

EXECUTIVE SUMMARY OF THE RFQ EVALUATION

1. **Procurement number:** NCS/ONB/UNAM – 01/2024
2. **The scope of the contract:** Examination and evaluation of bids for the provision of Shuttle services to the University of Namibia for a period of three (3) years
3. **Estimated cost:** N/A
4. **Funding agency:** University of Namibia
5. **Procurement method used:** Request for Sealed Quotations
6. **Date of invitation of bids:** 14 October 2024
7. **Closing date for submission of bids:** 15 November 2024
8. **Date and place of opening of bids:** 15 November 2024, Unam Main Campus
9. **Number of bids received:** 1

1. BIDS RECEIVED:

BIDDERS NAME		TOTAL COST (EXCL. VAT) N\$
1.	JEK Tours and Transfers CC	

1. Preliminary Examination of Bids (Administrative and mandatory requirements)

	JEK Tours
Is the bidder eligible to partake in public procurement?	Yes
Pages of the bid signed and initialized by the authorized person were entries or amendments made?	Yes
Has the bidder submitted a power of attorney?	Yes
Company Registration Certificate	Yes
Tax Good Standing Certificate	Yes

Social Security Good Standing Certificate	Yes
Affirmative Action compliance certificate	Yes
Government undertaking from Ministry of Labour	Yes
Bid securing declaration is signed	Yes
Completed and signed Technical Bid Submission Form	Yes

2. STATUTORY DOCUMENTS EVALUATION

2. Evaluation of Bids (Administrative and mandatory requirements)

The Evaluation Committee examined the bids to determine whether bids comply with all administrative requirements of the Bidding Document. The Evaluation Committee used the following administrative compliance grid to assess the compliance of each of the bids with the requirements stipulated in the bidding documents

3. TECHNICAL EVALUATION

The bids were evaluated to ascertain whether they have the required experience as requested in the bidding document. The following criterion was used.

Technical Criteria	JEK Tours (Yes/No)												
<p>Company experience Has the bidder provided evidence that they have at least two years of experience operating a shuttle? (At least two relevant reference letters from previous/current <u>Corporate Clients</u> should be submitted as evidence)</p>	<p>NO - Only one reference letter from The Weinberg</p>												
<p>Staff experience Has the bidder evidence that they have at least two drivers with PDP licences? (CVs accompanied by certified copies of PDP licences should be submitted as evidence)</p>	<p>NO – Only one driver’s license with PDP submitted. No CVs attached</p>												
<p>Passenger Liability Insurance Has the bidder provided evidence that they have valid passenger liability insurance of not less than N\$5,000,000? (An insurance cover note with the schedule should be submitted as proof of cover)</p>	<p>YES</p>												
<p>Proof of vehicles Has the bidder provided evidence that they have the required vehicles per site as outlined the tables below? (<u>Proof of vehicle ownership or Letter of Intent to lease vehicles accompanied by the proof of ownership of the lessor should be submitted as evidence</u>)</p> <p>a) The total number of vehicles required for the Windhoek area is as follows:</p> <table border="1" data-bbox="245 1478 716 1583"> <thead> <tr> <th>Type of vehicle</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>5-seater</td> <td>2</td> </tr> <tr> <td>1 x 7-seater or larger</td> <td>1</td> </tr> </tbody> </table> <p>b) The total number of vehicles required for the Northern area is as follows:</p> <table border="1" data-bbox="245 1650 716 1755"> <thead> <tr> <th>Type of vehicle</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>5-seater</td> <td>1</td> </tr> <tr> <td>1 x 7-seater or larger</td> <td>1</td> </tr> </tbody> </table>	Type of vehicle	Quantity	5-seater	2	1 x 7-seater or larger	1	Type of vehicle	Quantity	5-seater	1	1 x 7-seater or larger	1	<p>NO – Only 2x 7-seater and 1x Quantum with proof of ownership under JEK tours provided and no 5-seater.</p>
Type of vehicle	Quantity												
5-seater	2												
1 x 7-seater or larger	1												
Type of vehicle	Quantity												
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1 x 7-seater or larger	1												

4. Recommendation

It was recommended that the bid be cancelled, as the only bidder was non-responsive.
