



ONGWEDIVA TOWN COUNCIL

BIDDING DOCUMENTS

ISSUED ON: FRIDAY 17TH JULY 2026

FOR

PROCUREMENT OF NON-CONSULTANCY SERVICES

PROJECT: PROVISION OF GRAPHIC DESIGN SERVICES FOR ONGWEDIVA
TOWN COUNCIL FOR A PERIOD OF TWO (2) YEARS
(SEPTEMBER 2026 – AUGUST 2028)

PROCUREMENT REFERENCE NO: NCS/RFQ/OngweTC-01/2026/27

LEVY: FREE

Name of Bidder		
Contact person		
E-mail Address		
Postal Address		
Contact phone number	Work:	Mobile:

Private Bag 5549, Ongwediva; Tel: 065-233700
jhainana@otc.com.na

INFORMATION TO THE BIDDER

The original document, fully completed, initialled and signed where applicable, shall be placed in a sealed envelope, marked, **PROCUREMENT REFERENCE NO:** NCS/RFQ/OngweTC-01/2026/27, PROVISION OF GRAPHIC DESIGN SERVICES FOR THE ONGWEDIVA TOWN COUNCIL

All pages that form part of the bid document must be initialled and must be delivered unopened and deposited in the Biding Box, at Ongwediva House in Ongwediva not later than the closing date and time.
Bid documents will be opened and read out to the public in the Board Room as from Tuesday 04th August 2026 at 14H30.

All official correspondence must be addressed to the Chief Executive Officer

LETTER OF INVITATION

Dear Sir/Madam,

Subject: Provision Of Graphic Design Services for the Ongwediva Town Council

You are hereby invited to submit technical and financial proposals for services required to provide **Non-Consultancy Services** for the PROVISION OF GRAPHIC DESIGN SERVICES FOR THE ONGWEDIVA TOWN COUNCIL

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ongwediva Town Council reserves the right:

- (a) to accept or reject any quotation; and
- (b) to cancel the quotation process and reject all Bid at any time prior to contract award.

2. Form of bid

This is a hard copy bid submission, and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Bid

Bidders 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 Securing Declaration
- (b) the List of Services and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

Bidders are advised to carefully read the complete Request for Sealed Bid 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.

4. Validity of Bid

The Quotation validity period shall be 180 days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this exercise, the bidder shall submit with this bid document:

- (a) submit a certified copy of a valid Company/Business Registration Certificate for an entity incorporated or registered under the company or close corporation laws of Namibia. OR, a Certified copy of the certificate of registration of a co-operative registered under the laws regulating Co-operatives in Namibia. OR, certified Document serving as evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia OR, Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture, or a valid agreement in case of other similar arrangements. OR, a certified copy of a valid Good Standing Certificate for all its members to practice as professional

Architects and Quantity Surveyors in Namibia issued in terms of the Architects and Quantity Surveyors Act, Act 1979.

- (b) submit an original or certified copy of a valid good Standing Tax Certificate, which must be valid by the date of bid closure.
- (c) Submit an original valid or certified copy of a valid or a printout of a valid electronic or online valid good Standing Social Security Certificate, which must be valid by the date of bid closure document issued in terms of the Electronic Transaction Act, 2019 (Act No. 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with the authentication or validation guidelines of the issuing authority.
- (d) Submit a valid certified copy of an Affirmative Action Compliance Certificate, and if the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, or proof from the Employment Equity Commission that the bidder is not the relevant employer; or an exemption was issued in terms of Section 42 of the Affirmative Action Act, 1998 (which must be valid by the date of bid closure).
- (e) A completed or written undertaking as contemplated in Section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007).

NOTE: Failure to submit any of the above compulsory documents shall render the bid invalid.

6. Validity of Document

Any bid document, as a condition for its validity:

- a) Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all have signed or initiated.
- b) Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c) All corrections made shall be crossed out and initialled next to the correction.

7. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e- mail is acceptable) to the person(s) as listed in the invitation Letter with a cut -off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Ongwediva Town Council.

8. Site Clarification Meeting

A Site Clarification meeting shall not apply for this Contract

9. Extensions of Time

Ongwediva Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of Bid whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing date.

All pages that form part of the bid document must be initialled and must be delivered unopened and deposited in the Bidding Box, at Ongwediva Town House in Ongwediva not later than the closing date and time. Bid documents will be opened and read out to the public in the Board Room as from Tuesday 04 August 2026 at 14H30.

10. Opening of Bid

The bid will be opened internally by the Ongwediva Town Council. A record of the Bid Opening Report stating the name of the bidders, and the amount quoted will be available to any bidder on request within three working days of the Opening.

11. Evaluation of Bid

The Ongwediva Town Council shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet, detailed in Sections III and V are to be complied with. The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of service to be rendered. The specifications must be met but no credit will be given for exceeding the specifications.

13. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted. Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Bidders shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties.

14. Labour Clause

To qualify for the award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable, and that it will abide by sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. EVALUATION CRITERIA

13.1 Technical evaluation

Item	Evaluation criterion	Evidence to be submitted	Scoring guideline	Maximum points
1	Key designer and practical competence	Name and brief CV/profile of the person who will be responsible for the work.	- Responsible designer clearly identified, - with a relevant CV/profile: 5 points; - identified without supporting profile: 2 points; - not identified: 0 points.	20
		Summary of relevant graphic design experience, indicating years of experience or number of completed assignments.	- Practical experience: 3 or more years OR 5 or more completed design assignments: 10 points; 2 years OR 3–4 assignments: 8 points; 1 year OR 1–2 assignments: 5 points; - no evidence: 0 points.	
		List of design software/tools and file formats the designer can work with. Equivalent software is acceptable.	- Suitable design tools and the ability to provide common print and digital formats are demonstrated: 5 points; - Partially demonstrated: 3 points; - not demonstrated: 0 points.	

Item	Evaluation criterion	Evidence to be submitted	Scoring guideline	Maximum points
2	Portfolio and quality of previous work	- A portfolio containing at least three (3) relevant samples in colour. Samples may include posters, flyers, brochures, social media artwork, event branding, reports, invitations, advertisements, signage or similar work. - Samples may be submitted in hard copy, electronically, or through an accessible online link. Clearly labelled concept work may be accepted as part of the portfolio.	- Portfolio quantity and relevance: i. 3 or more relevant samples: 10 points; ii. 2 samples: 6 points; iii. 1 sample: 3 points; iv. no samples: 0 points. - Quality assessment — score each factor from 0 to 5: (a) layout and readability; (b) brand consistency and visual balance; (c) creativity and relevance to the intended audience; and (d) technical suitability for print/digital use. Maximum: 20 points. - For each factor: 5 = strong and professional; 3 = acceptable with minor weaknesses; 1 = weak or materially incomplete; 0 = not demonstrated.	30
3	Methodology and service-delivery approach	A brief methodology of not more than two (2) pages explaining how briefs will be received, designs prepared, feedback incorporated, revisions managed and final artwork delivered.	- Design process and handling of feedback/revisions: i. Complete and clear process covering brief, draft, review, revision, approval and final delivery: 10 points; ii. General process missing one or two stages: 5 points; iii. Vague process: 2 points; iv. none: 0 points.	25

Item	Evaluation criterion	Evidence to be submitted	Scoring guideline	Maximum points
		Proposed turnaround times for routine work, urgent work and revisions.	Turnaround and communication: - Draft within 2 working days, urgent work within 1 working day where reasonably feasible, and revisions within 1 working day, with a clear communication channel: 8 points; - clear but slower or incomplete commitments: 4 points; - General commitment only: 2 points; none: 0 points.	
		Confirmation of the file formats and final deliverables that will be provided.	- Deliverables and quality control: - Confirm provision of PDF/JPG/PNG as applicable, editable/source files where required, print-ready files, and basic pre-delivery checking: 7 points; - Partially covers these requirements: 3 points; - Not addressed: 0 points.	
4	Business profile, availability, and continuity	A brief company or individual profile describing core graphic design services.	- Brief and relevant profile submitted: 5 points; - limited profile: 2 points; - No profile: 0 points.	15
		Contact details and normal communication channels.	- Clear availability and communication arrangements for the contract period: 5 points; - Partially stated: 2 points; - Not stated: 0 points.	

Item	Evaluation criterion	Evidence to be submitted	Scoring guideline	Maximum points
		A simple continuity arrangement explaining how work will be managed during leave, illness, workload peaks or other temporary disruptions. Outsourcing or backup support is permitted if disclosed.	i. Practical continuity or backup arrangement: 5 points; ii. General arrangement without details: 2 points; iii. none: 0 points.	
5	Past performance and client verification	- Evidence of completed graphic design work for one or more clients. Acceptable evidence includes a reference letter, purchase order, contract, completion confirmation, invoice supported by client contact details, or a verifiable public link. - Clients may be from the public, private, NGO, community, event or SME sectors; experience is not limited to large corporate clients.	- Two (2) or more satisfactory and verifiable client records: 10 points. - One (1) satisfactory and verifiable client record: 7 points. - Evidence submitted but not sufficiently verifiable: 3 points. - No evidence: 0 points.	10
TOTAL TECHNICAL SCORE				100

The minimum pass mark for the Technical Evaluation shall be **70** and only those bids having scored at least the pass marks shall be retained for financial evaluation. Bids having scored less than the pass marks shall be declared not responsive and will not be retained for further evaluation.

14. Margin of Preference

Bidders applying for the Margin of Preference shall submit, evidence of:

Category of Bidders	Margin of Preference	Documentary Evidence
Micro, Small and Medium Enterprise	2%	- SME registration certificate - Declaration indicating the percentage of Namibian MSME
Women owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure /shareholder certificate - Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	1%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate

		Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise	3%	- IDs of all shareholders - Founding statement/company registration indicating Ownership structure/shareholder certificates - Declaration indicating the percentage of Namibia PDPs ownership
Suppliers providing employment to Namibian	2%	Declaration the bidder employs 50% or more Namibia citizens
TOTAL	10%	

- (1) If a bidder qualifies for margins of preference on more than one basis, all such margins of preference must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below:

$$A = \frac{MP \times BP}{100}$$

in which formula –

- (a) “A” represents the amount to be determined;
(b) “MP” represents the total percentage of all margins of preferences granted in respect of the bid;
and
(c) “BP” represents the bid price.

15. LANGUAGE

Bidder responses shall be submitted in the English language.

16. CONCLUSION OF NEGOTIATIONS

Negotiations will conclude with a review of the draft Contract. To complete negotiations the Bidders and Ongwediva Town Council will initial the Contract. If negotiations fail, OTC will invite the next bidder whose Proposal received the second highest score to negotiate a Contract.

17. AWARD OF CONTRACT

The Bidder whose bid attains the highest score, in accordance with the criteria and selection method set forth, or the one with the least cost in the case of the Least Cost method of selection, shall be selected for award, subject to satisfactory conclusion of negotiation.

18. CONFIDENTIALITY

Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the bidder who submitted the Proposals or to other persons not officially concerned with the process until the publication of the award. The undue use by any Bidder of confidential information related to the process may result in the rejection of its bid.

19. SUBMISSION OF BIDS

Bidders must submit the ORIGINAL COPY of the bid document and all supporting documents together in a sealed envelope addressed as follows: **Graphic Design Services for Ongwediva Town Council for a period of two (2) years 2026 – 2028).**

Bids must be hand delivered before the due date to Ongwediva Town Council
Corner of Dr. Libertina Amadhila and Mandume Ndemufayo Road Ongwediva

Proposals must be submitted not later than the following date and time: **04 August 2026 at 14H30**

20. TECHNICAL PROPOSAL INFORMATION

Ongwediva Town Council is inviting bidders to submit quotations for the provisions of Graphic design. The contract period starts in **September 2026 until August 2028**.

21. NOTIFICATION OF AWARD AND DEBRIEFING

Ongwediva Town Council shall after award of contract must promptly post a notice of award (Executive Summary Report) on its website within seven (7) days.

22. COSTS

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

21. PAYMENT TERMS

The bid shall not be qualified by the bidder's own condition of payment.

22. FINAL CHECK

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

The **Ongwediva Town Council** would like to thank you for considering this invitation to submit proposals.

Yours faithfully,

Mrs. Josephine Hainana
Procurement Management Unit

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information.

Annexure 3: Draft contract under which the service will be performed.

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 Bid 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 **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	

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 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:

Capacity of :

Name:

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

Dated on _____ day of _____, _____

Corporate Seal

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]



Republic of Namibia

Ministry of Justice and Labour Relations

Written 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 of:..... 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.*

SECTION III: TERMS OF REFERENCE: SCOPE OF SERVICE AND PERFORMANCE SPECIFICATIONS

Terms of Reference (TOR) for Graphic Design Services for Ongwediva Town Council for a period of two (2) years.

1. Background

The Ongwediva Town Council is public and reputable entity, and there is a need for professional graphic design services to support the Council's promotional activities, branding, and design materials. The selected graphic designer(s) will work on a range of design projects to ensure a consistent and engaging visual identity over the next two years.

2. Objective

The objective of this assignment is to:

- Provide graphic design services for the Ongwediva Town Council's branding, promotional materials, and any other design requirements over the next two years.
- Ensure that all designs align with the Council's vision, corporate identity manual/logo, themes, and target audience.

3. Scope of Work

The selected graphic designer(s) will undertake the following tasks:

A. Branding and Visual Identity

- Design and develop branding materials for the Ongwediva Town Council, including but not limited to:
 - I. Logos, banners, flyers, and posters.
 - II. Event signage and promotional materials.
 - III. Digital designs for social media, website, and online marketing.
 - IV. Event-specific design work (e.g. national/public events).

B. Ongoing Design Support

- Provide continuous design support for all materials required over the two years leading up to each annual trade fair, including updates, seasonal promotions, and special campaigns.

C. Creative Consultation

- Provide advice on design trends, visual styles, and creative concepts for the trade fair.
- Offer input into marketing and promotional strategies to enhance the visual presentation.

D. Production-Ready Files

- Deliver final design files in appropriate formats for print, digital media, and other uses.
- Ensure all designs are suitable for production and adhere to quality standards.

4. Deliverables

- Designs for all promotional materials, both print and digital.
- Final design files in high-resolution formats (e.g., JPEG, PSD, PDF, PNG, etc.).
- A branding guideline document for consistent use of design elements over the two-year period.

5. Qualifications

a) Education:

A degree or diploma in Graphic Design, Visual Communication, Fine Arts, or a related field from a recognized institution.

b) Professional Experience:

At least 3-5 years of experience in graphic design, preferably within event branding, trade fairs, or exhibitions.

Experience in designing materials for large-scale events.

c) **Technical Skills:**

Proficiency in industry-standard design software such as Adobe Creative Suite (Illustrator, Photoshop, InDesign, etc.).
 Knowledge of printing processes and file preparation for both digital and print media.
 Familiarity with website design (basic HTML, CSS, or WordPress) may be beneficial for any online branding requirements.

d) **Portfolio:**

A strong portfolio showcasing previous work, especially event-related designs such as posters, flyers, banners, signage, and other promotional materials.
 Samples of design work related to trade fairs, exhibitions, or corporate branding.

e) **Creativity and Innovation:**

Demonstrated ability to create visually appealing and innovative designs that align with event themes and branding guidelines.
 Strong understanding of colour theory, typography, and layout design.

f) **Communication Skills:**

Ability to communicate ideas clearly with stakeholders, and incorporate feedback effectively into design revisions.
 Strong written and verbal communication skills.

g) **Time Management and Project Management:**

Ability to manage multiple design projects and meet deadlines, especially when working on time-sensitive materials leading up to the trade fair.
 Previous experience working with clients on long-term projects or contracts.

h) **Knowledge of Branding:**

Understanding of branding and how to apply brand guidelines across various media and formats.

i) **Client Relations:**

Experience in working closely with clients or event organizers to understand their needs and deliver designs that meet expectations.

6. Duration

The assignment is for a period of **two years**, with the possibility of extension based on the performance and the needs of the Council.

7. Reporting and Coordination

The graphic designer(s) will report to the [Corporate Communications officer, collaborating closely with the marketing and event management teams to ensure that designs are aligned with the Council's goals and branding strategy.

SECTION IV: PAYMENT SCHEDULE

1. Payment Schedule

a) Per Project Payment:

- For specific design projects that may require more extensive work (e.g., creating a new logo, a major event design), a separate fee will be agreed upon for each project.
- Amount: -----(Specify the amount or range for per-project fees).
- Payment Schedule: Payments will be made upon the completion and approval of the design project.

b) Payment Terms:

- Payments will be made within 30 days of receiving an invoice.
- Invoices must include a description of the work completed and be submitted monthly or upon completion of each project.

c) Price Schedule

- Complete the unit prices for each item listed below.

RATES FOR VIDEO & GRAPHIC DESIGN (UP TO 3 AMENDMENTS)			
CATEGORY	ITEM DESCRIPTION	UNIT	PRICE (NAD) VAT Incl
Video Production	Video Production - 15 seconds	Each	
	Video Production - 30 seconds	Each	
	Video Production - 45 seconds	Each	
	Event Highlight Video (1–2 minutes)	Each	
	Live Event Coverage (per hour)	Each	
	Animated Explainer Video (up to 60 seconds)	Each	
Graphic Designs	A4 Single Sided	Each	
	A4 Double Sided	Each	
	A5 Single Sided	Each	
	A5 Double Sided	Each	
	Postcard Size Single Sided	Each	
	Postcard Size Double Sided	Each	
	A7 Single Sided	Each	
	A7 Double Sided	Each	
	Business Card Single Sided	Each	
	Business Card Double Sided	Each	
	Social Media Poster (Static Image)	Each	
	Social Media Animated/GIF Post	Each	
	Instagram Story Design Pack (5 slides)	Each	
	Facebook/Twitter Banner Design	Each	
	Roll-up Banner Design (85 × 200 cm)	Each	

	Pull-up Banner Design	Each	
	Billboard Design	Each	
	Gazebo/Canopy Branding Design	Each	
	T-shirt Design	Each	
	Cap/Hat Design	Each	
	Staff Name Tag Design	Each	
	Event Invitation Card Design	Each	
	Event Program Booklet Design (4–8 pages)	Each	
	Flyer/Brochure Design (Tri-fold or Bi-fold)	Each	
	Event Map Layout Design	Each	
	Certificate Design	Each	
	Email Signature Design	Each	
	Presentation/Slide Deck Template	Each	
	Newsletter Template	Each	
	Website Banner Graphics	Each	

This bid can be awarded to two (2) bidders to be on the pool for 2 years. However, should there be only one qualified, the contract will still be awarded to that one only.

Authorise the prices quoted in the signature block below”:

Price Activity Schedule Authorized by:

Name		Signature	
Position		Date	
Authorized for and on behalf of:		Company name Company seal/stamp	

SECTION V: COMPLIANCE

1. COMPLIANCE FOR BIDDING

Bid Ref. No.:

To:

The ONGWEDIVA TRADE FAIR SOCIETY hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be deposited in a bid box and addressed **PROVISION OF GRAPHIC DESIGN SERVICES**

Ongwediva Town Council, Private Bag 5549, Corner of Dr. Libertina Amadhila and Mandume Ndemufayo Road, Ongwediva in a sealed envelope marked Bid Reference No:

Your quotation should reach the Ongwediva Trade Fair Centre on or before the 04 August 2026 by 14h30 at latest.

Date:

Signature

2. FORM OF BIDDER

Having examined the complete invitation for technical and financial proposals, I/we offer _____ in conformity with all the specified requirements, conditions of contract and specification attached hereto; for the sum of:

Prices per items as reflected on the pricing schedule which is 15% VAT inclusive

In the event of there being any errors of extension or addition in the priced Schedule of Quantities, we agree to their being corrected, the rates begin taken as correct.

I/we understand that you are not bound to accept the lowest of any bid you may receive.

This bid shall remain valid for ninety-two years from closing date for the submission of offers.

Signed on behalf of Contractor:

Name of Signatory:

Name of Contractor (Firm)

Company seal / stamp:

3. CONTRACT AGREEMENT: MEMORANDUM OF AGREEMENT
(To be completed by the successful BIDDER)

This agreement made on the _____ day of _____ between _____ (hereinafter "**the Employer**"), of the one part, and _____ hereinafter "**the Contractor**"), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____
For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____
For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date