



## Request for Sealed Quotations for Works

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PROVISION FOR DECORATION SERVICES DURING EENHANA  
EXPO 2026

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**Procurement Reference No: W/RFQ/ETC-21/2025/2026**

Name of Bidder: .....  
Contact Person: .....  
Telephone no: .....Mobile no:.....  
Total Bid Price: N\$.....

**Closing Date: 15 June 2025 @12H00**

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

**Date issued: 01 June 2026**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Eenhana Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.
- (d) Do arithmetic corrections and verifications

### 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 with its annex for *Bid Security/Bid Securing Declaration*;
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) Attach letters of reference for previous work done, and
- (d) any other attachment deemed appropriate.

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 but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

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

### 4. Eligibility Criteria

To be eligible for participation in this quotation exercise, bidders must submit the following documentation:

- (a) A valid Company Registration Certificate.
- (b) A valid original or certified copy of a Good Standing Tax Certificate.
- (c) A valid original or certified copy of a Good Standing Social Security Certificate.
- (d) A valid certified copy of an Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption certificate issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (e) A valid SME Registration Certificate.
- (f) A signed and completed Bid-Securing Declaration.
- (g) A valid Fitness Certificate.
- (h) Two (2) signed reference letters / purchase order forms from different corporate entities verifying previous similar work executed for events with a minimum capacity of 300–350 attendees.

- (i) Good-quality photographs demonstrating previous experience with corporate events of a similar nature.
- (j) A certified copy of the company owner's Identification Document (ID).
- (k) A signed declaration stating that the temporary workers or decorator's setup crew will be compensated in strict compliance with the [Namibian Labour Act](#).

#### 4.1 Evaluation Criteria

Bidders must strictly adhere to the following administrative instructions. Failure to comply with any of these mandatory requirements will lead to immediate disqualification:

- 4.1.1 All bidding documents must be completed fully, legibly, and strictly in black ink.
- 4.1.2 The use of correction fluid (e.g., Tipp-Ex), erasers, or any obliteration of text is strictly prohibited.
- 4.1.3 Any manual changes or cross-outs made to correct errors must be clearly initialed by the authorized signatory.
- 4.1.4 Every page of the bidding document must be initialed, and signed where required, by the individual officially authorized to sign the bid on behalf of the company.
- 4.1.5 The bidder's principal business activity, must directly align with the required decoration and event styling services.

#### 5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

#### 6. Delivery

Delivery shall be *60 days* after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable. The following tests and inspections will be conducted on the goods at delivery:

- a) *Adherence to quality and quantity specifications*
- b) *Adherence to tender conditions as set herein*

#### 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

#### 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Eenhana Town Council, *108 Church Street* not later than **15 June 20256 @ 12H00**. Quotations by post or hand delivered should reach Eenhana Town Council, *108 Church Street* by the same date and time at latest. Late quotations will be rejected.

**Quotations received by e-mail will not be considered.**

#### 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be

posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## **10. Evaluation of Quotations**

The Public Entity 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.

## **11. Technical Compliance**

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## **12. Prices and Currency of Payment**

Prices will be submitted in Namibia dollars only. However, Eenhana Town Council may allow for prices to be adjustable to change in rates of exchange of currency, price variation etc. depending on the behaviour of the market in respect of the specific goods items being procured.]

Prices shall be fixed in Namibian Dollars.

## **13. Margin of Preference**

13.1. The applicable margins of preference and their application methodology are as follows:

*[No Margins of preference]*

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*[Not Applicable]*

## **14. 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.

## **15. Performance Security**

N/A

## **16. Notification of Award and Debriefing**

The Eenhana Town Council shall after award of contract promptly 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 within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

**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:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items 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 BD]*.

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(1)(b) and  
37(5))**

**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:

.....  
*[insert signature of person whose name and capacity are shown]*

Capacity of:

*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name:

.....  
*[insert complete name of person signing the Bid Securing Declaration]*

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[insert date of signing]*

Corporate Seal (where appropriate)



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Witten 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.*

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. <i>[To be filled by the Public Entity]</i>  <b>OFFICIAL OPENING VENUE [VVIP] SECTION</b>				<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) 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 <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Main Table (6 x rectangular tables & table clothes) <i>colour green</i>	6							
2.	Fresh Flower for the main table	1							
3.	VIP Chairs ( <b>modern</b> )	300							
4.	Bottled Water (still)	600	500ml						
5.	Glasses (main table only)	10							
6.	Red Carpet	1							
7.	Podium	1							
8.	Mini stage 3m x 3m	1							
<ul style="list-style-type: none"> <li>❖ Provide a picture of a modern chair.</li> <li>❖ Provide a picture of a podium.</li> </ul>					<b>Sub-total</b>				
					<b>VAT</b>				
					<b>Total</b>				
NAME:			POSITION:		SIGNATURE			DATE	

NAME OF BIDDER:	ADDRESS:
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**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-21/2025/2026

*[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.**

<b>Item No</b>	<b>Technical Specification Required for VVIP Official Opening (Section)</b>	<b>Compliance of Specification Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Main Table (6 x rectangular tables & table clothes) <i>colour green</i>		
2	Fresh Flower for the main table		
3	VIP Chairs ( <b>modern</b> )		
4	Bottled Water (still)		
5	Glasses (main table only)		
6	Red Carpet		
7	Podium		
8	Mini stage 3m x 3m		

**Specifications and Compliance Sheet Authorised By:**

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

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/ETC-21/2025/2026

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
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <i>Eenhana Town Council</i>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is Eenhana Convention City centre.
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the <i>Eenhana Town Council</i> , the address and the contact name shall be: 108 Church Street, Eenhana-Ohangwena Region For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within 20 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall</i> be adjustable if necessary.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment</b> GCC 16.4 (a)	The price <i>shall</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> GCC 18.1	(i) No performance security is required*or
<b>Discharge of Performance Security</b> GCC 18.4	The performance security will be discharged and returned to the supplier not later than [60 days] following completion date.
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Decoration at Eenhana Expo 2026.
<b>Insurance</b> GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
<b>Transportation</b> GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
<b>Inspection and Test</b> GCC 26.1	The inspection and tests shall be: <b><i>At the venue at the Eenhana Convention City Centre.</i></b>
<b>Location of Inspection and Tests</b> GCC 26.2	The inspections and tests shall be conducted at: <i>Eenhana Convention City</i>
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are <i>10% contract price</i> per day. The maximum amount of liquidated damages for the whole contract is <i>30%</i> of the final contract price.
<b>Warranty</b> GCC 28.3	The period of validity of the warranty shall be: <i>120 day(s)</i>

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <i>[20]</i> day(s)

## 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]*

**Procurement Reference No.: W/RFQ/ETC-21/2025/2026**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Previous work Reference List/Letter		
Fitness Certificate		
Company owner's Identification Document (ID).		

**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.*