

EXECUTIVE SUMMARY OF THE RFQ EVALUATION

1. **Procurement number:** NCS/RFQ/UNAM-06/2024
2. **The scope of the contract:** Provision of graduation sound, projection and stage for UNAM northern campuses in Ongwediva
3. **Estimated cost:** N\$ 50,000.00
4. **Funding agency:** University of Namibia
5. **Procurement method used:** Request for Quotations
6. **Date of invitation of bids:** 27 March 2024
7. **Closing date for submission of bids:** 08 April 2024
8. **Date and place of opening of bids:** 08 April 2024, Unam main campus, Windhoek
9. **Number of bids received:** 4
10. **Summary of bids received:**4

No	Name of Bidders:	Amount Excl. VAT
1	Efdee Music Productions	57,300.00
2	Rough Beatz Trading cc	60,550.00
3	Total Event Solutions cc	54,025.00
4	Ubuntu Events cc	103,169.00

11. STATUTORY DOCUMENTS EVALUATION

	Efdee Music Productions	Rough Beatz Trading cc	Total Event Solutions cc	Ubuntu Events cc
Validity (90 days)	90	30	90	90
Quotation letter completed and signed	Yes	Yes	Yes	Yes
Price Activity Schedule completed and signed	Yes	Yes	Yes	Yes
Specifications & Compliance Sheet completed and signed	Yes	Yes	Yes	Yes
Bid securing declaration	Yes	Yes	Yes	Yes
Company Registration	Yes	Yes	Yes	Yes
Tax Good standing Certificate (Original or certified)	Yes	Yes	Yes	Yes
Social Security Certificate (Original or certified)	Yes	Yes	Yes	Yes
AA compliance certificate (Original or certified)	Yes	Uncertified Colour copy	Yes	Yes
Government undertaking from Min of labour	Yes	Yes	Yes	Yes

Disqualifications:

Rough Beatz Trading cc- the bidder was disqualified because they provided a bid validity period of 30 days instead of the 90 days required. The bid also submitted an uncertified colour copy of the Employment Equity compliance certificate.

12. TECHNICAL EVALUATION

The evaluation committee evaluated the remaining bid based on the Technical qualifications criteria outlined in the bidding document on page 3.

No	Mandatory Requirements	Efdee Music Productions	Total Event Solutions cc	Ubuntu Events cc
2.1	Reference letters for similar services with full contact details of the referees (Bidder should have executed at least two similar events in the past Five (5) years)	Yes	Yes	Yes

13. FINANCIAL EVALUATION

No	Name of Bidders:	Amount Excl. VAT
1	Efdee Music Productions	57,300.00
2	Rough Beatz Trading CC	60,550.00
3	Total Event Solutions CC	54,025.00
4	Ubuntu Events CC	103,169.00

14. RECOMMENDATION

The contract should be awarded to the following bidder in terms of Section 55 Subsection 4 of the Public Procurement Act, 15 of 2015.

Total Event Solutions cc N\$ 54,025.00 (VAT excl.)