

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

**(In terms of Section 55 (8) of the Public Procurement Act Amendment Act
(Act No. 3 of 2022))**

PROJECT NAME: SUPPLY AND DELIVERY OF PROMOTIONAL ITEMS

PROCUREMENT REFERENCE No: G/RFQ/NPM-02/22/23

1. **SCOPE OF CONTRACT:** SUPPLY AND DELIVERY OF PROMOTIONAL ITEMS
2. **PROCUREMENT METHOD:** Goods: Request for Sealed Quotation
3. **DATE OF INVITATION:** 1 March 2023
4. **CLOSING DATE FOR SUBMISSION OF BIDS:** 31 March 2023
5. **DATE AND PLACE OF OPENING OF BIDS:** 31 March 2023, NIPAM Campus
6. **NUMBER OF OFFERS RECEIVED ON TIME:** Sixteen (16)
7. **RESPONSIVENESS OF BIDS:**

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

7.1.1 The below summary illustrates the findings on received bids regarding legal compliance with mandatory documents.

Two (2) bidders failed to submit all required mandatory documents and were disqualified, are as follows:

- (i) Theeco Trading CC – Did not submit a written undertaking as contemplated in section 138 (2) of the labour Act,2007; and
- (ii) Shakai Investments – Did not submit their Certificate of Incorporation / Founding Statement.

7.1.2. Fourteen (14) bidders submitted the required mandatory documents, as listed below, and proceeded to the technical evaluation stage.

- (i) Kayakez Investment
- (ii) Mykonos Investment
- (iii) Alex Wick Trading
- (iv) Spice Corporate Gifts
- (v) Sibanye Supply
- (vi) Goldenberries Investment
- (vii) Vybrands Advertising
- (viii) KM Stone Investment
- (ix) Lincoln Brown Advertising
- (x) Namlink Trading
- (xi) I-Gift and Pro-Safe Clothing CC
- (xii) Medline industries
- (xiii) Hieroglyphics Trading
- (xiv) Bluesky Technology

7.2. Phase 2: Technical Evaluations:

The technical stage required bidders to attain minimum score points of 100% to proceed to the financial evaluation stage, and the score performances are as indicated below:

- (i) Kayakez Investment - 100%
- (ii) Mykonos Investment - 100%
- (iii) Alex Wick Trading - 100%
- (iv) Spice Corporate Gifts - 100%
- (v) Sibanye Supply - 100%
- (vi) Goldenberries Investment - 100%
- (vii) Vybrands Advertising - 100%
- (viii) KM Stone Investment - 100%
- (ix) Lincoln Brown Advertising - 100%
- (x) Namlink Trading - 100%
- (xi) I-Gift and Pro-Safe Clothing CC - 100%
- (xii) Medline industries - 100%
- (xiii) Hieroglyphics Trading - 100%
- (xiv) Bluesky Technology - 100%

7.3. Phase 3: Financial Evaluation:

7.3.1 The budget provision for the supply and delivery of promotional items is N\$672,111.00.

7.3.2 The bidder's financial proposals are listed below:

- (i) I-Gift and Pro-Safe Clothing CC - N\$ 68,479.11
- (ii) Spice Corporate Gift - N\$ 81,479.86
- (iii) Namlink Trading - N\$ 89,786.25
- (iv) Vybrand Advertising - N\$ 95,438.50
- (v) Golden Barries Investment - N\$ 96,037.31
- (vi) Hieroglyphics - N\$ 99,512.48
- (vii) Kayakez Investment - N\$ 100,740.00
- (viii) Alex Wick Trading - N\$ 110,863.52
- (ix) Bluesky Technology - N\$ 126,107.85
- (x) Lincoln Brown - N\$ 127,491.95
- (xi) Mykonos Investment - N\$ 127,720.00
- (xii) Medline Industries - N\$ 143,389.28
- (xiii) KM Stone Investment - N\$ 189,300.00

7.3.3 Bidders who did not pass the Financial requirements;

- (i) Sibanye Supply - The price schedule was incomplete with no delivery timeline.

8. Conclusions and Recommendation:

Based on the above findings, **I-Gift and Pro-Safe Clothing CC** submitted the most economically advantageous bid, costing **N\$ 68,479.11 inclusive of VAT**, for this procurement activity, "Supply and Delivery of Promotional Items."

Yours Sincerely,



Mr. Sankwasa Mubita
Acting Accounting Officer



Date: 09/05/2023