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.

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

## Request for Quotations for Provision of Live Music Performance During Eenhana Expo 2025

**Procurement Ref No. W/RFQ/ETC-19/2024/2025**

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]					<u>Bidders shall fill-in columns E - I 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 crew members	Number of tracks	Length of each	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month)	Namibia	
1.	Total number of crew members (please indicate their full names and surnames and their roles on the quotation)									
2	Type of Music									
3.	Number of Vehicles					No costing				
4.	Number of tracks									
					TOTAL					
NAME:		POSITION:		SIGNATURE			DATE			
NAME OF BIDDER:		ADDRESS:								

**Please provide your internet (social media page and profile name) for easy tracking of your music here:**

Facebook \_\_\_\_\_ Instagram \_\_\_\_\_ You tube: \_\_\_\_\_

## 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: W/RFQ/ETC-19/2024/2025

*[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.**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1			
2	Nationality (Namibian identity)		
3	Certified copies of members of the crew		
4	Internet profile		
5			

### Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	<i>Eenhana Town Council</i>

**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]*

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
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	

