



# 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:** Provision of Cleaning and Gardening of the NIPAM Yard.

**REFERENCE NUMBER OF PROCUREMENT:** NC/RFQ/NPM-002/2022.

1. **Scope of Contract:** Cleaning and Gardening Services.
2. **Procurement method used:** Request for Quotation
3. **Date of Invitation of Bids:** 03 May 2022
4. **Closing date for submission of bids:** 31 May 2022
5. **Date and place of opening of bids:** 31 May 2022, NIPAM Campus
6. **Number of submissions received by the closing date:** Sixteen (16)
7. **Responsiveness of Bids:** Seven (7) bidders submitted responsive 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.	Ome Trading Enterprise	Compliant	N/A
2.	Amushila Investment CC	Compliant	N/A
3.	Kavehepa Cleaning Services	Compliant	N/A
4.	Gwambike Investment CC	Compliant	N/A
5.	Four-U Investment CC	Compliant	N/A
6.	Luhamoho Trading Enterprise	Compliant	N/A
7.	Tenge Investment CC	Compliant	N/A
8.	Ewapalo Trading Enterprise	Compliant	N/A

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9.	Amutanga Trading Enterprise	Compliant	N/A
10.	Alaska Cleaning Services	Compliant	N/A
11.	Performance Development Center	Compliant	N/A
12.	Gift Hamper Trading	Compliant	N/A
13.	Shitaka Technical Services	Compliant	N/A
14.	Power Investment cc	Compliant	N/A
15.	Clean Cut Trading cc	Compliant	N/A
16.	Precious and Gracious Investment	Compliant	N/A

### 8. Phase 2. Evaluation of Technical Proposals:

The table below illustrates bidders' 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.	Ome Trading Enterprise	92.5	Qualified
2.	Amushila Investment CC	53	Not Qualified
3.	Kavehepa Cleaning Services	97.5	Qualified
4.	Gwambike Investment CC	36.75	Not Qualified
5.	Four-U Investment CC	51.50	Not Qualified
6.	Luhamoho Trading Enterprise	62	Not Qualified
7.	Tenge Investment CC	82.5	Qualified
8.	Ewapalo Trading Enterprise	78	Qualified
9.	Amutanga Trading Enterprise	15	Not Qualified

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10.	Alaska Cleaning Services	70	Qualified
11.	Performance Development Center	41	Not Qualified
12.	Gift Hamper Trading	5	Not Qualified
13.	Shitaka Technical Services	35	Not Qualified
14.	Power Investment cc	72	Qualified
15.	Clean Cut Trading cc	82	Qualified
16.	Precious and Gracious Investment	35	Not Qualified

### 9. Phase 3: Evaluation of Financial Proposal (A)

The table below illustrates the evaluation performance of bidders after archiving the required minimum technical score and thus the estimated budget provision against bidders' financial proposals. Calculated based on this formula:  $[(\text{Budgeted Amount (180,000.00)} / \text{Quotation Amount}) * 100\%]$

Name	Proposed Amount (VAT Inclusive) N\$	Scored Points	Rank
Kavehepa Cleaning Services [[180,000.00/11,295.00]*100]	11,295.00	1594	3
Ome Trading [[180,000.00/10,500.00]*100]	10,500.00	1714.2	2
Tenge Investment cc [[180,000.00/14,130.00]*100]	14,130.00	1274	5
Clean Cut Trading [[180,000.00/10,000.00]*100]	10,000.00	1800	1
Ewapalo Trading Enterprise [[180,000.00/13,225.00]*100]	13,225.00	1361	5
Power Investment [[180,000.00/20,700.00]*100]	20,700.00	869.5	6
Alaska Cleaning Services [[180,000.00/290,000.00]*100]	290,000.00	62	7

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## 10. Final Evaluations (B)

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

Name	Scored Points on Financial "A"	Final Financial Score Points "B"	Rank
Clean Cut Trading [(82*70%+1800*30%)]	1800	597.4	1
Ome Trading [(92.5*70%+1714.2*30%)]	1714.2	579.2	2
Kavehepa Cleaning Services [(97.5*70%+1594*30%)]	1594	546.5	3

## 11. Recommended Bid:

Based on the above evaluations, Clean Cut Trading scored the highest, as indicated above. Clean Cut Trading scored higher than the other bidders. Their financial proposal of N\$10,000.00 is the most economically advantageous, substantially responsive and considered suitable and affordable for the award for this procurement activity "Cleaning and Gardening Services of the NIPAM Yard" for the next three (3) years.

Yours sincerely,

Ms Maria N. Nangolo  
Accounting Officer



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