

## EXECUTIVE SUMMARY OF THE RFQ EVALUATION

- 1. Procurement number:** NCS/RFQ/UNAM-05/2024
- 2. The scope of the contract:** Provision of Graduation Décor for UNAM Southern Campus, Keetmanshoop
- 3. Estimated cost:** N\$ 50,000.00
- 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:** 4
- 10. Summary of bids received:**4

No	Name of Bidders:	Total Cost. (Vat Excl)
1	Tonga Industrial Solutions cc	50,200.00
2	Els Trading cc	25,500.00
3	Rajoka Trading cc	91,500.00
4	Ombawe Conference World cc	79,970.00

## **11. STATUTORY DOCUMENTS EVALUATION**

	Tonga Industrial Solutions cc	Els Trading cc	Rajoka Trading cc	Ombawe Conference World cc
<b>Validity (90 days)</b>	30	90	30	90
<b>Quotation letter completed and signed</b>	Yes	Yes	Yes	Yes
<b>Price Activity Schedule completed and signed</b>	Yes	Yes	Yes	Yes
<b>Specifications &amp; Compliance Sheet completed and signed</b>	Yes	Yes	Yes	Yes
<b>Bid securing declaration</b>	Yes	Yes	Yes	Yes
<b>Company Registration</b>	Yes	Yes	Yes	Yes
<b>Tax Good standing Certificate (Original or certified)</b>	expired	Yes	Yes	Yes
<b>Social Security Certificate (Original or certified)</b>	Yes	Yes	Yes	Yes
<b>AA compliance certificate (Original or certified)</b>	Yes	Yes	No	Yes
<b>Government undertaking from Min of labour</b>	Yes	Yes	Yes	Yes

Disqualifications:

1. Tonga Industrial Solutions cc- the bidder was disqualified because they gave a bid validity period of 30 days instead of the required 90days. The bidder also submitted an expired tax good standing certificate.
2. Rajoka Trading cc- the bidder was disqualified because they gave a bid validity period of 30 days instead of the required 90days. The bidder also failed to submit an AA compliance certificate.

## **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	Els Trading cc	Ombawe Conference World cc
2.1	Reference letters for similar services with full contact details of the referees ( Bidder should have executed at least two similar events in the past Five (5) years	<b>Yes</b>	Yes

### **13. FINANCIAL EVALUATION**

<b>No</b>	<b>Name of Bidders:</b>	<b>Total Cost( excl VAT)</b>
1	<b>Els Trading cc</b>	<b>25,500.00</b>
2	Ombawe Conference World cc	79,970.00

### **14. RECOMMENDATION**

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

**Els Trading cc N\$25,500.00 (VAT excl.)**