



BIDDING DOCUMENTS
REQUEST FOR QUOTATIONS
FOR

**DECOR FOR MISS NAMIBIA AND MISS TEEN MAIN EVENT IN GOBABIS ON 31 JULY
& 01 AUGUST 2026
(BIDDERS FROM OMAHEKE REGION ONLY)**

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

ISSUED ON : 19 JUNE 2026

CLOSING DATE : 02 JULY 2026

COST: FREE

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



Our Ref: NCS RFQ/NBC-CS 01/2026 (C)
Corporation

Namibian Broadcasting

Your Ref:
19 June 2026
Enquiries: pmu@nbc.na; bboois-beukes@nbc.na

PO Box 321
Windhoek
Namibia

INVITATION LETTER

Dear Bidder

DECOR FOR MISS NAMIBIA AND MISS TEEN MAIN EVENT IN GOBABIS ON 31 JULY & 01 AUGUST 2026

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

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 List of Goods/Services (compliance sheet) in Section III; and
- (d) Any other attachment deemed appropriate, company profile and samples if any;

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 June 2026 at 12h00 noon (*local time*)

Late quotations will be rejected.

10. Opening of Quotations

Tuesday, 02 JULY 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

Only bidders residing in Omaheke Region will be considered for this bid.

14. Award of Contract

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

15. Format of offer

The offer shall comprise the following documents:

- a) The bidder's understanding of the Scope of Service required.

- b) Company/Individual's experience and qualifications.
- c) Company/individual profiles.
- d) A summary of similar services undertaken; and references.
- e) A profile of the team member(s) to be used on this assignment/service.

16. Notification of Award and Debriefing

Notice shall be by issue of an acceptance award letter.

NOTE:

NBC IS NEITHER BOUND TO ACCEPT THE LOWEST BID/TENDER OR TO ASSIGN ANY REASONS FOR ACCEPTANCE OR REJECTION OF SUCH TENDER.

Price quoted will be subject to final negotiations and agreement based on the offer accepted. No late tenders/bids will be considered.

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.

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

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

QUOTATION AUTHORISED BY:

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



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 SERVICES (STATEMENT OF REQUIREMENTS)

Description

The Miss Namibia and Miss Teen Namibia Crowning Ceremony is a yearly prestigious national event that celebrates beauty, culture and youth empowerment. Décor plays a critical role in enhancing the overall guest experience, ensuring that all attendees, contestants, VIPs and staff, approximately 600 guests are accommodated in a seamless, elegant and memorable setting. Professional service providers are therefore required to provide décor services. 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):	Number of attendees/Quantities
Guests	600 guests (appx)
VIPs	± 300
Contestants	10 x Miss Namibia and; 10 x Miss Teen Namibia
Staff (organising team, production, security etc)	± 75
General attendees/invited guests	200
Event duration	± 4-5 hours
Branding and Décor requirements:	
(1) THEME	
Miss Teen Namibia	Endemic flowers of Namibia
Miss Namibia	Roots & Royalty, elegant, sophisticated and culturally inspired.
(2) DECOR	
Miss Teen Namibia colour palette:	Pastel colours in shades of purples, pinks, yellows, oranges and whites
Miss Namibia colour palette:	Typically, neutral luxury tones, nudes, browns and gold with possible cultural accents.
(3) Emphasis on premium presentation	
Includes: Table settings, serving stations and professional staff appearance.	
(4) 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.	

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

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 V: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Letter of Acceptance of award and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **NCS RFQ/NBC-CS 01/2026**) (C) available on the NBC website (www.nbc.na/procurement) except where modified by the Special Conditions below

SECTION VI: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

GCC Reference	Clause	Special Conditions
Employer: GCC1.1(r)		Namibian Broadcasting Corporation Cullinan Str. Box 321, Windhoek
Intended Completion date: GCC		The intended completion date is: 02 AUGUST 2026 Place/Venue: Trans Kalahari End Resort Die Dam Lodge, Gobabis
Project Manager GCC 1.1(y)		The Project Manager is: Mr. Nico Mwiya at nmwiya@nbc.na ; bboois-beukes@nbc.na
Site: GCC 1.1(aa)		The Site is located at: Trans Kalahari End Resort Die Dam Lodge, Gobabis
Start Date: GCC 1.1(dd)		The Start Date shall be: 31 July – 01 August 2026
The Works: GCC 1.1(hh)		The Works consist of Décor for the Miss Namibia at Miss Teen Namibia events on 31 July – 01 August 2026 consecutively.
Interpretation GCC 2.2		The project will be completed as a once off from: 31 July to 01 August 2026
Interpretation GCC2.3		The following additional documents shall form part of the contract: Acceptance Award letter; Purchase Order and Tax Invoice
Language and Law GCC 3.1		The language of the contract shall be: 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 and bboois-beukes@nbc.na For the NBC: the address shall be as given on the page 2 of this Bidding Document and the contact's name shall be NBC, Cullinan Street, Northern Industry, Windhoek. For the Service provider/Bidder: the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be _____
Insurance		Décor equipment insurance must be covered by the owner.

GCC Reference	Clause	Special Conditions
GCC 13.1		
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 Acceptance Award Letter.
Payments GCC 40		The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the NBC of a Tax Invoice and all required documents.
Price Adjustment GCC 44.		None, unless agreed during contract and the service deliverables.

Goal and objectives

- a) The objective is to meet NBC needs in the most cost-effective and efficient manner and obtain fixed pricing.
- b) 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 VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC (General Condition of Contract) at www.nbc.na/procurement .

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The contract shall be deemed to come into effect as from: acceptance of quotation, award letter and contract signature date.
GCC 1.3.1 Intended Completion date	Once off Miss Namibia and Miss Teen events taking place on 31 July and 1 st August 2026.
GCC 1.6.1 Issue of notices	The Authorized Representative of the NBC is PMU Office +264 (61) 291 3288/3164 Email: pmu@nbc.na The Authorized Representative of the Service Provider is:
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	Prices shall not be adjustable.

Price Adjustment	
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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 for companies, submit all)	
Statutory documents for individuals (Certified ID copy, good standing from Namra and proof of bank account)	
Any other documents as per procurement requirements	

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.

(Entities must demonstrate their capacity and capability to provide the services (site visits and menu testing will be conducted for due diligence, willingness to do sample décor presentation)