

NATIONAL ASSEMBLY

PROCUREMENT MANAGEMENT UNIT

Tel: (061) 288 2541

Reference: 5/7/3

Reference number: NCS-TB/RFQ/03-66/23/24

Enquiries: Saima Hailapa

Private Bag 13323

Windhoek

27 February 2024

**NOTICE FOR SELECTION OF AWARD**

SECTION 55 OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015  
REGULATION 38 (1) OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015

**PART A**

**THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS,  
TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE,  
ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL  
ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**TO: ADVANCE TRAVEL & TOURS**

**P.O. Box 250791**

**Windhoek**

**Contact: 0811227260**

**LIZILIA TRAVELS CC**

**P.O. Box 26689**

**Windhoek**

**Contact: 0853813658**

**TRAVEL HUB NAMIBIA**

**P.O. Box 26624**

**Windhoek**

**Contact: 0811276670**

- a) Kindly note that in terms of Section 55 of the Public Procurement Act, 2015 (Act No. 15 of 2015), you have been selected for THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE, VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS: PROCUREMENT REFERENCE NUMBER; NCS-TB/RFQ/03-66/23/24

- b) You are informed that in the absence of any application for review of the selection of award referred to in paragraph (a) within seven (7) days of this notice, the Accounting Officer of National Assembly will award the contract to you.
- c) The period of seven (7) days referred to in paragraph (b) starts on 28 February 2024 and ends on 07 March 2024.

## PART B

### NOTICE TO BIDDERS NOT SELECTED FOR AWARD

No.	Name of bidder
No	Name of Bidder
1.	Blueberyy Travel cc
2.	Satguru Travel & Tours (Pty) Ltd
3	Trip Travel ( Pty) Ltd
4	Elite Travel Planners
5	Reenies Travel Namibia
6	Koako Travel & Tours
7	Owa Travel & Tours
8	Chilela Safaris & Tours

d) Kindly note that, bidder (s) whose particulars are specified in PART A has been selected for award.

e) The price offered by the bidders referred to in paragraph (a) is as below:

Name of bidder	Description of works	Amount
<ul style="list-style-type: none"> <li>• <b>ADVANCE TRAVEL &amp; TOURS</b></li> <li>• <b>LIZILIA TRAVELS CC</b></li> <li>• <b>TRAVEL HUB NAMIBIA</b></li> </ul>	<b>THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS</b>	<b>N\$ 1400.00</b>  <b>N\$ 2070.00</b>  <b>N\$ 2065.00</b>

(f) The criteria used to select for award of the bidder referred to in paragraph (a) is set out in the bid document reference number: **NCS-TB/RFQ/03-66/23/24).**



g) Kindly note that if you are not satisfied with the selection of award made the Public entity, you may make an application for the review of the selection made within 7 days of this notice, and in the absence of an application for review, the Accounting Officer of the National Assembly will award to the selected bidder.

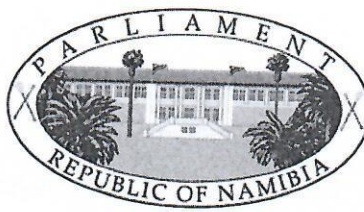
h) The period of seven (7) days referred to in paragraph (b) starts on **28 February 2024 and ends on 07 March 2024.**

**Yours Sincerely**



**LYDIA KANDETU**

**SECRETARY: NATIONAL ASSEMBLY**



## National Assembly

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2024

27 February

### PROCUREMENT MANAGEMENT UNIT

#### NOTICE OF PROCUREMENT AWARD/EXECUTIVE SUMMARY OF BID EVALUATION REPORT (Section 55 (8) & Regulation 39 (1))

TO: ALL BIDDERS

a) SUBJECT: THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS. REFERENCE NUMBER NCS-TB/RFQ/03-66/23/24

1. **Scope of Contract:** THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS.
2. **Procurement method used:** Request for Sealed Quotations
3. **Date of invitation of bids:** 15 December 2023
4. **Closing date for submission of bids:** 31 January 2024
5. **Date of opening of bids:** 31 January 2024




6. Number of bids received by closing date: Eleven (11)
7. Splitting of contract as per the lowest evaluated cost per item applicable (Yes/No): No
8. Number of responsive bids: Six (6)
9. Number of none responsive bids: Five (5)

#	Bidder's Name	Amount quoted	Responsive (Yes/ No)	Reasons why bid is not responsive	Contact awarded	
					(Yes/ No) and contract value	
1	Blueberry Travel cc	N\$ 020.00	1 No	Based on the information provided by <b>Blueberry Travel CC</b> in the standard bidding document. The company is owned by one shareholder with 100 % and is not a Namibian citizen. However, in line with directive issued in terms of section 73 of the Public Procurement Act, 2015 (Act No. 15 of 2015) preferences will be given to joint ventures partnership who have at least 51% shares or more equity owned by Namibian citizens	No	
2	Satguru Travel & Tours (Pty) Ltd	N\$ 604.25	1 No	Bidder failed to attach a certificate from the Regulating Body of Namibia (Bid is reserved for bidders in the business of rendering travel services only, hence attach certification with the travel regulating body of Namibia).  The bidder did not Complete all spaces provided and initial each page of the standard bidding document	No	
3	Trip Travel ( Pty) Ltd	N\$ 850.00	2 Yes	Not the lowest responsive bid	No	
4	Elite Travel Planners	N\$ 450.00	2 No	Not the lowest responsive bid	No	
5	Lazilia Travel cc	N\$ 1800.00	Yes	None	Yes	(N\$ 1800.00)
6	Renies Travel Namibia	N\$ 835.00	3 No	The bidder did not provide a reference letter/purchase order of rendering similar		

THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

				goods/services.	
7	Koako Travel & Tours	N\$ 760.00	2	No	Not the lowest responsive bid
8	Advance Travel & Tours	N\$1400.00		Yes	None Yes (N\$1400.00)
9	Owa Travel & Tours	N\$ 510.00	8	No	Bidder failed to attach a certificate from the Regulating Body of Namibia (Bid is reserved for bidders in the business of rendering travel services only, hence attach certification with the travel regulating body of Namibia)
10	Travel Hub	N\$ 875.25	1	Yes	None Yes (N\$1400.00)
11	Chilela Safaris & Tours Trading CC	N\$ 243.25	81	No	The bidder did not provide a reference letter/purchase order of rendering similar goods/services.

1. Your participation in this regard was highly appreciated.

  
**LYDIA T. KANDEU (MS)**  
**SECRETARY: NATIONAL ASSEMBLY**  
 NAMIBIA

28/2/2024

THE PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS