

EXECUTIVE SUMMARY

- 1. Procurement number:** SC/RP/UNAM-02/2024
- 2. The scope of the contract:** The Provision of External Audit Services for the period of three (3) years to the University of Namibia
- 3. Estimated cost:** N\$ 5, 000,000.00.
- 4. Funding agency:** University of Namibia
- 5. Procurement method used:** Request for Proposal
- 6. Date of invitation of bids:** 15 April 2024
- 7. Closing date for submission of bids:** 23 May 2024, 15H00
- 8. Date and place of opening of bids:** 23 May 2024, Unam Main Campus, Windhoek
- 9. Number of bids received:** 5.
- 10. Summary of bids received:** 5.

#	Bidders Name
1.	PWC Namibia
2.	BDO Namibia
3.	PKF/FCS Auditors
4.	GRAND Namibia
5.	Mostert Landgrebe Chartered Accountants and Auditors

11. STATUTORY DOCUMENTS EVALUATION

	PWC NAM	BDO NAM	PKF/FCS	GRAND	MOSTERT
Company Registration	Yes	Yes	Yes	Yes	Yes
Tax Good Standing Certificate	Yes	Yes	Yes	Yes	Yes
Social Security Good Standing Certificate	Yes	Yes	Yes	Yes	Yes
Affirmative Action compliance certificate	Yes	Yes	Yes	Yes	Yes
Bid bid-securing declaration is signed	Yes	Yes	Yes	Yes	Completed but not signed
Government undertaking from Min of Labour	Yes	Yes	Yes	Yes	Yes

Disqualifications

	Company name	Reasons for disqualification
1.	Mostert Landgrebe Chartered Accountants and Auditors	The bidder was disqualified from further consideration because they did not sign the bid securing declaration. Both the original and copy of the bid was inspected

12. TECHNICAL EVALUATION

The evaluation committee evaluated the remaining bids based on the Technical evaluation criteria outlined in the bidding document on page 28. The bidders were on the following criterion:

- a) Experience of the prospective external audit firm in public sector environment, 5 years of experience minimum;
- b) Technical approach
- c) Experience of the team leader to be used for the assignment(in the public sector)
- d) Qualification of the team leader to be used for the assignment
- e) Quality control'
- f) Independence and objectivity
- g) The minimum score required for a bidder to proceed to the financial evaluation was set as 70% in the bidding documents. The outcomes of the technical evaluation is outlined below

Technical Evaluation	BDO	Grand Namibia	PKF/FCS	PWC
Company Experience of prospective external audit firm in a public sector environment, 5 years minimum	20	20	20	20
Technical approach	20	20	20	20
Experienced of the team leader to be used for the assignment (in the public sector)	15	15	15	15
Qualification of the team leader to be used for the assignment.	15	15	15	15
Quality control	15	15	15	15
Independence and objectivity	15	15	15	7.5
Detailed specification sheet with pictures of the proposed equipment.	15	15	15	15
Total	100%	100%	100%	92.5%

13. Financial Evaluation

The responsive bids were evaluated based financially in accordance with the requirements.

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

	Company name	Bid Price	Financial Score
1.	PWC Namibia	N\$7,921,201.00	56.57%
2.	BDO Namibia	N\$4,481,000.00	100%
3.	PKF/FCS Auditors	N\$6,944,669.00	64.52%
4.	Grand Namibia	N\$5,594,000.00	80.10%

14. Final Score/Total Score

The Quality and Cost selection method was used for this procurement process where the quality (technical evaluation) contributed a total weight of 70% while the cost contributed a weight of 30%.

The weights given to the Technical and Financial Proposals are: **T = 70%** **P = 30%**

T = St/100 x 70 **P = Sf/100 x 30**

	Company name	Technical Score	Technical Contribution to final score	Financial Score	Financial Contribution to final score	Final Score
1.	PWC Namibia	92.5	64.8	56.57	17	81.8
2.	BDO Namibia	100	70	100	30	100
3.	PKF/FCS Auditors	100	70	64.52	19.3	89.3
4.	Grand Namibia	100	70	80.10	24	94

15. RECOMMENDATION

Lowest responsive bidder – **BDO Namibia** for **N\$ 4 481 000.00 VAT Exclusive.**