



BIDDING DOCUMENTS

ISSUED ON : 24 APRIL 2026

COST : FREE

FOR

CATERING, DECOR AND EVENT MANAGEMENT

Procurement Reference No: NCS RFQ/NBC-CS 01/2026

CLOSING DATE : 30 APRIL 2026

BIDDER'S NAME	
BIDDER'S ADDRESS	
CONTACT DETAILS	
TOTAL BID PRICE	

Namibian Broadcasting Corporation
PROCUREMENT MANAGEMENT UNIT, HQ
Cullinan Street
Northern Industrial Area
P.O. Box 321
Windhoek



Namibian Broadcasting Corporation

Our Ref: NCS RFQ/NBC-CS 01/2026

Your Ref:
30 APRIL 2026
Enquiries: pmu@nbc.na

PO Box 321
Windhoek
Namibia

INVITATION LETTER

Dear Bidder

RFQ – NCS RFQ/NBC-CS 01/2026 CATERING, DÉCOR & EVENT MANAGEMENT

The Namibia Broadcasting Corporation (NBC) invites you to submit your best quote for the service described in detail hereunder.

The Miss Namibia and Miss Teen Namibia Crowning Ceremony is a prestigious national event that celebrates beauty, culture, and youth empowerment. Catering, décor, and event management play a critical role in enhancing the overall guest experience, ensuring that all attendees, contestants, VIPs, and staff, approximately 300 guests, are accommodated in a seamless, elegant, and memorable setting. Professional service providers are therefore required to plan, coordinate, and deliver catering, décor, and event management services, including the preparation of high-quality meals and refreshments, as well as the design and execution of a visually compelling event environment. The overall delivery must reflect the sophistication and prestige of the ceremony while ensuring smooth event operations and full compliance with health, safety, and dietary requirements.

Estimated number of guests (including breakdown):

Total: Approximately 300 guests

VIPs: ± 200

Contestants: 40 (Miss Namibia and Miss Teen Namibia finalists)

Staff (organising team, production, security, etc.): ± 70

General attendees / invited guests: 100

1. Preferred catering service style:

Platters

Pre-event / arrival: Welcome drinks and finger foods/caanapes/cocktail service

1. Duration and program schedule (including service intervals):

Total duration: ± 4-5 hours

Guest arrival & welcome:

18:00 - 19:30 (drinks & canapés)

Main program (show & crowning): 19:30 - 21:30

Meal service: Served at arrival

1. Theme, branding, and décor requirements:

Theme: Roots & Royalty

Elegant, sophisticated, and culturally inspired

Décor should align with Miss Namibia and Miss Teen Namibia branding

Colour palette: Typically neutral luxury tones (e.g., gold, white, black) with possible cultural accents

Catering setup must complement overall stage and venue design

Emphasis on premium presentation, including table settings, serving stations, and staff appearance

Responsible service and licensing compliance required

1. Dietary requirements and special menu considerations:

Service providers must accommodate:

Vegetarian and vegan options

Halaal-friendly options (where applicable)

Gluten-free options

Consideration for common allergies (nuts, dairy, etc.)

Balanced, high-quality menu suitable for a diverse audience

1. Expected level of service and staffing ratios:

Service level: High-end, professional, and seamless

Suggested staffing ratios:

1 waiter per 10–15 guests

Dedicated staff for VIP tables

On-site event manager / coordinator

Staff must be well-presented, trained, and experienced in formal events

Any resulting contract/terms of engagement shall be subject to the terms and conditions referred to in the document.

Any queries and clarifications if any, should be forwarded in writing and addressed in writing to Procurement Management Unit; Tel: +264 61 3164 / 3288 email address: pmu@nbc.na;

Please prepare and submit your quotation in accordance with the instructions given, or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

NAMIBIAN BROADCASTING CORPORATION
PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NBC reserves the right:

- (a) To split the Contract as per the lowest evaluated cost site, or
- (b) To accept or reject any quotation or cancel the quotation process; and
- (c) Reject all quotations at any time before contract award.

2. Preparation of Quotations

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

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

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII (www.nbc.na), 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 thirty (30) days from the submission deadline date.

4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following **mandatory documents**:

- a) A valid original or certified copy of the Company registration certificate.
- b) A valid original or certified copy of the company's Good Standing Tax Certificate.
- c) A valid original or certified copy of the Good Standing Social Security Certificate.
- d) A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in section 42 of the Affirmative Action Act, 1998.
- e) A Written undertaking as contemplated in Section 138(2) of Labour Act, 2007, and abide with clause 4.6 of the GCC if it is awarded the contract or part thereof; and

NB: Only a valid certified copy of an original document will be accepted as certified by the Namibian Police will be accepted.

5. Bid Securing Declaration

Bidder is not required to submit a Bid Securing Declaration for this procurement process.

6. Delivery

Delivery shall be as per the engagement deliverables agreed.

7. Documents to be submitted.

Bidder shall submit along with their quotation documents giving the company's profile, past experience, and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

Quotation should be emailed to pmu@nbc.na.

In case of huge documents, delivery to NBC PMU Office.

9. Submission of Quotations

The quotation should be submitted on Thursday, 30 April 2026 at 12h00 noon (*local time*)

Late quotations will be rejected.

10. Opening of Quotations

Thursday, 30 April 2026

11. Evaluation of Quotations

NBC shall have the right to request for clarifications during evaluation. Substantially responsive offers shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

12. Prices and Currency of Payment

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. 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.

13. Margin of Preference

None

14. Award of Contract

Award of the contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract. (*detailed on www.nbc.na*)

15. Performance Security

None for this procurement

16. Notification of Award and Debriefing

Notice shall be by issue of a Purchase Order.

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 this 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 provide the services detailed in the Scope of Service, 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: Request for Quotations.

We undertake to abide by ethical conduct during the procurement process and the execution of any resulting contract.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our Quotation is _____ days _____ from the date of the quotation 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.

The services will commence within _____ days from date of issue of Letter of Acceptance/Purchase Order.

The services will be completed within _____ days from date of issue of Letter of acceptance/Purchase Order.

QUOTATION AUTHORISED BY:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	

Date		Phone No.	
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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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 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.

SECTION III: LIST OF GOODS & STATEMENT OF REQUIREMENTS

Menu Planning and Preparation

- Develop a diverse and high-quality menu and décor/event management that caters to VIPs, contestants, staff, and guests, including consideration for dietary requirements and special requests.

Food and Beverage Service

- Provide and serve meals, snacks, and beverages in a professional and timely manner throughout the event, ensuring hygiene and presentation standards are met.

Venue Setup and Presentation

- Set up dining areas, buffet stations, or service counters, including table settings, décor, and branding elements in line with the event’s theme.

Staffing and Service Management

- Provide trained catering staff to manage food preparation, serving, and cleanup, ensuring professional interaction with guests.

Compliance and Safety

- Ensure full compliance with food safety, health regulations, and hygiene standards, including proper handling, storage, and disposal of food and beverages.

Section IV: Priced Activity Schedule

Procurement Reference Number:

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A	B	C	D	E	F
1.					
2.					
3.					
4.					
5.					

6.					
7.					
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule 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. NCS RFQ/NBC-CS 01/2026) available on the website of the Public Entity (www.nbc.na) except where modified by the Special Conditions below

Section VIII SPECIAL Conditions Of Contract

Procurement Reference Number: _____

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	<i>Namibian Broadcasting Corporation</i>
Intended Completion Date GCC	The intended completion date is: 02 AUGUST 2026
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Nico Mwiya
Site GCC 1.1(aa)	The Site is located at: NBC HQ
Start Date GCC 1.1(dd)	The Start Date shall be: 30 April 2026
The Works	The Works consist of catering services

GCC Clause Reference	Special Conditions
GCC 1.1(hh)	
Interpretation GCC 2.2	The project will be completed as a once off.
Interpretation GCC2.3	The following additional documents shall form part of the contract: Purchase Order/Tax Invoice
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 Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the 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.
Delegation GCC 5.1	The Project Manager may delegate his duties.
Notices GCC 6	Any notice shall be sent to the following addresses: NBC PMU at pmu@nbc.na For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be NBC, Cullinan Street, Northern Industry, Windhoek. 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	NONE
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 Bidder 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 bidder shall submit for approval a program for the works within days from the date of the issue of Purchase Order Agreement.
GCC 25.3	None
Defects Liability Period GCC 33.1	None
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.
Price Adjustment GCC 44.	None

GCC Reference	Clause	Special Conditions
Retention GCC 45.		None

Goal and objectives

- a) The objective is to meet NBC needs in the most cost-effective and efficient manner and obtain fixed pricing.
- b) In order to ensure that the required services are provided with the highest possible quality and professional services, NBC is interested in establishing contracts with experienced service providers qualified in such undertakings that will provide the quality of services and products requested in a professional and timely manner.

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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/services/works (time based) available on the website (www.nbc.na) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the *GCC*.

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The contract shall be deemed to come into effect as from: acceptance of quotation
GCC 1.3.1 Intended Completion date
GCC 1.6.1 Issue of notices	The Authorized Representative of the NBC is PMU Office +264 (61) 291 3288/3164 The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	None
GCC 2.10 Performance Security	None
GCC 4.2 Contract Price	The amount payable is: _____ once off.

GCC 4.3 Terms of Payment	Payments will be made to the Service Provider thirty (30) days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Documents evidencing eligibility (statutory documents)	
Any other documents as per the specific procurement	

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.