Municipality of Walvis Bay

Civic Centre · Nangolo Mbumba Drive · Private Bag 5017 · Walvis Bay · Namibia
Phone +264 (0)64 201 3111 · Fax +264 (0)64 204 528 · www.walvisbaycc.org.na

MUNICIPALITY OF WALVIS BAY

Request for Informal Quotation (Services)

Provision of MC Services for the Mayoral Fundraising Gala Dinner on 07 November 2026

Name of Bidder: _____

Contact Number(s): _____

Postal address: _____

E-mail address: _____

Total Bid Amount (VAT exclusive): N$ _____

Total Bid Amount (VAT inclusive): N$ _____

Procurement Reference No: NCS/IQ/MWB-80/2026

Closing Date & Time: Monday 02 November 2026 @ 11h00

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INFORMAL QUOTATION (SERVICES)

Procurement Ref. No. NCS/IQ/MWB-80/2026

To: All Potential Bidders

The Municipality of Walvis Bay hereby invites you to submit your quotation for the MC services at the Mayoral Fundraising Gala taking place on 07 November 2026. Your offer should be made on this form, with any annex which you may wish to enclose, and addressed to The Municipality of Walvis Bay in a sealed envelope marked Quotation Reference No: NCS/IQ/MWB-80/2026. Your quotation should reach the Municipality of Walvis Bay on or before Monday 02 November 2026, by 11h00 at latest.

For any enquiries, please contact the following staff members:
Technical enquiries: Ms. Shirley Tjaveondja (064) 201 3234 stjaveondja@walvisbaycc.org.na
Administrative enquiries: Ms. Ruusa Ilonga (064) 201 3228 procurement@walvisbaycc.org.na

MUNICIPALITY OF WALVIS BAY
2026 -10- 28
PROCUREMENT MANAGEMENT UNIT

Secretary: Procurement Committee

Item No	Description	Quantity*	Unit of Measure	Unit Price (VAT excl.)	Subtotal (VAT exclusive)	VAT NAD	Total Price with VAT	Country of Origin
1.	Provision of MC Services for the hosting of the Mayoral Fundraising Gala Dinner, which includes a pledging segment – 07	4						

	November 2026							
					Total (VAT exclusive)		N$	
					Grand Total (VAT inclusive)		N$	

(a) The Municipality of Walvis Bay requests delivery within seven (7) days as from the date of placement of order.

(b) Delivery Date: within seven (7) days from date of placement of order.

(c) The following tests and inspections will be carried conducted on the goods at delivery:

None

(d) Validity of offer: *7* days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date_____

Bidder's signature _____

SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Procurement Reference Number: **G/IQ/MWB-80/2026**

[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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A	***B****	***C***	***D***
1.	Provision of MC Services for the hosting of the Mayoral Fundraising Gala Dinner which includes a pledging segment – 07 November 2026		

Specifications and Compliance Sheet Authorised By:

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

(Please see overleaf)
SCHEDULE 1

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: .....

Procurement Ref No.: .....

To: .....
[insert complete name of Public Entity and address]

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)

[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.]

Delete if not applicable / appropriate

General Terms and Conditions Applicable

[The Public Entity may amend or supplement the General Terms and Conditions mentioned hereunder to suit better its procurement requirements]

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

(a) Ask for clarifications at time of evaluating quotations,

(b) Split the contract on an item basis or

(c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit the following documents that must be valid by the date of submission:

	Description
1	**Certified copy of a valid Certificate of Good Standing for Procurement Purposes**, issued by **NAMRA**.
2	**Certified copy of a valid Affirmative Action Compliance Certificate** (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or **Letter from the Employment Equity Commission** (letter should be on letterhead, stamped and signed by the EEC).
3	**Certified copy of a valid Good Standing Certificate with the Social Security Commission,** issued within 30 days before closing date of submission of bid.
4	**Certified Copy of the Close Corporation Certificate** (issued in terms of Act 26 of 1988) or **Founding Statement or any other relevant Company Registration Certificate.** These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.
5	A written undertaking on the part of the Bidder, that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;
6	Certified copy of the Good Standing Certificate from BIPA.
7	All pages of the bidding document should be fully completed; initialled and principal business should be in line (Entertainment/ Event planning and management**).**

8	Attach proof of confirmation of account from a **Namibian Banking Institution**, issued within the past 6 months with date stamp.
9	Bidders with records of poor service delivery, turning down of awards/purchase orders with The Municipality of Walvis Bay / Delegated Functions will not be considered.
10	Attached an original or certified copy of proof of one (1) reference letter/ completion certificate of rendering similar services/delivering similar goods.
11	Bidders are not required to submit samples with this bid document.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

Prices shall be quoted in Namibian Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase Order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and.

(a) may not change or alter the terms of the purchase order; and
(b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
(c) the purchase order shall be valid for *seven (7)* days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted on the website of the Policy Unit and on the [insert public entities name] website.

10. Warranty

(a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
(b) The Supplier undertakes to make good at its own cost and promptly, any deficiency in the supply of goods items and related services.

(c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.



Republic of Namibia

Ministry of Justice and Labour Relations

Written undertaking in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015 (Act No. 15 of 2015)

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Telephone Number: _____

Cell phone: _____ 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, 2007 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(s) as stipulated in Section 138 of the Labour Act, 2007, which includes (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.*