



Procurement Policy Unit

(Established under section 6 of the Public Procurement Act, 2015)

Ref: NCS\ONB\30-01\2020\21

STANDARD FORM

for

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

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

Ministry of Finance
Head Office (6th Floor, room 6.11)
Moltke Street
Private Bag 13295
Windhoek, Namibia

|Tel: +264 61 209 2463

|Fax: +264 61 230 179

|Website: www.mof.gov.na/procurement-policy-unit

Executive Summary of Bid Evaluation Report

Rental of photocopier and servicing and repairs of onsite printers for a period of three years (36 months)

Reference number of procurements: NCS\ONB\30-01\2020\21

1. **Scope of Contract:** Rental of photocopier and servicing and repairs of onsite printers
2. **Procurement method used:** Open National Bid
3. **Date of Invitation of Bids:** 09July 2020
4. **Closing date for submission of bids:** 10 August 2020
5. **Date and place of opening of bids:** 10 August 2020, Anti-Corruption Commission Head Office
6. **Number of bids received by closing date:**3
7. **Number of bids received late:** 0
8. **Responsiveness of bids:**
- 9.

Bidder' s Name	Pricing at Bid Opening N\$	Responsive or not responsive (Yes/ No)	Reasons why bid is not responsive
Green Enterprise Solutions	N\$ 1,387 478.50	Yes	
NASHUA	N\$ 1,223 910.30	Yes	
Efficiente Investment Group	N\$ 729,860.60	Yes	Does not meet the technical evaluation

10. Price comparison for bids that are substantially responsive:

Name	A. Price at Bid Opening N\$	B. Bid Price after corrections	C. price after Adjustments N\$	D. Price after Margin of Preference [If applicable]	Rank
NASHUA	N\$ 1,223 910.30	-	-	-	1
Green Enterprise Solutions	N\$ 1,387 478.50	-	-	-	2
Efficiente Investment Group	N\$ 729,860.60	-	-	-	3

11. 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 suppliers were ranked according to the lowest price.

12. 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 **NASHUA** meets the specifications and is awarded the contract to render Rental of photocopier and servicing and repairs of onsite printers for a period of three years (36 months)to the Anti-Corruption Commission for the period of three years.