

NATIONAL ASSEMBLY

**To : The Chairperson
Procurement Committee**

From : Bid Evaluation Committee

Date : Wednesday, 15 September 2021

REPORT BY THE ADHOC BID EVALUATION COMMITTEE ON THE EVALUATION OF BID REFERENCE NO. W/RFSQ/03-01/2021

1. BACKGROUND

- 1.1 A bid with reference number mentioned above, for tiling and painting the parliament kitchen was advertised on Parliament website on 30th July 2021 and 31st August 2021 was set as a closing date. The purpose of the bid (1st phase) is to extend wall tiles to a total area of 168 m² with 200x400x5mm ceramic tiles.
- 1.2 All bids submitted were opened on 3rd September 2021 and as part of the procurement process, an *ad-hoc* Bid Evaluation Committee (BEC) was appointed to evaluate the bids (*see attached copy of the appointment BEC appointment*).
- 1.3 The committee met on Wednesday, 15 September 2021 at 11h30 in the Speaker's corner (a sitting area within the parliament restaurant) and all appointed members were present. The committee was presented with the following documents and items
 - a summary of bids opening from Procurement Management Unit;
 - bidding documents as submitted by seven (7) bidders
 - samples of wall tiles from six (6) bidders of which one bidder, submitted two (2) samples;
 - two (2) samples of paint from each of the six (6) bidders.
 - One (1) bidder, *Katty's Joinery & Renovation* did not submit samples.

2. BIDS EVALUATION

2.1 Stage 1: Documents and arithmetical verification

The committee verified the information supplied in the bids opening summary against the actual bidding documents to see whether the findings of the bids opening team were correct. Below were the findings of the committee:

- a) *Kakwaito Investment cc* and *Tokar Investment Group cc* whom the bids opening team regarded as *not submitted their proof of site visit*, have indeed submitted and their documents were on the first page of their bidding documents.

- b) The committee however confirmed the findings of the bids opening team that one bidder *Kathy's Joinery & Renovation cc* did not submit the proof of site visit. As a result, the bid was disqualified and eliminated from the process.
- c) Prices recorded in the bids opening summary document were cross checked against the prices in the bidding documents and all were found to be correct.

2.2 Stage 2: Verification of required statutory documents

The committee perused all bidding documents to verify whether the bidders have submitted all documents as required by the Procurement Act, 2015 (Act No. 15 of 2015) and as per the instructions to bidders provided in the bidding documents. During this step, it was found that *Tokar Investment Group cc* did not submit the company registration / founding statement and as a result, the bid was disqualified and eliminated from the process.

2.3 Stage 3: Prices comparison, evaluation of quality of the sample tiles submitted and the selection of the responsive bidder

2.3.1 The prices and samples submitted were recorded as follow:

A	Uno Glory Investment cc	
	Price	N\$ 106 163.46 (Vat incl)
	Size of the sample tile	400x250x5mm
	Sample paint submitted	Duram (Wall: Bananas Foster; Plascon (Slab: white EPL 30)
B	Kakwaito Investiments cc	
	Price	N\$ 136,723.50 (Vat incl)
	Size of the sample tile	400x250x5mm
	Sample paint submitted	Neo (Wall: Ivory 107; slab: White)
C	Blue Stone Investment cc	
	Price	N\$ 148,302.85 (Vat incl)
	Size of the sample tile	300x200x5mm 245x120x6mm
	Sample paint submitted	Neo Dur (Wall: Beachcomber; slab: Off-White)
D	Ondjambanduly Trading cc	
	Price	N\$ 195,370.85 (Vat incl)
	Size of the sample tile	245x120x6mm
	Sample paint submitted	Duram (Wall: Wildness Sand; Slab: Misty Cliffs)
E	Oshiwa Trading cc	
	Price	N\$ 221,044.43 (Vat incl)
	Size of the sample tile	243x118x8mm
	Sample paint submitted	Neo (Wall: Eggshell Cream; slab: Eggshell Off white)

2.3.2 From the above analysis, it is clear that none of the bidders who submitted the sample tile with the exact measurements as specified in the bidding document which is a sign that our preferred size might no longer in the market. However, the committee considered the submitted samples by three (3) bidders which are closer to the existing tiles on the wall.

3. RECOMMENDATIONS

a) Blue Stone Investment cc (245x120x6mm) Price N\$148,302.85

- The size in terms of length and width is matching with the existing tile;
- The thickness does not match.
- *The bid was not recommended but in the absence of the recommended bid, the public entity will be left with no any other alternative but to consider the bid as the second responsive.*





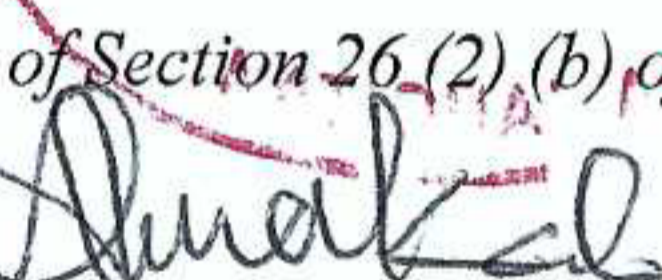
b) Ondjambanduly Trading cc (245x120x6mm) Price N\$195,370.85

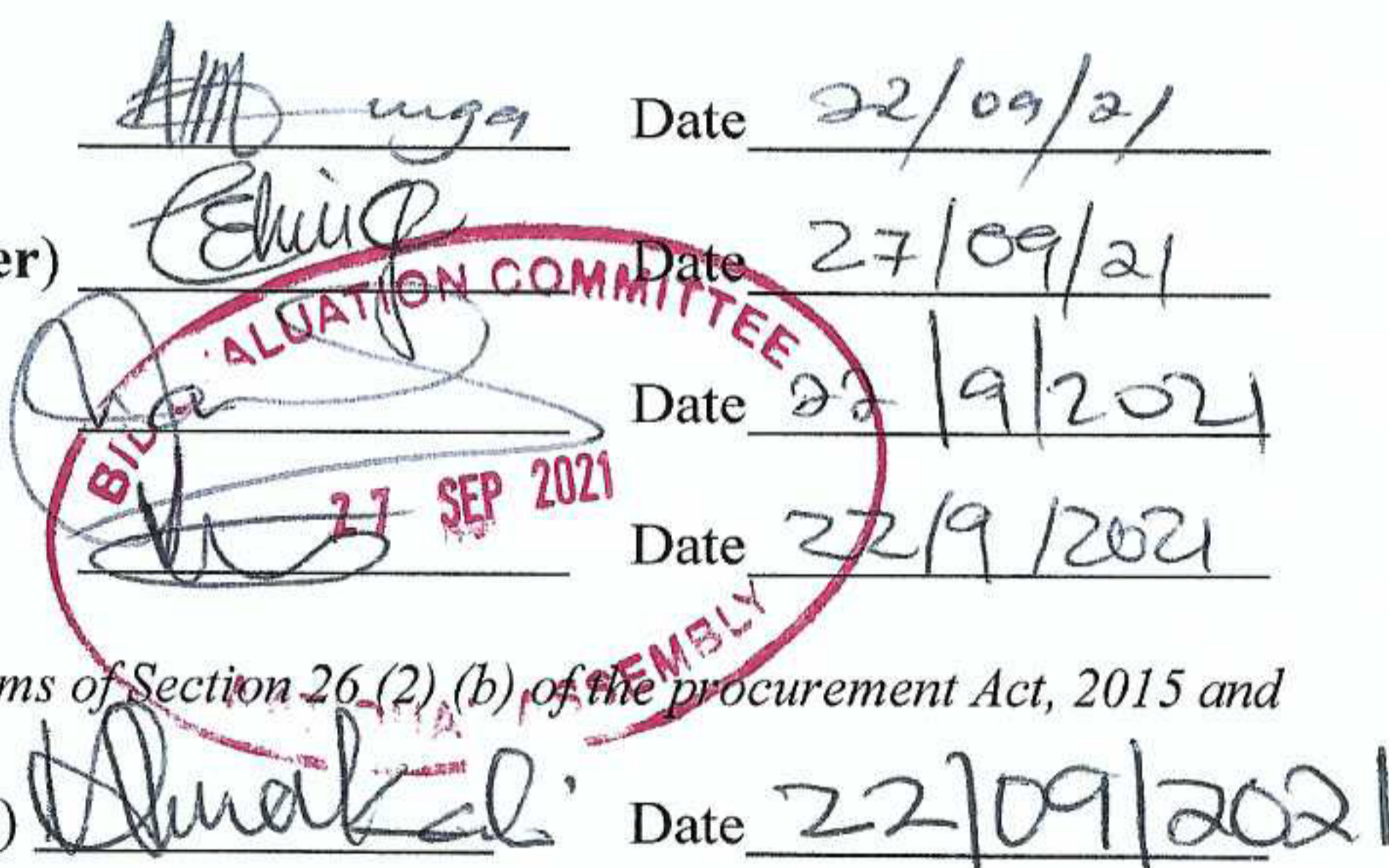
- The size in terms of length and width is matching with the existing tile;
- The thickness does not match.
- *The bid was not recommended.*

c) Oshiwa Trading cc (243x120x8mm) Price 221,044.43

- The size in terms of length and width is matching with the existing tile;
- The thickness was also found to match with the existing tiles.
- Although the price is higher than the prices of the other two bidders, the size and quality of the sample tile surpassed the price.
- The price is within the budget that was earmarked for the project.
- *The bid was recommended.*

4. SIGNATURES OF COMMITTEE MEMBERS

1. Mr. Albius Mutonga (Chairperson)  Date 22/09/21
2. Ms Carol-Ann Esterhuizen (Member)  Date 27/09/21
3. Mr Jason Naule (Member)  Date 22/9/2021
4. Ms Vaapi Kaenda (Member)  Date 22/9/2021
5. Ms Hilia M. Amakali (Member in terms of Section 26 (2) (b) of the procurement Act, 2015 and served as a Secretary to the Committee)  Date 22/09/2021



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