

EXECUTIVE SUMMARY

1. **Procurement number:** SC/RP/UNAM-02/2025
2. **The scope of the contract:** Re-Advertised Provision of Fire Marshal Training Services for the University of Namibia
3. **Funding agency:** University of Namibia
4. **Procurement method used:** Request for Proposal
5. **Date of invitation of bids:** 14 April 2025
6. **Closing date for submission of bids:** 13 May 2025, 15H00
7. **Date and place of opening of bids:** 04 June 2025, Unam Main Campus, Windhoek
8. **Number of bids received:** 2
9. **Summary of bids received:** 2

#	Bidders Name
1.	Anoldito Engineers & Fire Services & Training Namibia CC
2.	Africa Fire & Rescue Twenty-four CC

10. Administrative and mandatory requirements

	Anoldito Engineers & Fire Services & Training Namibia CC	Africa Fire & Rescue Twenty-four CC
Is the bidder eligible to partake in public procurement?	Yes	Yes
Pages of the bid signed and initialized by the authorized person were entries or amendments made?	Yes	Yes
Has the bidder submitted a power of attorney?	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
Company Registration Certificate	Yes	Yes
NAMRA Tax Good Standing Certificate	Yes	Yes
Social Security Good Standing Certificate	Yes	Yes
Affirmative Action compliance certificate	Yes	Yes
Bid bid-securing declaration is signed	Yes	Yes
Government undertaking from Ministry of Labour	Yes	Yes
Completed and signed Bid Submission Form	Yes	Yes
In case of Joint venture. Has the bidder submitted the JV agreement and outlining all the requirements?	N/A	N/A

11. Qualification requirement

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

- a) Registration certificate as an Approved Inspection Authority (A.I.A) by the Ministry of Labour?
- b) Registration certificate from Ministry of Health and Social Services to provide First Aid training or accredited First Aid Trainer with the Ministry of Health and Social Services
- c) Provide three Reference letters for similar projects executed in Namibia in the past 5 years.

	Criteria	Anoldito Engineers & Fire Services & Training Namibia CC	Africa Fire & Rescue Twenty-four CC
1.	Registration certificate as an Approved Inspection Authority (A.I.A) by the Ministry of Labour	Yes	Yes
2.	Registration certificate from Ministry of Health and Social Services to provide First Aid training or accredited First Aid Trainer with the Ministry of Health and Social Services	Yes	No – the bidder only attached an HPCNA receipt as a registered Emergency Care Practitioner
3	Provide three Reference letters for similar projects executed in Namibia in the past 5 years.	Yes	Yes

Disqualification:

	Company name	Reasons for disqualification
1.	Africa Fire & Rescue Twenty-Four CC	The bidder did not submit a registration certificate from Ministry of Health and Social Services to provide First Aid training or proof of accreditation as a First Aid Trainer with the Ministry of Health and Social Services, instead the bidder submitted a receipt from HPCNA confirming registration as an Emergency Care Practitioner.

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	Anoldito Engineers & Fire Services & Training Namibia CC
Technical Approach and Methodology	25
Project work plan	10
Company's Relevant Experience [Number of similar projects completed]	30

Lead Consultant/Trainer's relevant qualifications	15 – Lead Consultant/Trainer's qualification relevant to the assignment is a Certificate in Fire Safety Management
Lead Consultant/Trainer's relevant experience.	15
Total	95

13. Recommendation

Lowest responsive bidder: **Anoldito Engineers & Fire Services & Training Namibia CC** for a total contract value of **N\$506,000.00** exclusive of VAT and **N\$581,900.00** including VAT.