

## EXECUTIVE SUMMARY

- 1. Procurement number: SC/RP/UNAM-04/2025**
- 2. The scope of the contract:** Consultancy to conduct Environmental Impact Assessment and develop the Environmental Management Plan for the Sewage Septic Tank at UNAM Wildlife Management Department in Katima Mulilo
- 3. Funding agency:** University of Namibia
- 4. Procurement method used:** Request for Proposal
- 5. Date of invitation of bids:** 02 May 2025
- 6. Closing date for submission of bids:** 06 June 2025, 15H00
- 7. Date and place of opening of bids:** 06 June 2025, Unam Main Campus, Windhoek
- 8. Number of bids received:** 5
- 9. Summary of bids received:** 5

#	Bidders Name
1.	Savannah Environmental Consultant Services CC
2.	Earth Environmental Services CC
3.	Red-Dune Consulting CC
4.	Green Gain Consultants and Investments CC
5.	Ritta Khiba Planning Consultants CC

## 10. Administrative and mandatory requirements

	Savannah Environmental Consultant Services CC	Earth Environmental Services CC	Red-Dune Consulting CC	Green Gain Consultants and Investments CC	Ritta Khiba Planning Consultants CC
Is the bidder eligible to partake in public procurement?	Yes	Yes	Yes	Yes	Yes
Pages of the bid signed and initialized by the authorized person were entries or amendments made?	Yes	Yes	Yes	Yes	Yes
Has the bidder submitted a power of attorney?	NO	N/A – The company is wholly owned by a single individual holding 100% of the shares	N/A – The company is wholly owned by a single individual holding 100% of the shares	N/A – The company is wholly owned by a single individual holding 100% of the shares	N/A – The company is wholly owned by a single individual holding 100% of the shares
Namibian 51% Equity (ID submitted as proof)	Yes	Yes	Yes	No ID attached	No ID attached
Company Registration Certificate	Yes	Yes	Yes	Yes	Yes
NAMRA Tax Good Standing Certificate	Yes	Yes	Yes	Yes	Yes
Social Security Good Standing Certificate	Yes	Yes	Yes	Yes	Yes
Affirmative Action compliance certificate	Yes	Yes	Yes	Yes	Yes
Bid bid-securing declaration is signed	Yes	Yes	Yes	Yes	Yes
Government undertaking from Ministry of Labour	Yes	Yes	Yes	Yes	Yes
Completed and signed Bid Submission Form	Yes	Yes	Yes	Yes	Yes
In case of Joint venture. Has the bidder submitted	N/A	N/A	N/A	N/A	N/A

the JV agreement and outlining all the requirements?					
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**Disqualification:**

	Company name	Reasons for disqualification
1.	<b>Green Gain Consultants and Investments CC</b>	The Bidder did not attach any IDs to proof Namibian 51% Equity
2.	<b>Ritta Khiba Planning Consultants CC</b>	The Bidder did not attach any IDs to proof Namibian 51% Equity
3.	<b>Savannah Environmental Consultant Services CC</b>	The Bidder did not attach a power of attorney and the signatory owns 50% of the company shares only.

**11. Qualification requirement**

The evaluation committee evaluated the remaining bids based on the qualifications requirement outlined in the bidding document. The bidders were evaluated on the following criteria:

- a) Has the Bidder submitted a **minimum of three (3) Reference letters for similar projects executed in Namibia in the past 5 years**. Acceptable evidence must be in a form of certified copy of reference letter(s) from previous reputable organizations, duly stamped and signed.

	Bidder	Has the Bidder submitted a minimum of three (3) Reference letters for similar projects executed in Namibia in the past 5 years. Acceptable evidence must be in a form of certified copy of reference letter(s) from previous reputable organizations, duly stamped and signed.
1.	Earth Environmental Services CC	Only two (2) reference letters provided
2.	Red-Dune Consulting CC	Yes

## Disqualification:

	Company name	Reasons for disqualification
1.2	Earth Environmental Services CC	Bidder only provided two (2) relevant reference letters.

## 12. Technical Evaluation

The evaluation committee evaluated the remaining bid based on the technical requirements outlined in the bidding document. The bidder was evaluated on the following criteria:

- a) Technical Approach and Methodology;
- b) Project work plan.
- c) Consultant's Relevant Experience [Number of similar projects completed]
- d) Lead Consultant's relevant qualifications and experience.

The minimum score required for a bidder to proceed to the financial evaluation was set as 70% in the bidding document. The outcome of the technical evaluation is outlined below:

Technical Evaluation	Red-Dune Consulting CC
Technical Approach and Methodology	25
Project work plan	10
Company's Relevant Experience [Number of similar projects completed]	20
Lead Consultant/Trainer's relevant qualifications	20
Lead Consultant/Trainer's relevant experience.	15
<b>Total</b>	<b>90</b>

## 13. Recommendation

Lowest responsive bidder: **Red-Dune Consulting CC** for a total contract value of **N\$182,416.00** exclusive of VAT and **N\$209,778.40** including VAT.