

EXECUTIVE SUMMARY

1. **Procurement number:** SC/RP/UNAM -03/2024
2. **The scope of the contract:** Provision Of Finance, Accounting, And Payroll Administration Services To The Unam Foundation For A Period Of Three Years
3. **Estimated cost:** N\$576,000.00.
4. **Funding agency:** University of Namibia
5. **Procurement method used:** Request for Proposal
6. **Date of invitation of bids:** 22 April 2024
7. **Closing date for submission of bids:** 22 May 2024, 15H00
8. **Date and place of opening of bids:** 22 May 2024, Unam Main Campus, Windhoek
9. **Number of bids received:** 2.
10. **Summary of bids received:** 2.

#	Bidders Name
1.	Windhoek Accounting & Taxation
2.	Vital Financial Consulting

11. STATUTORY DOCUMENTS EVALUATION

	Windhoek Accounting	Vital Financial
Is the bidder eligible to partake in public procurement?	Yes	Yes
Pages of the bid signed and initialized by the authorized person were entries or amendments made?	Yes	Yes
Has the bidder submitted a power of attorney?	Yes	Yes
Company Registration	Yes	Yes
Tax Good Standing Certificate	Yes	Yes
Social Security Good Standing Certificate	Yes	Yes
Affirmative Action compliance certificate	Yes	Yes
Bid securing declaration is signed	Yes	Yes
Government undertaking from Ministry of Labour	Yes	Yes
Completed and signed Technical Bid Submission Form	Yes	Yes

12. TECHNICAL EVALUATION

The evaluation committee evaluated the remaining bid based on the technical requirements outlined in the bidding document on pages 27-28. The bidder was evaluated on the following criteria:

- a) Company experience in providing finance and accounting services;
- b) Company experience in providing payroll and administration services
- c) Methodology to be used for the assignment;
- d) Organizational risk mapping and mitigation approach;
- e) Experience of the lead consultant for finance and administration to be used for the assignment;
- f) The lead consultant should have a valid registration with the Institute of Chartered Accountants of Namibia (ICAN) or Chartered Institute of Management Accountant (CIMA);
- g) Payroll consultant's qualification;
- h) Payroll consultant's experience.

#	Criterion	Total Score per criteria	Windhoek Accounting	Vital Financial
	Company experience in providing finance and accounting services;	15	15	15
	Company experience in providing payroll and administration services	15	0	5

	Methodology to be used for the assignment;	15	15	15
	Organizational risk mapping and mitigation approach;	10	0	10
	Experience of the lead consultant for finance and administration to be used for the assignment;	15	7.5	15
	The lead consultant should have a valid registration with the Institute of Chartered Accountants of Namibia (ICAN) or Chartered Institute of Management Accountant (CIMA);	10	10	10
	Payroll consultant's qualification;	10	5	0
	Payroll consultant's experience.	10	0	0
	Total Score	100	52.5	70

Non-responsiveness:

No.	Bidder	Reasons
1.	Windhoek Accounting	The bidder obtained 52.5% which is below the acceptable score of 70%. Therefore, the bidder is non-responsive

13. FINANCIAL EVALUATION

The responsive bid was evaluated based financially in accordance with the requirements.

	Company name	Bid Price (Exclusive VAT)
1.	Vital Financial Consulting	N\$617,260.80

14. RECOMMENDATION

Lowest responsive bidder –Vital Financial Consulting at a cost of N\$ 617,260.80 excluding VAT