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Procurement Policy Unit

Procurement Reference No: **NCS/ONB/30-01/2023/24**

STANDARD FORM

For

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

[Issued in terms of section 7(1) (i) of the Public Procurement Act, 2015]

Anti-Corruption Commission
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Executive Summary of Bid Evaluation Report

Contract for Provision of Domestic, Regional and International Travel Management services to the Anti-Corruption Commission for a period of 3 year

Reference number of procurement: NCS/ONB/30-01/2023/24

1. **Scope of Contract:** Contract for Domestic, Regional and International Travel Management services
2. **Procurement method used:** Open National Bid
3. **Date of Invitation of Bids:** 30 June 2023
4. **Closing date for submission of bids:** 11 August 2023
5. **Date and place of opening of bids:** 11 August 2023, Anti-Corruption Commission Head Office
6. **Number of bids received by closing date:** 7
7. **Number of bids received late:** 0
8. **Responsiveness of bids:**

No.	Bidder' s Name	Pricing at Bid Opening N\$	Responsiveness as per evaluation stage			Reasons why bid is not responsive
			Administrative And Legally Mandatory Documents	Technical Experience	Financial Evaluation	
1.	Satguru Travel and tours Ground floor below Hilton Hotel Independence avenue Windhoek	N/A	No	Not Considered	Not Considered	Bidder did not submit an original or certified: good standing tax, social security certificate and AA certificate not certified
2.	Travel Hub Namibia 944 Nauchab Street Windhoek	N/A	Yes	Yes	Yes	Responsive bidder
3.	Season Travelling and Tours Namibia Arno Henka Haus, erf 1654-65-73, Independence Avenue Windhoek	N/A	Yes	Yes	Yes	Responsive bidder
4.	Blueberry Travel Shop No.2 Commercial Building, Garten Strasse	N/A	Yes	Yes	Not Considered	Bidder did not submit SLA/MOU/CA documentation of Service Footprints to pass

	Windhoek					technical admissibility
5.	Trip Travel 221 Independence Avenue Windhoek	N/A	No	Not Considered	Not Considered	Bidder submitted an expired God standing social security certificate.
6.	Rennies BCD Travel Namibia Tenbergen Village,c/o Robert Mugabe & Julius K. Nyerere Street, Windhoek	N/A	Yes	Yes	Not Considered	Bidder did not provide proof of Financial Position of the company, Availability of office premises lease or title deed to pass technical admissibility
7.	Kaoko Travel Erf 64 Jenner Street, Windhoek West	N/A	No	Not Considered	Not Considered	Bidder did not submit a duly signed and complete Flight reservations accreditation by international air transport association (IATA) or equivalent

9. Price comparison for bids that are substantially responsive:

No.	Name	A. Price at Bid Opening N\$ per annum
1.	Travel Hub Namibia	N/A
2.	Season Travelling and Tours Namibia	N/A

10. Methods of Evaluation and Selection:

Technical substantially responsive bidder with least cost selection method was used to determine a bidder. Through this method price proposals of all were considered and service providers were ranked according to the lowest price.

11. Best Evaluated Bid: On the basis of the evaluation which was carried out in accordance with the least cost selection methods it is recommended that **Season Travelling and Tours Namibia and Travel Hub Namibia respectively** meets the specifications and is awarded the contract for Provision of Domestic, Regional and International Travel Management services to the Anti-Corruption Commission for a period of 3 year