



MOBILE TELECOMMUNICATIONS LIMITED

TITLE OF TENDER	PROVISION OF PRODUCTION AND MANAGEMENT SERVICES FOR THE NAMIBIAN ANNUAL MUSIC AWARDS PROJECT (Re-advertisement)
TENDER NO:	MTC60/18/O
DATE ISSUED:	14 th December 2018
BRIEFING MEETING	16 th January 2019@10:00am, MTC head office
CLOSING DATE:	25 th January 2019, 14:30
TENDERER NAME (duly registered juristic entity)	
TENDERER REGISTRATION NUMBER	

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PART A – TENDER INVITATION

1. INVITATION TO TENDER

MTC hereby invites offers:

CLIENT:	MOBILE TELECOMMUNICATIONS LIMITED (MTC)
TENDER DESCRIPTION:	PROVISION OF PRODUCTION AND MANAGEMENT SERVICES FOR THE NAMIBIAN ANNUAL MUSIC AWARDS PROJECT (Re-advertisement)
TENDER NUMBER:	MTC60/18/O
CLOSING DATE	Friday, 25 th January 2019 @ 14:30
BRIEFING MEETING	16 th January 2019 @ 10:00am, MTC head office
TENDER PRICE:	Free of charge
ADDRESS TENDER TO:	MTC Procurement, Manager Procurement
	Cnr Mose Tjitendero & Hamutenya Wanehepo Ndadi Street
	Olympia
	Windhoek, Namibia
ALL INQUIRIES:	Nghiidipaa Effaishe Manager Procurement Tel: +264 61 280 2019 Fax: +264 61 280 2057 Email: enghiidipaa@mtc.com.na

2. TENDER FORMAT

1.1.1 Tender documents must be in a sealed package as follows:

1. One (1) original, clearly marked "ORIGINAL"
2. One (1) soft copy in email or CD

1.1.2 All documents must clearly be marked:

"PROVISION OF PRODUCTION AND MANAGEMENT SERVICES FOR THE NAMIBIAN ANNUAL MUSIC AWARDS PROJECT" MTC60/18/O.

ALL TENDER DOCUMENTS MUST BE DEPOSITED INSIDE THE MTC TENDER BOX AT THE RECEPTION OF MTC HEAD OFFICES IN OLYMPIA, MOSE TJITENDERO AND HAMUTENYA WANAHEPO NDADI STREETS.

PART B – GENERAL TERMS AND CONDITIONS

1. TENDER CONDITIONS

1.1 DEFINITIONS

1.1.1 In this Request for Proposal (Tender), unless the context clearly indicates the contrary, the following interpretation will apply to the terms stated below:

1. "MTC" shall mean Mobile Telecommunications Limited
2. "RFP" shall mean Request for Proposal (Tender)

1.1.2 This Request for Proposal is not a contract, and does not create an obligation on MTC's part to purchase services from any company submitting a proposal. MTC reserves the right to reject any or all proposals in its sole and absolute discretion

1.2 TENDER INVITATION

1.2.1 MTC hereby invites offers from all relevant quantified companies to submit detailed technical and financial proposals for the provision of production and management services for the Namibian annual music awards project for a period of 3 years.

1.2.2 This tender document shall consist of the following Appendices:

1.2.3 Appendix A – BEE Scorecard [This scorecard is not to be filled out, but to show the various elements that the company should be accredited by the Namibia Preferential Procurement Council (NPPC)]. The tenderer is required to approach the Namibia Preferential Procurement Council (NPPC), Telephone # 061 248 007 for accreditation and attach their accreditation certificate to the tender response.

1.2.4 Appendix B – Non Disclosure Agreement

1.3 GENERAL TENDER CONDITIONS

1.3.1 Tenderer shall be a Juristic Entity with valid Company Registration documents, in terms of the Laws of the Republic of Namibia or country of origin. Tenderers who fail to prove that they are juristic entity shall be disqualified.

1.3.2 All tender documents must be submitted before or on the closing date and time as indicate on the cover page, should be returned and deposited in the tender box at the entrance of MTC Headquarters, Olympia

1.3.3 No late tenders will be considered

1.3.4 Every tender document page must be initialed

1.3.5 MTC is neither bound to accept the lowest of any Tender nor to assign any reason for acceptance or rejection of such Tender

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- 1.3.6 MTC reserves the right to change these dates and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
 - 1.3.7 Notifications to companies will be in writing to the designated liaison person nominated by the firm.
 - 1.3.8 From the submissions an evaluation will be performed highlighting a short list
 - 1.3.9 If deemed necessary, negotiations may be entered into with the short listed candidates.
 - 1.3.10 Companies that wish to tender should examine this RFP carefully and review all instructions contained herein. Companies should follow the instructions so that MTC can easily evaluate and compare all proposals received.
 - 1.3.11 All prices must be in NAD and exclusive of all taxes
 - 1.3.12 MTC in its sole and absolute discretion reserves the right to:
 - 1.3.13 Reject any or all proposals, whether or not these instructions are followed
 - 1.3.14 Reject any submissions not complying with the specified format
 - 1.3.15 Award the contract based solely on a proposal received without entering into any further discussions.
 - 1.3.16 Short list candidates
 - 1.3.17 Not base the final decision solely on price.
 - 1.3.18 No correspondence will be entered into should MTC decide to reject any proposals or to withdraw the RFP.
 - 1.3.19 Each response must include a detailed discussion of each of the items below. Should responses not use the same heading and follow the same numbering as the RFP. MTC may automatically disqualify the company from the tender process.
 - 1.3.20 MTC will make its decision based on the quality of the information contained in the proposal and no opportunity will exist for any company to enhance such information after closing date and time of the tender.
 - 1.3.21 It is important to clearly note down any assumptions made in the proposal so that each proposal may be evaluated fairly against all other submissions.
 - 1.3.22 This RFP outlines the requirements of MTC and the process to be followed by the prospective Tenderers in submitting a response.
 - 1.3.23 Companies should provide a list of previous or current clients they served with similar projects. MTC reserves the right to contact any clients referenced
 - 1.3.24 MTC reserves the right to exclude certain persons and legal entities in the event of poor performance; the tender offering or attempting to offer any bribe, promised a bribe, or any

other consideration to any MTC employee involved with this tender or the tenderer has acted fraudulently and or in bad faith.

1.3.25 Any restriction imposed upon any such tenderer shall also apply to any other enterprise under the same or different name with which the person, firm or company is actively associated.

1.3.26 MTC may accept any tender in part or wholly with no obligation to explanation whatsoever.

1.4 GENERAL EVALUATION CRITERIA

Proposals will be evaluated by MTC using criteria in the RFP as well as the general criteria as listed below:

1.4.1 Price competitiveness, including any price discount provided in the proposal.

1.4.2 Project completion schedules and lead times proposed.

1.4.3 Warrantee conditions and handling of claims.

1.4.4 Availability of references from other customers and reputation of tenderer.

1.4.5 Compliance with local and international standards.

1.4.6 Certification and accreditations

1.4.7 Value added to MTC

1.4.8 The financial condition and trading record of the tenderer (Company profile, Latest financial statements of tenderer etc)

1.4.9 Tenderer degree of conformance to the Black Economic Empowerment Policy (A certificate from NPPC should be submitted to prove the BEE credential)

1.4.10 Alternatively, shareholder names and certificates must be attached.

1.4.11 Small and medium enterprises (SME's) must submit their SME certificates issued by the Ministry of Trade and Industry.

1.4.12 The tenderer shall ensure that sufficient supporting documentation and information is supplied in his proposal to enable MTC to evaluate the proposal in respect of each of the abovementioned criteria.

1.4.13 As per the Communications Regulatory Authority of Namibia: Regulations in respect of Type approval and Technical Standards for Telecommunications Equipment, gazetted in the Government Gazette # 5659, General Notice # 22, the tenderer supplying equipment subjected to this regulations must ensure that all documentations required are obtained from the Regulator before importation. Failure to do so may lead to equipment being confiscated by Customs at the supplier's risk, and MTC hereby distances itself from any confiscated equipment.

1.5 SUMMARY OF DEADLINES

ACTION	DUE DATE
Tender documents availability	14 th December 2018
Briefing meeting	16 th January 2019 at 10h00
Submission of questions	16 th January 2019
MTC response to questions	17 th January 2019
Tender closing date	25 th January 2019, 14:30

1.6 QUESTIONS & ANSWERS

- 1.6.1 If required, companies may submit questions via email to the following e-mail address: tenders@mtc.com.na on or before the 16th January 2019.
- 1.6.2 All questions and answers thereto will be uploaded on the website by the 17th of January 2019
- 1.6.3 Communication between MTC and prospective companies, for the duration of this RFP, must only be through **Ms E. Nghiidipaa @ 061 280 2019 or enghiidipaa@mtc.com.na**. No direct communication or contact with any other party at MTC is permissible. Any such breach may disqualify the company.

1.7 TENDERER'S DESIGNATED LIASON

- 1.7.1 Companies must select a single designated contact person, through whom all communications between MTC and the company will take place:

Contact Name	
Designation	
Telephone	
Fax	
Email	
Signature	

1.8 REFERENCE LIST

Item	Company Name	Contact Person	Contact Details	Year of Service
1				
2				
3				
4				
5				

1.9 SUCCESSFUL TENDERER'S PERFORMANCE MANAGEMENT

1.9.1 The successful tenderer/s are subjected to annual performance reviews to be completed by the respective MTC representative or Procurement Officer responsible for the purchase. The review will be done at intervals to be decided upon by the Procurement department.

1.9.2 The performance reviews will amongst others cover the following issues:

- **RELIABILITY:** How reliably do you follow through on your commitments to MTC?
- **COST:** How closely did your final total costs correspond to your expectations at the beginning of the transaction?
- **ORDER ACCURACY:** How well did the product/service delivered matched your order specifications and quantity?
- **DELIVERY/TIMELINESS:** How satisfied is the appraiser about the timeliness of the product/service delivery?
- **QUALITY:** How satisfied is the appraiser about the quality of the product/service provided by your company?
- **DOCUMENTATION ACCURACY:** Does your company present its all and correct documents with its deliveries
- **PERSONNEL:** How satisfied is the appraiser about the attitude, courtesy, and professionalism of your company's staff?
- **CUSTOMER SUPPORT:** How satisfied is the appraiser about the customer support she/he received from your company?
- **RESPONSIVENESS:** How responsive is your company to information requests, issues, or problems that arose in the course of the transaction?

2. DECLARATION OF INTEREST FORM

Any deliberate omission in this declaration or the supplying of false information will be regarded in a serious light and may lead to an investigation and disqualification of the tender process.

Tenderer Name:		Tender #:	
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Description of Tender:	
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RELATION TO MTC EMPLOYEES/ MANAGEMENT/ DIRECTORS

I herewith declare that I have/am related – i.e. spouse (also fiancé or boyfriend/ girlfriend), parent, child, any other relation with the following MTC Employee(s)/ Member(s) of Management/ Board of Directors: *	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

CONFIRMATION OF FACTUAL INFORMATION

I confirm by signing this declaration that, to the best of my knowledge, the statements made above are factual and accurate and that I have taken note of all the sections. *

Full Name:	Signature:	Date:
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* Please initial in each box where applicable.

PART C – PROJECT SPECIFIC TERMS OF REFERENCE

1. BACKGROUND / OVERVIEW OF THE PROJECT:

The 9th Namibian Annual Music Awards (NAMA's) exist to recognize accomplishment in the Namibian music industry by celebrating those groups and individuals who have excelled in the past year. Artists enter themselves in categories of choice at no charge.

The 9th Namibian Annual Music Awards will open for entry in February 2019. An official announcement will be made at the Official Launch prior to the opening date through direct communication to the members, through NASCAM as well as public announcements through the media and website publishing. The closing date for entries will be in March 2019.

Entries received are then screened for compliance with the aforementioned rules and regulations to ensure that the entries were submitted in the correct category. The purpose of this process, known as Vetting, is to ensure that each entry is eligible and not at risk of disqualification later. The Steering/Vetting Committee of the Namibian Annual Music Awards will perform this function. No artistic or technical judgments are made about entries at this stage.

Qualifying entries are forwarded to the panel of Judges. (Please take note that these entries are not the final nominations yet)

Entries are forwarded to the judges who adjudicate according to defined guidelines, applying the assessment criteria for each category, their expert knowledge of artists, music, the market and in general to determine the Nominees in the various categories. (The public is not involved at this stage at all). All the categories in the awards, with the exception of Non-voting categories, are adjudicated by a panel of judges. Generally speaking, there might be a different panel for each category, but depending on the particular expertise of a judge, such a judge may serve on more than one panel or there may just be one panel of judges for all the categories. The panel of judges is reviewed annually. They are selected for their expertise in their respective fields.

Final nominations are announced at the Nomination Launch. Final judging process commences to determine the winners in the various categories. The judges have a 100% vote in all categories except the Song of the Year and Best Pan African Artist of the Year categories.

2. DETAILS

A. NOMINEES ANNOUNCEMENT EVENT:

- 500 high profile guests including key stakeholders, nominees, media
- Presence of a Senior Management of MTC
- High profile, yet contemporary and modern
- Never seen before entertainment to be planned in line with the agreed concept with MTC that must serve as a teaser for the main event
- Short speeches shall be made at the function by stakeholders
- Conceptualization of a 'Wow' moment to reveal the nominees at the event

B. AWARDS EVENTS:

- Friday Industry Awards event has now been cut out
- Main event with approximately 3,000 – 4,000 high profile guests including key stakeholders, nominees, media plus public
- 2-3 hours event and live broadcast on NBC and other African broadcasters like SoundCity and TraceTV
- Presence of a Senior Management team of MTC
- High profile, yet contemporary and modern
- Never seen before entertainment to be planned in line with the agreed concept with MTC
- Conceptualization of a 'Wow' moment to reveal the nominees and winners at the event
- Live performances across the schedule of the show
- With the event now in its 9th year, we expect a totally different wow factor not repeated in previous events to ensure we keep the adrenalin alive.

C. SINGLE MOST IMPORTANT REACTION TO ACHIEVE

- A lasting 'wow' experience never seen and experienced before and rewarding marketing platform for Namibian music and artists, of the stature that honors and awards but also elevates nominees and winners to a new dimension as artists and their careers, for artists, MTC and all stakeholders

D. REQUIREMENTS EXPECTED FROM THE TENDERERS:

A detailed proposal for event/production management, which includes:

- Creative Concept
- Execution Plan
- Overall management plan of all processes and procedures, committees and judges including vetting, rules steering committees
- Nominations event treatment, plan and execution
- Nominee workshop, treatment, plan and execution
- Main awards ceremony treatment, plan, execution
- Create and manage the NAMA website and social media pages.
- Source competent judges (local and international)
- After party treatment, plan and execution

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- Details of entertainment, F&B, décor etc.
 - Resource Plan
 - Budget – by phase and overall
 - Company profile with relevant experience
 - Secure category sponsors and other sponsors to compliment the project to fit within budget (therefore illustrate committed partners in your pitch) to the tune of 1.4 million Namibian dollars for cash prizes
 - Ability to source competent Namibian suppliers to the project (therefore demonstrate your ability and relationships with key Namibian suppliers)
 - Demonstrate extensive experience of similar projects, specifically in the production of an award ceremony of this magnitude.
- NOTE: ALL COSTS RELATED TO THE TENDER PITCH SHALL BE BORNE BY THE TENDERER FOR THE PROJECT AND NO REIMBURSEMENTS WILL BE MADE BY MTC.

3. EVALUATION PROCESS:

- Your response to this tender and your ability and willingness to sign a contract, which commits you to specific, measurable, continuously improving performance standards are the keys to winning this business.
 - The criteria for assessment of the proposals have been pre-determined. Proposals will be rated according to the following assessment criteria.
- Broadly, MTC will evaluate tenderers proposals based on the following criteria:
- Proposal that meets the creative objective of the project
 - Proposal that meets the timelines outlined for the project
 - A robust resource structure
 - A well thought out execution plan
 - Partner's ability to take on complete operations as a turnkey project
 - Best price / Budget presentation.
 - Your ability to show an extensive list of references in terms of visuals and portfolio of the successful past projects you've delivered of a project to the complexity and magnitude as the Namibian Annual Music Awards, in Namibia. Reference to other major projects outside of Namibia will be of added credit and benefit.
 - Comprehensively highlight practical important aspects and elements required in putting together a show of this magnitude from start to finish
- If shortlisted through the submission stage, you might be invited to provide an initial presentation and clarification of your proposal, to be attended by a panel of experts from MTC.
- This will be held a few working days after the closing date. MTC intends to fully understand your proposal, based on your Response document, the presentation and clarification, and subsequent follow up as necessary and as time permits, so that it can reasonably assess the proposal and its relative merits.
 - The MTC panel will determine the preferred service provider. The decision of MTC would be final and binding.

- MTC reserves the right to reject any and all bids without providing reason or justification for such rejection or to proceed with the process as mentioned in the Approach above. Any typographical error resulting in an arithmetic miscalculation shall be rectified with the Service Provider's consent. All unsuccessful responders will be notified by email as soon as possible. MTC is under no obligation to provide any reasons why a Company was or was not successful.

4. ELIGIBILITY

- The groups/companies/tenderers or entities that are associated with any local music label by whatever means of association shall not be considered for this project due to either direct or perceived conflict of interest which might compromise the credibility of the project. Thus all tenderers/companies/individuals or entity associated or that were associated in any manner to a local Namibian label either directly or indirectly, must attach a declaration to this effect on the company's letterhead. Failure to submit this declaration shall lead to automatic disqualification.
- All companies/entities irrespective of whether they are local or international may tender provided they can deliver on the expectations of the project.

5. PRICING SCHEDULE

- The tenderer must provide a detailed quotation clearly indicating the milestones of the project as the tenderer views and understands them.
- The tenderer must note that this is a turnkey project, which means that the tenderer needs to quote comprehensively for the entire project in order to successfully carry out all the milestones to make the NAMA awards 2019 a successful and wow event of the year. Variations after tender award will not be allowed.
- The tenderer needs to present a projected budget required for the turnkey project of this magnitude
- The tenderer needs to highlight at least 2 similar magnitude projects undertaken and how the pricing and budgeting of such undertaken projects were handled.