

EXECUTIVE SUMMARY OF THE RFQ EVALUATION

1. **Procurement number:** G/RFQ/UNAM-03/2024
2. **The scope of the contract:** Supply and Delivery of Examination Materials to the University of Namibia
3. **Estimated cost:**
4. **Funding agency:** University of Namibia
5. **Procurement method used:** Request for Quotations
6. **Date of invitation of bids:** 25 March 2024
7. **Closing date for submission of bids:** 21 February 2024
8. **Date and place of opening of bids:** 25 March 2024, Unam Main Campus, Windhoek
9. **Number of bids received:** 11

1. **BIDS RECEIVED:**

BIDDERS NAME		TOTAL COST (EXCL. VAT)
1.	KODI INVESTMENT CC	3,258,600.00
2.	SWACO INDUSTRIES NAMIBIA (PTY) LTD	1,211,990.00
3.	SOSSUSVLEI TRADING CC	1,444,410.00
4.	SOFTCORE TRADING CC	1,516,330.00
5.	JOHN MEINERT PRINTING	784,200.00
6.	DREAM PRINT CENTRE CC	6,319,130.43
7.	SOLITAIRE PRESS (PTY) LTD	1,609,286.00
8.	WETUPA DISTRIBUTORS	1,973,160.00
9.	EBBRIE GENESIS STATIONER CC	1,296,300.00
10.	TYPOPRINT (PTY) LTD	817,930.00
11.	TAAPHILL INVESTMENTS CC	1,352,340.00

2. STATUTORY DOCUMENTS EVALUATION

#	BIDDER	Bid Validity Period (90 days req)	BSD	Company Registration	Min. of Finance	SSC	Min. of Labour undertaking	EE Certificate
1.	KODI INVESTMENT CC	Not Indicated	YES	YES	YES	YES	YES	YES
2.	SWACO INDUSTRIES NAMIBIA (PTY) LTD	14	YES	YES	YES	YES	YES	YES
3.	SOSSUSVLEI TRADING CC	90	YES	YES	YES	YES	YES	YES
4.	SOFTCORE TRADING CC	90	YES	YES	YES	YES	YES	YES
5.	JOHN MEINERT PRINTING	90	YES	YES	YES	YES	YES	YES
6.	DREAM PRINT CENTRE CC	90	YES	YES	YES	YES	YES	YES
7.	SOLITAIRE PRESS (PTY) LTD	90	YES	YES	YES	YES	YES	YES
8.	WETUPA DISTRIBUTORS	90	YES	YES	YES	YES	YES	YES
9.	EBBRIE GENESIS STATIONER CC	90	YES	YES	YES	YES	YES	YES
10.	TYPOPRINT (PTY) LTD	90	YES	YES	YES	YES	YES	YES
11.	TAAPHILL INVESTMENTS CC	90	YES	YES	YES	YES	YES	YES

Disqualifications:

- a) KODI INVESTMENT CC – the bidder was disqualified because they failed to indicate a bid validity period.
- b) SWACO INDUSTRIES NAMIBIA (PTY) LTD- the bidder was disqualified because they indicated a bid validity priod of 14 days instead of the 90 days required.

3. QUALIFICATION REQUIREMENT

The bidders were required to submit documentary evidence to prove that they have the financial capacity to complete the project. The proof required was in the form of liquid assets or a credit facility to the value of not less than 20% of their bid price. Acceptable proof of liquid assets should be in a form of (i) a stamped bank statement, (ii) overdraft letter from a registered financial institution or (iii) a printing material supplier letter showing the credit limit and it should have been issued within the past three months.

#	BIDDER'S NAME	COMPLETION CERTIFICATE OR REFERENCE LETTERS	PROOF OF LIQUID ASSETS
1.	SOSSUSVLEI TRADING CC	No	No
2.	SOFTCORE TRADING CC	No	No
3.	JOHN MEINERT PRINTING	Yes	Yes
4.	DREAM PRINT CENTRE CC	Yes	No
5.	SOLITAIRE PRESS (PTY) LTD	Yes	Yes
6.	WETUPA DISTRIBUTORS	No	No
7.	EBBRIE GENESIS STATIONER CC	Yes	Yes
8.	TYPOPRINT (PTY) LTD	Yes	No
9.	TAAPHILL INVESTMENTS CC	No	Yes

(a) Disqualifications

The following bidders were disqualified from further evaluation for the following reasons:

#	Bidder's name	Reason for disqualification
1.	SOSSUSVLEI TRADING CC	The bidder was disqualified because they failed to provide two or relevant reference letters or completion certificates. The bidder also failed to provide relevant proof of financial capacity.
2.	SOFTCORE TRADING CC	The bidder was disqualified because they failed to provide two or relevant reference letters or completion certificates. The bidder also failed to provide relevant proof of financial capacity.
3.	DREAM PRINT CENTRE CC	The bidder was disqualified because they failed to provide relevant proof of financial capacity.
4.	WETUPA DISTRIBUTORS	The bidder was disqualified because they failed to provide two or relevant reference letters or completion certificates. The bidder also failed to provide relevant proof of financial capacity.

5.	TYPOPRINT (PTY) LTD	The bidder was disqualified because they failed to provide relevant proof of financial capacity.
6.	TAAPHILL INVESTMENTS CC	The bidder was disqualified because they failed to provide relevant proof of financial capacity.

4. TECHNICAL EVALUATION

(j) The bids were evaluated based whether the bidder submitted samples of the following goods,

- 1x Sealable Envelope
- 1 x First Opportunity Examination Answer Booklet
- 1 x Attendance Slip /Receipt of Script Envelope
- 1 x Attendance Register/ Examination Script Submitted Slip

#	BIDDER'S NAME	Sealable Envelope	First Opportunity Examination Answer Booklet	Attendance Slip /Receipt of Script Envelope	Attendance Register/ Examination Script Submitted Slip
1.	JOHN MEINERT PRINTING	No	No	Yes	No
2.	SOLITAIRE PRESS (PTY) LTD	Yes	Yes	Yes	Yes
3.	EBBRIE GENESIS STATIONER CC	Yes	Yes	Yes	Yes

5. FINANCIAL EVALUATION

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

			SOLITAIRE PRESS (PTY) LTD	EBBRIE GENESIS STATIONER CC	JOHN MEINERT PRINTING
Description of Goods	QTY	Unit of measures	Total price excl VAT NAD	Total price excl VAT NAD	Total price excl VAT NAD
Black Sealable Envelopes for First Opportunity Examination Question Papers	20,000	EA	129,540.00	112,000.00	NQ
Red Sealable Envelopes First Opportunity Examination Answer Scripts	20,000	EA	129,540.00	112,000.00	NQ
Blue Sealable Envelopes Second Opportunity Examination Question Papers	10,000		89,880.00	56,000.00	NQ
Green Sealable Envelopes Second Opportunity Examination Answer Scripts	10,000	EA	89,880.00	56,000.00	NQ
First Opportunity Examination Answer Books (Blue)	280,000	EA	707,000.00	602,000.00	No Sample
Second Opportunity Exams Answer Books (Purple)	130,000	EA	371,020.00	286,000.00	No Sample
Promotional Examination Answer Books (Green)	3000		18,051.00	9,300.00	No Sample
Attendance Slips /Receipts of Scripts Envelopes (White)	35,000	EA	61,390.00	52,500.00	55,100.00
Attendance Register/ Examination Script Submitted Slip -separate (Blue & Purple)	35,000	EA	12,985.00	10,500.00	No Sample

6. RECCOMENDATION

It's hereby recommended that the contract be awarded as follows to the lowest responsive bidders for each lot in terms of Section 55, Subsection 4 of the Public Procurement Act, 15 of 2015.

Name of Bidders:	Award Amount (Excl. VAT)	Lots
EBBRIE GENESIS STATIONER CC	1,296,300.00	1 -9