



Request for Quotations For Works

**PROVISION FOR DECORATION SERVICE DURING EENHANA EXPO
GALA DINNER 2026**

Procurement Reference No: W/RFQ/ETC-18/2025/2026

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 Eenhana Town Council

The Eenhana Town Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item.
- (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.

2. Preparation of Quotations

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

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration,
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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 30 days from the date of bid 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 an original valid good Standing Tax Certificate.
- (c) Have an original valid 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) Have a certificate indicating SME Status (for bids reserved for SME's).
- (f) Submit signed Bid-securing Declaration.
- (g) Submit a fitness certificate of area of operation.

- (h) Attach letters of reference of previous work done specifically for Decoration Service with a minimum of at least 300-350 people.
- (i) Evidence of similar nature of works shall be required (pictures etc.)
- (j) Submit a Certified copy of identification document (ID's) of owner of the company owner.

4.1 Evaluation Criteria

1. Documents to be fully completed with black ink.
2. No eraser fluid (corrector) to be used.
3. All pages to be initialled and signed where applicable by the person authorizing the bid.
4. All corrections are to be initialized.
5. The principal business should be in line with decoration and event management services.
6. Submission of company profile with traceable references for similar decoration works completed.
7. Proof of previous experience in event decoration and draping services.
8. Submission of pictures or portfolio of previous decoration setups/projects.
9. Compliance with the required color theme and decoration specifications.
10. Preference may be given to bidders with proven experience in exhibitions, expos, weddings, conferences, or public events.

11. Bid Securing Declaration

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

12. Works Completion Period

The works shall be commenced and completed **at the end of the function / event** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

13. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number: **W/RFQ/ETC-18/2025/2026**, addressed to the Eenhana Town Council, Private Bag 88007 108 Church Street, Eenhana Town Council with the Bidder's name at the back of the envelope.

14. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **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 or fax will not be considered.

15. Opening of Quotations

Quotations will be opened internally by the Eenhana Town Council immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, in the presence or absence of a Bid Securing Declaration will be available on request.

16. Evaluation of Quotations

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

17. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

18. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

19. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract will be notified 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.

20. 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 within 7 days. Furthermore, the Eenhana Town Council shall attend to all requests for debriefing made in writing within 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 Priced Activity Schedule 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 execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 *disqualification on the grounds mentioned in the BSD*.

The validity period of our Quotation is _____ days [.....] from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Quotation Authorised by:

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

Appendix to Quotation Letter

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 Eenhana Town Council 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 signin]



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
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

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Item No	Description of (Decoration items)	Quantity	Total Price excluding VAT	Total Price Including VAT
A*	B*	C*	E	F
1	Round tables	30		
2	Round tables clothes	30		
3	Rectangular table clothes	6		
4	Centre pieces	30		
5	Wine glasses	300		
6	Wine opener	4		
7	Water glasses	300		
8	Dinner plates	300		
9	Forks & Knives gold	300		
10	Nap kins	300		
11	Under Plates	300		
12	Wine buckets	30		
13	Table numbers	30		
14	Full-size chafing dish – about 8-9 litres holds for 40-50 servings	23		
15	Red Carpet 25m	1		
16	Modern VIP Chairs	300		
17	VIP Stage	1		
18	Back ground draping black			
19	Podium	1		
20	Green floor carpets fitting the expo hall	50m long x 20m wide		
			Sub-total	
			VAT @ 15 %	
			Total	

Theme: Black with a touch of green

Priced Activity Schedule Authorised By:

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

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-18/2025/2026**

[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.]

Item No	Description of (Decoration items)	Compliance of Specification Offered	Details of Non- Compliance/ Deviation (if applicable)
A*	B*	C*	D
1	Round tables		
2	Round tables clothes		
3	Rectangular table clothes		
4	Centre pieces		
5	Wine glasses		
6	Wine opener		
7	Water glasses		
8	Dinner plates		
9	Forks & Knives gold		
10	Nap kins		
11	Under Plates		
12	Wine buckets		
13	Table numbers		
14	Full-size chafing dish – about 8-9 litres holds for 40-50 servings		
15	Red Carpet 25m		
16	Modern VIP Chairs		
17	VIP Stage		

18	Back ground draping black		
19	Podium		
20	Green floor carpets fitting the expo hall		

Specifications and Compliance Sheet Authorised By:

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

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. **W/RFQ-GCC**) available on the website of the Eenhana Town Council (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Eenhana Town Council
Intended Completion Date GCC	The intended completion date is: 27 June 2026
Project Manager GCC 1.1(y)	The Project Manager is: Mr. P. Shilongo
Site GCC 1.1(aa)	The Site is located at Eenhana Convention Centre (Expo Centre)
Start Date GCC 1.1(dd)	The Start Date shall be: 27 June 2026
The Works GCC 1.1(hh)	The Works consist of: <i>Provision of Decoration Services during the Eenhana Gala Dinner 2026.</i>
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC 2.3	The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the

GCC Clause Reference	Special Conditions
Manager's Decisions 4.1	Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may not delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____ For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks

GCC Clause Reference	Special Conditions
	coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Date GCC 14.1	The site Date shall be: 27 th of June 2026
Possession of the Site GCC 20.1	The Site Possession Date shall be: 26 th of June 2026
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 1 day.
Payment Certificates GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	none
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained

GCC Clause Reference	Special Conditions
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 5%.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals are not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 5%

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE**PROCUREMENT REFERENCE NO.: **W/RFQ/ETC-18/2025/2026**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration Form		
Business Registration / Founding Statement		
NAMRA Good Standing Tax Certificate		
Social Security Good Standing Certificate		
SME / EEC Certificate		
Affirmative Action Compliance Certificate		
Previous work Reference List / Letter		
Fitness Certificate		

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.*