

EXECUTIVE SUMMARY OF THE RFQ EVALUATION

- 1. Procurement number:** NCS/RFQ/UNAM-04/2024
- 2. The scope of the contract:** Provision of graduation sound, projection and stage at UNAM Main campus and Southern Campus
- 3. Estimated cost:** N\$120,000.00
- 4. Funding agency:** University of Namibia
- 5. Procurement method used:** Request for Quotations
- 6. Date of invitation of bids:** 28 March 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:** 5
- 10. Summary of bids received:**5

No	Name of Bidders:	Main Campus	Southern Campus
1	Touchlight Audio & Stage cc	103,260.00	76,278.00
2	MTA Investments cc t/a Event Solutions	67,275.00	45,250.00
3	Chila International cc	59,703.00	71,294.00
4	Ombawe Conference World cc	55,040.20	76,389.00
5	Efdee Music Productions cc	61,900.00	57,300.00

11. STATUTORY DOCUMENTS EVALUATION

	Touchlight Audio & Stage cc	MTA Investments cc	Chila International cc	Ombawe Conference World cc	Efdee Music Productions cc
Validity (60 days)	60	60	60	60	60
Quotation letter completed and signed	Yes	Yes	Yes	Yes	Yes
Price Activity Schedule completed and signed	Yes	Yes	Yes	Yes	Yes
Specifications & Compliance Sheet completed and signed	Yes	Yes	Yes	Yes	Yes
Bid securing declaration	Yes	Yes	Yes	Yes	Yes
Company Registration	Yes	Yes	Yes	Yes	Yes
Tax Good standing Certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes
Social Security Certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes
AA compliance certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes
Government undertaking from Min of labour	Yes	Yes	Yes	Yes	Yes

12. TECHNICAL EVALUATION

The evaluation committee evaluated the remaining bid based on the Technical qualifications criteria outlined in the bidding document on page 3.

No	Mandatory Requirements	Touchlight Audio & Stage cc	MTA Investments cc	Chila International cc	Ombawe Conference World cc	Efdee Music Productions cc
2.1	Company's profile	Yes	Yes	Yes	Yes	Yes
2.2	Reference letters for similar services with full contact details of the referees (Bidder should have executed at least three events for a minimum of 1000 audiences in the past Five (5) years	Yes	Yes	Yes	No	Yes

Disqualifications:

1. Ombawe Conference World cc- the bidder was disqualified because they have not submitted relevant reference letters.

13. FINANCIAL EVALUATION

No	Name of Bidders:	Main Campus	Southern Campus
1	Touchlight Audio & Stage cc	103,260.00	76,278.00
2	MTA Investments cc t/a Event Solutions	67,275.00	45,250.00
3	Chila International cc	59,703.00	71,294.00
4	Efdee Music Productions cc	61,900.00	57,300.00

CLARIFICATION: Chila International cc only quoted for one day for lot one instead of two. Their revised quote for lot 1 is N\$ 96,676.00.

14. RECOMMENDATION

The contract should be awarded to the following bidders per lot in terms of Section 55 Subsection 4 of the Public Procurement Act, 15 of 2015.

Lot 1: Efdee Music Productions cc N\$ 61,900.00 (0% VAT)
Lot 2: MTA Investments cc t/a Event Solutions N\$ 45,250.00 (VAT excl.)