



Request for Sealed Quotations for Works

PROVISION OF SOUND AND MUSIC AT FOOD AND BEVERAGES STALLS
DURING EENHANA EXPO 2026 (27 JULY TO 01 AUGUST 2026)

Procurement Reference No: W/RFQ/ETC-26/2025/2026

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

Closing Date: 15 June 2026 @12H00

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

Issued date: 01 June 2026

Tel: +264-65-290 600 Fax: +264-65-263068 E-mail: 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 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 *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 to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate.
- (b) have a valid original or certified copies of Good Standing Tax Certificate.
- (c) have a valid original or certified copies of Good Standing Social Security Certificate.
- (d) have 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.
- (e) Submit signed Bid-securing Declaration.
- (f) provide proof of previous experience in providing sound and music services for public events, exhibitions or entertainment functions.

Scope of Work / Terms and Conditions

PROVISION OF SOUND AND MUSIC AT FOOD AND BEVERAGES STALLS DURING EENHANA EXPO 2026 (27 JULY TO 01 AUGUST 2026)

1. The service provider shall provide sound and music entertainment services for the Food and Beverages Stalls throughout the duration of the Eenhana Expo 2026.
2. The service provider shall ensure continuous music entertainment from 09h00 until the official closing time of the Expo daily.
3. All sound equipment, speakers, mixers, microphones, DJ equipment, cables and accessories required for the service shall be provided by the successful bidder.
4. The service provider shall ensure that all sound equipment is in good working condition and properly secured throughout the event.
5. Noise levels shall be controlled at all times to avoid disturbance to neighboring exhibitors, official programme activities and the public. Speakers must be directed inward toward the designated entertainment area.
6. The Expo Management reserves the right to instruct the service provider to reduce sound levels or temporarily stop music where necessary.
7. The service provider shall ensure that no vulgar, offensive or politically sensitive music/content is played during the Expo.
8. The service provider shall provide at least one qualified DJ/operator on site at all times during operating hours.
9. The successful bidder shall be responsible for transportation, installation, operation, maintenance and removal of all equipment.
10. Setup of sound equipment shall be completed before commencement of daily Expo activities and dismantling shall only be done after approval by the Expo Management.
11. The service provider shall ensure that all electrical connections and installations comply with safety requirements and standards.
12. The Council shall not be held liable for any loss, theft or damage to the service provider's equipment during the Expo.
13. The successful bidder shall comply with all instructions issued by the Expo Management during the event.
14. Failure to comply with the conditions set by the Expo Management may result in termination of the service without compensation.
15. The service provider shall ensure proper housekeeping around the operating area at all times.
16. All activities and entertainment shall end at the time determined by the Expo Management.
17. The quotation price shall include all operational costs, labor, transport and applicable charges.
18. Bidders must provide proof of previous experience in providing sound and music services for public events, exhibitions or entertainment functions.
19. The principal business of the bidder should be related to sound, entertainment, event production or similar services.
20. The successful bidder shall be expected to coordinate closely with the Expo Management Committee before and during the event.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

6.1. 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 2026 @ 12H00**. 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.

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 quotation's 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 shall be fixed in Namibian Dollars.

13. Margin of Preference

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

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

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

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of *[insert percentage between the following range: 10 to 15 %]* of the contract price.

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 _____

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-26/2025/2026

[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.

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Provision for Music Entertainment at Food Stalls		
2	Provision for Announcements at Food stalls		
3	Provision of PA System		
4	Speakers with (1000kw Each)		
5	Subwoofers (2000 Kw Each)		
6	Provide a DJ / PA Operator/s		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND 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 - Ref. G/RFQ-GCC on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

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: W/RFQ/ETC-26/2025/2026

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
Purchaser GCC 1.1(h)	The purchaser is: <i>Eenhana Town Council</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Eenhana Town Council,
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>Eenhana Town Council</i> , the address and the contact name shall be: Ms. S. Haimbili, 108 Church Street, Eenhana. For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 20 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p>
Price Adjustment GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed <i>shall</i> be adjustable if necessary.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
Terms of Payment GCC 16.1	<p>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</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price <i>shall</i> adjustable to the fluctuation in the rate of exchange.</p>
Payment Period 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) On Acceptance: 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>
Performance Security GCC 18.1	<p>(i) No performance security is required*or</p>
Discharge of Performance Security GCC 18.4	<p>The performance security will be discharged and returned to the supplier not later than [60 days] following completion date.</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: Stage, Sound and PA at the Eenhana Expo 2024</p>
Insurance GCC 24.1	<p>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</p>

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: <i>at the Eenhana Convention City</i>
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>At the Convention City Centre</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: <i>Eenhana Convention City</i>
Liquidated Damages 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.
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>120</i> day(s)
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[0]</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-26/2025/2026

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		

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.*