



## EXECUTIVE SUMMARY OF BID EVALUATION REPORT

(In terms of Section 55 (8) of the Public Procurement Act, 2015 (Act No. 15 of 2015))

**Project Title:** Subscription of Hosting Server for E-Learning.

**Reference Number of Procurement:** G/RFQ/NPM85/2021-2022.

1. **Scope of Contract:** Subscription of Hosting Server for E-Learning.
2. **Procurement method used:** Request for Sealed Quotation
3. **Date of Invitation of Bids:** 26 October 2021
4. **Closing date for submission of bids:** 29 November 2021
5. **Date and place of opening of bids:** 29 November 2021, NIPAM Campus
6. **Number of bids received by the closing date:** Four (4)
7. **Responsiveness of Bids:** Four (4) bidders submitted their bids.

### 7.1. Phase 1: Evaluation of Administrative and Legal Compliance (Mandatory Documents Requirements).

The table below illustrates the summary of bids in terms of responsiveness to mandatory documents during the first evaluation phase of administrative and legal compliance.

#	Bidder's Name	Compliant / Non-Compliant	Reasons Non-Compliant
1.	Xylo Technologies	Does not meet Requirement	Failed to submit a certified copy of Affirmative Action Compliance Certificate or Exemption in terms of Section 42 of Affirmative Action Act, 1998 thereof issued by Employment Equity Commission.
2.	Gadgets Namibia	Compliant	Not applicable
3.	Virtua Technologies	Compliant	Not applicable

Directors: George Simataa (Chairperson), Nashilongo K. Shivute (Vice-Chairperson), Petrus T. Nevonga, Theo Mberirua, Petrus Shigwele, Walde Ndevashiya, Heritha Muyoba, Evelyn Naris-Zimba, Delvaline Mowes.

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4.	Green Enterprise Solution	Compliant	Not applicable
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## 8. Phase 2. Evaluation of Technical Proposal

The table below illustrates the bidder's technical evaluation compliance in response to the terms of reference (Scope of Work).

#	Bidder's Name	Required Minimum Score 100% representing (70% of the weightage)	Qualified / Not Qualified
1.	Gadgets Namibia	100%	Qualified
2.	Virtua Technologies	0%	Not Qualified
3.	Green Enterprise Solution	100%	Qualified

## 9. Phase 3: Evaluation of Financial Proposal:

The table below illustrates the evaluation performance of bidders after archiving the required minimum technical score, and thus had their financial proposals evaluated based on the below formula:  $[(\text{Budgeted Amount (45,012.01)} / \text{Quotation Amount}) * 100\%]$

Name	Proposed Amount (VAT Inclusive) N\$	Scored Points	Ranked
Gadgets Namibia	34,000.00	132.38	1
Green Enterprise Solution	217,919.25	20.65	2

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## 10. Final Evaluations on Weighted Average:

This table illustrates the final score of the highest top two bidders on the technical and financial evaluations calculated based on the following weighted formula: [(Technical Score)\*70%]+[(Quotation "Financial Score Part 1")\*30%]

Name	Scored Points on Financial "Part 1"	Final Score Points "Part 2" Weighted Average	Rank
Gadgets Namibia	132.38	109.71	1
Green Enterprise Solution	20.65	76.19	2

## 11. Recommended Bid:

Based on the above evaluations, Gadgets Namibia scored the highest on both the financial and the weighted average. Gadgets Namibia submitted the lowest financial proposal of N\$34,000.00 that is within the budget provision of N\$45,012.01 for this procurement activity.

This procurement will be awarded to Gadgets Namibia at a cost of **N\$34,000.00**.

Yours sincerely,

Ms Maria N. Nangolo  
Accounting Officer



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