



NATIONAL COUNCIL

## PROCUREMENT MANAGEMENT UNIT

### RECORD OF BID OPENING

In accordance with Section 51(4) of the Public Procurement Act, 2015 (Act No. 15 of 2015), read in conjunction with section 20(4) of the Public Procurement Amendment Act, 2022 (Act No. 3 of 2022) at a bid opening session, the name of the bidder, the total amount of each bid, any discount or alternative offered, and the presence or absence of any bid security, if required, and the documents referred to in section 50(2) are read out and recorded, and a copy of the record is made available to any bidder on request.

**PROCUREMENT REFERENCE NUMBER: NCS/RFQ/11-32/2022/2023**

**DESCRIPTION** : Supply and provision of recording and transcription services for 21 November 2022 – 08 December 2022  
**CLOSING DATE** : 10 November 2022  
**CLOSING TIME** : 10H00  
**OPENING TIME** : 10H15

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**Opening remarks:** The bid opening was done in accordance with section 51(4) of the Public Procurement Act, 2015 (Act No. 15 of 2015), read in conjunction with section 20 of the Public Procurement Amendment Act, 2022 (Act No. 3 of 2022) at a bid opening session, the name of the bidder, the total amount of each bid, any discount or alternative offered, and the presence or absence of any bid security, if required, and the documents referred to in section 50(2) are read out and recorded, and a copy of the record is made available to any bidder on request.

**Participants** : Mr. Immanuel Kooper  
 Mr. Valentine Awala  
 Ms. Jacqueline Steyn  
 Ms. Lottie Bock  
 Ms. Peter Tjiramba  
 Ms. Saima Hailapa

**Bidders present** : Only one bidder was present – Ms Kandeshi Helena Shipepe from Gems Printing and Translation Agency.

**The following bids as per below particulars were received and opened on the closing date.**

No	Name of bidder	Total amount (N\$)	Discount /alternative offered	Bid securing Declaration	Original or certified copy of a valid good Standing Tax Certificate (NAMRA)	Original or a certified copy of a valid good Standing Social Security Certificate	Valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of section 42 of the Affirmative Action Act, 1998	A written undertaking as contemplated in section 138(2) of the Labour Act, 2007
1	NC Maischatz Transcript Services	-Hiring of equipment – N\$2500 p/day Vat excluded - <u>Recording per day</u> 600.00 - <u>Transcription per page</u> – 25.00 - <u>Audio clips to be delivered/send to Hansard Office</u> – 110.00 per unit <b>TOTAL = N\$ 3235.00 vat exclusive</b>	No	Completed	Attached	Attached	Attached	Completed
2	Tunga Holdings (Pty) Ltd	<u>Recording per day</u> -2500 per unit	No	Completed	Attached	Attached	Attached	Completed

		<u>Transcription per page</u> – 25.50 <u>Audio clips to be delivered/send to Hansard Office</u> – 300 per unit <b>TOTAL N\$ 3249.33 vat included</b>						
3	Gems Printing and Translation Agency Cc	<u>Recording per day</u> – 1700 <u>Transcription per page</u> – 59.50 <u>Audio clips to be delivered/send to Hansard Office</u> – 200.00 Hiring of equipment – 1900 per day <b>TOTAL = N\$ 4 438.43 vat included</b>	No	Completed	Attached	Attached	Attached	Completed