

EXECUTIVE SUMMARY OF THE RFQ EVALUATION

1. **Procurement number:** NCS/RFQ/UNAM -01/2025
2. **The scope of the contract:** – **PROVISION OF SOUND, PROJECTION, STAGE, AND LIVESTREAMING SERVICES FOR GRADUATION CEREMONIES AT MAIN, NORTHERN, AND SOUTHERN CAMPUSES (2 YEARS - PREFERRED SUPPLIER STATUS)**
3. **Estimated cost:** N\$ 400 000
4. **Funding agency:** University of Namibia
5. **Procurement method used:** Request for Sealed Quotations:
6. **Date of invitation of bids:** 19 February 2025
7. **Closing date for submission of bids:** 14 March 2025
8. **Date and place of opening of bids:** 14 March 2025, Unam Main Campus, Windhoek
9. **Number of bids received:** 7

1. BIDS RECEIVED:

#	Bidders name	Bid Amount		
		Lot 1: Main Campu	Lot 2: Southern	Lot 3: Northern
1.	Touchlight Audio & Stage	102 952.00	82 352.00	90 352.00
2.	Rough Beatz Trading CC	NQ	NQ	70 000.00
3.	City Plug Investment	NQ	NQ	42 700.00
4	Total Events Solutions	83 270.25	53 635.85	59 348.27
5	Beyond Horizon Invesment	196 560.00	126 000.00	88 500.00
6	Gwambike Investment	76 519.00	158 519.00	168 819.00
7	Owera Investment	118 800.00	73 000.00	73 000.00

1. Evaluation of Bids (Administrative, mandatory and technical requirements)

	Touchlight	Rough Beatz	City Plug	Total Events	Beyond	Gwambike	Owera
The bid Validity period is in line with the 90 days	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Quotation letter completed and signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Price Activity Schedule completed and signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bid securing declaration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Company Registration Certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tax Good standing Certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Social Security Certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AA compliance certificate (Original or certified)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bid Securing declaration completed and signed	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Government undertaking from Ministry of Labour	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Detailed Company Profile	Yes	Yes	No	Yes	No	Yes	Yes
Three Reference letters for similar services provided(sound, projection, stage and livestreaming) (Bidder should have executed at least three events for a minimum of 2000 audiences in the past Five (5) years)	Yes	Yes	No	Yes	No	No	No

Disqualification:

No	Bidder	Disqualification reason
1	City Plug Investment	The bidder did not provide the reference letters and company profile. Therefore, disqualified
2	Beyond Horizon Investment	The bidder did not provide the reference letters and company profile. Therefore, disqualified
3	Owera Investment CC	Reference letters are not not of similar services. Bidder did supply & delivery of sound equipment,catering services, and audiovisual. Therefore, disqualified.
4	Gwambike Investment	Only one reference letter was relevant. The other letters are for livestreaming only. Therefore, disqualified.

1. Financial Evaluation

The responsive bids were evaluated based financially in accordance with the requirements.

#	Bidders name	Bid Amount			
		Lot 1: Main Campus	Lot 2: Southern	Lot 3: Northern	Rundu campus
1.	Total Events Solutions	83 270.25	53 635.85	59 348.27	70 864.84
2.	Rough Beatz Trading CC	NQ	NQ	70 000.00	Did not submit
3.	Touchlight Audio & Stage	102 952.00	82 352.00	90 352.00	109 294.00

Note: Bidders that have qualified for financial evaluation have been requested to submit sealed quotations for Rundu graduation ceremony.

2. Recommendation

Lowest responsive bidder:

Total Events Solutions			
Lot 1: Main Campus N\$ 83 270.25 (N\$ 95 760.81 inclusive VAT)	Lot 2: Southern N\$ 53 635.85 (N\$ 61 681.23 inclusive VAT)	Lot 3: Northern N\$ 59 348.27 (N\$ 68 250,5105 inclusive VAT)	Rundu campus N\$ 70 864.84 inclusive VAT)