

EXECUTIVE SUMMARY OF THE RFQ EVALUATION

- 1. Procurement number:** G/RFQ/UNAM-04/2024
- 2. The scope of the contract:** Supply and Delivery of UNAM Branded Graduation Scrolls to the University of Namibia
- 3. Estimated cost:** N\$ 158 000.00
- 4. Funding agency:** University of Namibia
- 5. Procurement method used:** Request for Quotations
- 6. Date of invitation of bids:** 28 February 2024
- 7. Closing date for submission of bids:** 15 March 2024
- 8. Date and place of opening of bids:** 15 March 2024, Unam Main Campus, Windhoek
- 9. Number of bids received:** 10
- 10. Bids Received :** 10

BIDDERS NAME		TOTAL COST (EXCL. VAT)
1.	Solitaire Press (Pty) Ltd	176,760.00
2.	Yzenco Investment cc	258,000.00
3.	Omani Investment cc	276,000.00
4.	Agregate Trading cc	275,700.00
5.	Swaco Industries Namibia (Pty) Ltd	228,600.00
6.	Geo Genius Investment cc	275,640.00
7.	Brendo promotions cc	398,520.00
8.	SNK Corporeal Investments cc	112,608.70
9.	Performance Development Centre cc	330,000.00
10.	Wealthnet Investments cc	2,760,000.00

11. STATUTORY DOCUMENTS EVALUATION

	Solitaire Press (Pty) Ltd	Yzenco Investment cc	Omani Investment cc	Agregate Trading cc	Swaco Industries Namibia (Pty) Ltd	Geo Genius Investment cc	Performance Development Centre cc	Wealthnet Investments cc	Brendo promotions cc	SNK Corporeal Investments cc
Bid Validity (90 days)	90	90	120	90	14	90	90	14	90	90
Quotation letter completed and signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Price Activity Schedule completed and signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Specifications & Compliance Sheet completed and signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bid securing declaration	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Company Registration	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tax Good standing Certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Social Security Certificate (Original or certified)	Yes	Yes	Yes	Yes	expired	Yes	Yes	Yes	Yes	Yes
AA compliance certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Government undertaking from Min of Labour	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Disqualification:

1. Swaco Industries Namibia (Pty) Ltd- The bidder was disqualified because they gave a bid validity period of 14 days instead of the 90 days required. The bidder also submitted an expired social security certificate.
2. Wealthnet Investments cc - The bidder was disqualified because they gave a bid validity period of 14 days instead of the 90 days required.

12. QUALIFICATION REQUIREMENT

The bids were evaluated based on the qualification requirements outlined in Section I of the bid document on point. The evaluation criteria focused on:

- Has the bidder submitted a sample?

BIDDERS NAME		Sample submitted	Sample meeting the specifications
1.	Solitaire Press (Pty) Ltd	Yes	No 350mm x 50mm
2.	Yzenco Investment cc	Yes	No 460mm x 50mm
3.	Omani Investment cc	Yes	No 410mm x 50mm
4.	Agregate Trading cc	Yes	Yes 410mm x 50mm
5.	Geo Genius Investment cc	Yes	Yes 410mm x 50mm
6.	Brendo promotions cc	Yes	No 500mm x 50mm
7.	SNK Corporeal Investments cc	Yes	Yes 420mm x 50mm
8.	Performance Development Centre cc	No	

Disqualification:

1. Solitaire Press (Pty) Ltd- the bidder was disqualified because their sample does not meet the required specifications.

2. Yzenco Investment cc- the bidder was disqualified because their sample does not meet the required specifications.

3. Omani Investment cc- the bidder was disqualified because their sample does not meet the required specifications.

4. Brendo promotions cc- the bidder was disqualified because their sample does not meet the required specifications.

5. Performance Development Centre cc- the bidder was disqualified because they failed to submit a sample.

13. FINANCIAL EVALUATION

BIDDERS NAME		TOTAL COST (EXCL. VAT)
1.	Agregate Trading cc	275,700.00
2.	Geo Genius Investment cc	275,640.00
3.	SNK Corporeal Investments cc	112,608.70

14. RECOMMENDATION

It's hereby recommended that the contract be awarded to **SNK Corporeal Investments cc** at the cost of **N\$ 112,608.70 (VAT excl.)** as they submitted the lowest responsive in terms of Section 55, Subsection 4 of the Public Procurement Act, 15 of 2015.