

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: PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT
RELATED SERVICE PROVIDER

PROCUREMENT REFERENCE No: CS/RFP/NPM-01/2023/2024

1. **SCOPE OF CONTRACT:** PROVISION OF CONSULTANCY SERVICE FOR RECRUITMENT RELATED SERVICE PROVIDER
2. **PROCUREMENT METHOD:** Consultancy Service: Request for Proposal
3. **DATE OF INVITATION:** 23 June 2023
4. **CLOSING DATE FOR SUBMISSION OF BIDS:** 3 August 2023
5. **DATE AND PLACE OF OPENING OF BIDS:** 3 August 2023, NIPAM Campus
6. **NUMBER OF OFFERS RECEIVED ON TIME:** Two (2)
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.
 - 7.1.2. Two (2) bidders submitted the required mandatory documents, as listed below, and proceeded to the technical evaluation stage.
 - (i) Seventy 7 Consultancy Close Corporation
 - (ii) Elite Employment Close Corporation

7.2. Phase 2: Technical Evaluations:

The technical stage required bidders to attain minimum score points of 70% to proceed to the financial evaluation stage, and the score performances are as indicated below:

(i) Seventy 7 Consultancy Close Corporation – 70%

The Bid Evaluation Committee noted the following:

- Only provided two reference letters with similar project, the third reference letter does not relate to high level executive recruitment.
- BEC also noticed from the two letters provided, one relates more to secretarial work performed by the bidder and not entirely recruitment.
- Bidder did not indicate the timeframe of the project.
- No reports or manuals attached.
- The lead consultant does not have a post graduate qualification.

(ii) Elite Employment Close Corporation – 87%

- The bidder provided a well-structured proposal, however no manuals or reports attached.
- Team member's qualifications were not attached.

7.3. Phase 3: Financial Evaluation:

7.3.1 Qualification and experience of the consultants shall be considered as the paramount requirement, as per the bidding document.

7.3.2 Two (2) bidders passed the technical evaluation and was evaluated based on their financial proposal.

7.3.3 Elite Employment CC scored 87/100 on the technical evaluation and Seventy 7 Consultancy scored 70/100 as per the BEC report. Based on the bidding document, the committee have decided to look at the recruitment to be filled by the agency and scope of work to be done.

7.3.4 Due to the scope and work to be performed by the agency, the Procurement Committee are in agreement that the agency with the best track record and experienced in filling positions of this nature should be recommended for award.


7.3.5 The bidder's financial proposals are listed below:

- (i) Seventy 7 Consultancy Close Corporation – N\$ 81,155.73
 - Additional Travel Cost / Road Fare of N\$ 10,400.00
- (ii) Elite Employment Close Corporation – 11% calculated on the annual CTC.

8. Conclusions and Recommendation:

Based on the above findings, **Elite Employment Close Corporation** submitted the most economically advantageous bid, costing **11% calculated on the annual CTC**, for this procurement activity, "Provision of Consultancy Service for Recruitment Related Service Provider."

Yours Sincerely,


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Mr. Sankwasa Mubita
Acting Accounting Officer



Date: 06/09/2023