



**BIDDING DOCUMENTS**

**ISSUED ON : 19 JUNE 2026**

**COST : FREE**

**FOR**

**MAKE UP ARTISTS**

**Procurement Reference No: ONB/RFQ/NBC-MU 01/2026 (A)**

**CLOSING DATE : 02 JULY 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**



Our Ref: ONB/RFQ/NBC-MU 01/2026 (A)  
Your Ref:  
19 June 2026  
Enquiries: [pmu@nbc.na](mailto:pmu@nbc.na);  
[bboois-beukes@nbc.na](mailto:bboois-beukes@nbc.na)

Namibian Broadcasting Corporation  
PO Box 321  
Windhoek  
Namibia

## INVITATION LETTER

Dear Bidder

### **MAKE UP ARTISTS FOR MISS NAMIBIA AND MISS TEEN 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 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](mailto: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,

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**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](http://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](mailto:pmu@nbc.na).  
In case of huge documents, delivery to NBC PMU Office.

## **9. Submission of Quotations**

The quotation should be submitted on Thursday, 02 July 2026 at 12h00 noon (*local time*)

**Late quotations will be rejected.**

## **10. Opening of Quotations**

Thursday, 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**

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](http://www.nbc.na)* )

**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 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 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.]*

<b>Quotation Addressed to:</b>	
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.	



**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**

#### **Scope of Work & Technical Specifications**

##### **1. Project Background and Objective**

The Miss Namibia and Miss Teen Namibia Crowning Ceremony is a prestigious national event celebrating beauty, elegance, and cultural pride. The appearance and presentation of contestants are critical to maintaining the high standards and brand image of the pageant.

The primary objective of this contract is to secure professional make-up artistry services to ensure all participants are presented in a polished, camera-ready, and consistent manner. The selected service provider will play a pivotal role in enhancing contestants' confidence and ensuring a high-quality visual presentation optimized for both live audiences and high-definition (HD) broadcast platforms.

##### **2. Detailed Scope of Services**

The successful bidder will be required to deliver comprehensive make-up services across the following core areas:

- **2.1 Full Make-Up Application**
  - Provide professional, high-definition make-up services for all contestants, official judges, and designated VIP guests.
  - Ensure all applications are tailored to individual features while maintaining a flawless, stage-ready, and camera-friendly appearance suitable for intense event lighting.
- **2.2 Backstage Support and Touch-Ups**
  - Provide continuous, rapid-response touch-up services throughout the duration of the event.

- Maintain the pristine appearance of contestants under harsh stage lighting, during rapid wardrobe changes, and during event transitions.
- **2.3 Product Quality and Hygiene Standards**
  - Utilize exclusively premium, professional-grade, and long-lasting cosmetics (hypoallergenic and HD-compatible).
  - Adhere to strict industry hygiene and sanitation protocols, ensuring all tools, brushes, and products are sanitized between applications to guarantee participant safety.
- **2.4 Coordination and Professional Conduct**
  - Collaborate seamlessly with event stylists, wardrobe designers, hair professionals, and the core production team.
  - Maintain the highest level of professionalism, strict punctuality, and absolute adherence to the official event schedule and backstage guidelines.

### 3. Deliverables and Key Performance Indicators (KPIs)

To ensure successful execution, the preferred bidder will be evaluated on the following deliverables:

Deliverable	Performance Standard
<b>Consistent Visual Standards</b>	All contestants must feature a cohesive, high-quality look that translates seamlessly on camera and live stage.
<b>Time Management</b>	Strict adherence to the backstage timeline; zero delays in contestant transitions due to make-up requirements.
<b>Hygiene Compliance</b>	100% compliance with professional sanitary standards throughout the event.

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

**Priced Activity Schedule Authorised By:**

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Authorised for and on behalf of:</b>		<b>Company</b>	

**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. **ONB RFQ/NBC-MU 01/2026 (A)**) available on the website of the Public Entity ([www.nbc.na](http://www.nbc.na)) except were 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)	Namibian Broadcasting Corporation Cullinan Str. Box 321, Windhoek
Intended Completion Date GCC	The intended completion date is: 02 AUGUST 2026 <b>Place/Venue:</b> Trans Kalahari End Resort Die Dam Lodge, Gobabis
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Nico Mwiya at <a href="mailto:nmwiya@nbc.na">nmwiya@nbc.na</a> ; <a href="mailto:bboois-beukes@nbc.na">bboois-beukes@nbc.na</a>

GCC Clause Reference	Special Conditions
Site GCC 1.1(aa)	Trans Kalahari End Resort Die Dam Lodge, Gobabis
Start Date GCC 1.1(dd)	The Start Date shall be: <b>31 July - 01 August 2026</b>
The Works GCC 1.1(hh)	The Works consist of make-up application (Refer to Section III for detailed scope and requirements)
Interpretation GCC 2.2	The project shall be completed as a once off from: <b>31 July to 01 August 2026</b>
Interpretation GCC2.3	The following additional documents shall form part of the contract: Award letter; Purchase Order/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	<p>Any notice shall be sent to the following addresses: NBC PMU at <a href="mailto:pmu@nbc.na">pmu@nbc.na</a> and <a href="mailto:bboois-beukes@nbc.na">bboois-beukes@nbc.na</a></p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact's name shall be <b>NBC, Cullinan Street, Northern Industry, Windhoek.</b></p> <p>For the Service provider: the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be _____</p>
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.

GCC Clause Reference	Special Conditions
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
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) 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](http://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
<b>GCC 1.1 Effectiveness of Contract</b>	The contract shall be deemed to come into effect as from: acceptance of quotation

<b>GCC 1.3.1 Intended Completion date</b>	The project shall be completed as a once off from: <b>31 July to 01 August 2026</b>
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the NBC is PMU Office +264 (61) 291 3288/3164 Email: <a href="mailto:pmu@nbc.na">pmu@nbc.na</a>  The Authorized Representative of the Service Provider is:
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	None
<b>GCC 2.10 Performance Security</b>	None
<b>GCC 4.2 Contract Price</b>	The amount payable is: _____ once off.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider thirty (30) days after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices shall not be adjustable.

### QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation Invitation Letter	
Priced Activity Schedule	
Documents evidencing eligibility ( <b>Statutory Documents for Companies, Submit All</b> )	
Statutory Documents for Individuals ( <b>Certified ID Copy, Good Standing from NAMRA and proof of Bank account</b> )	
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.