



REPUBLIC OF NAMIBIA

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MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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**PROCUREMENT REF: G/ONB/29-02/2023**  
**EXECUTIVE SUMMARY OF BID RE-EVALUATION REPORT**

**SUPPLY AND DELIVERY OF STATIONARIES AND  
ORIGINAL CARTRIDGES FOR A PERIOD OF TWENTY-  
FOUR MONTHS FOR THE MINISTRY OF INFORMATION  
AND COMMUNICATION TECHNOLOGY HEAD OFFICE.**

Issued on the 21 August 2023

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY  
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## Executive Summary of the Bid Re-Evaluation Report

### SUPPLY AND DELIVERY OF STATIONARIES AND ORIGINAL CARTRIDGES FOR A PERIOD OF TWENTY-FOUR MONTHS FOR THE MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY HEAD OFFICE PROCUREMENT REF: W/ONB/29-02/2022

- 1. Scope of Contract:** To supply and deliver stationaries and original cartridges for a period of twenty-four months for the Ministry of Information and Communication Technology Head Office.
- 2. Procurement method used:** Open National Bidding
- 3. Date of Invitation of Bids:** 08 May 2023
- 4. Closing date for submission of bids:** 22 June 2023
- 5. Date and place of opening of bids:** 22 June 2023, First City Centre Building, 5<sup>th</sup> Floor.
- 6. Number of bids received by closing date:** Twenty-four (24) bids
- 7. Responsiveness of bids:** Six (6) bids

All bids that qualified up to phase three (3) were checked for Arithmetical Errors and correction was done as per Section 52(5) to (8) of the Public Procurement and as per Instruction to Bidders clause 31(31.1) (a-e).

S/N	Company Name	Meet the requirement of Phase 1	Remarks
1.	Abla Anto Trading cc	Yes	All mandatory documents attached.
2.	Atai Investment cc	Yes	All mandatory documents attached.
3.	Blue Sky Technologies cc	No	Social Security Certificate not attached.
4.	Crown Distributors cc	No	ID of representative not attached.
5.	Depamasia Investment	No	ID of representative not attached.
6.	Dera Investment cc	Yes	All mandatory documents attached.
7.	Ekwakuti Trading cc	Yes	All mandatory documents attached.
8.	Gee and Sons Trading cc	Yes	All mandatory documents attached.
9.	IBA Investment cc	Yes	All mandatory documents attached.
10.	Namib Office Supplies	No	ID of representative not attached.
11.	Namibia Computation Distribution cc	No	ID of representative not attached.
12.	Namibia Office Equipment	No	Not an SME.

	/Nashua		
13.	NCJ Office Supplies	Yes	All mandatory documents attached.
14.	Office and Mailing Automation cc	No	Not an SME.
15.	Penit Stationers	Yes	All mandatory documents attached.
16.	Performance Development Centre	No	ID of representative not attached.
17.	RND Holding (PTY) Ltd	Yes	All mandatory documents attached.
18.	Salute Trading cc	No	ID of representative not attached.
19.	Star Comets Trading cc	Yes	All mandatory documents attached.
20.	Stop and Copy Print Centre cc	Yes	All mandatory documents attached.
21.	Taaphil Investment cc	Yes	All mandatory documents attached.
22.	Touch-Up Investment cc	Yes	All mandatory documents attached.
23.	Waltons Namibia (PTY) Ltd	No	Not an SME. ID of representative not attached.
24.	Welton Investment cc	Yes	All mandatory documents attached.

**Summary:**

- From the Twenty – four (24) bids received only fourteen (14) qualified for the Technical Evaluation Phase.
- The following 10 bids were disqualified:
  - Crown Distributors.
  - Depamasia Investment cc.
  - Blue Sky Technologies cc.
  - Namib Office Supplies.
  - Namibia Compton Distribution cc.
  - Namibian Office Equipment's Co PTY/Nashua.
  - Office and Mailing Automation cc.
  - Performance Development Centre.
  - Salute Trading.
  - Waltons Namibia (PTY) Ltd.

## Phase 2: Evaluation of Technical Compliance

The following companies has meet the Administrative and Legal Compliance and have obtain the following scores at the Technical Compliance

S/N	Name of the Bidders	Qualify to the Next phase yes/no	Remarks
1.	Abla Anta Trading cc	No	<ul style="list-style-type: none"><li>- Experience in supply and delivery of Stationeries – Did not attach Purchase Orders, Award letters, Contract.</li></ul> <b>Scored: 30/70</b>
2.	Atai Investment cc	Yes	<b>Scored 70/70</b>
3.	Dera Investment cc	No	<ul style="list-style-type: none"><li>- Did not attach letter with company letter head, stating the period it will take to deliver goods once a request is received.</li></ul> <b>Scored: 60/70</b>
4.	Ekwakuti Trading cc	Yes	<b>Scored 70/70</b>
5.	Gee and Sons Trading cc	Yes	<b>Scored 70/70</b>
6.	IBA Investment cc	Yes	<b>Scored 70/70</b>
7.	NCJ Office supplies	No	<ul style="list-style-type: none"><li>- Did not attach full detailed company profile with catalogue.</li><li>- Did not attach Manufacture dealer/reseller certificate (cartridges only).</li></ul> <b>Scored: 50/70</b>
8.	Penit Stationers	Yes	<b>Scored 70/70</b>

9.	RND Holding (pty) Ltd	No	<ul style="list-style-type: none"> <li>- Did not attach full detailed company profile with catalogue.</li> <li>- The bidders company registration is not in line with the nature of the bid.</li> <li>- Experience in supply and delivery of Stationeries – Did not attach Purchase Orders, Award letters, Contract.</li> <li>- Did not attach reference letters from different clients on letterhead.</li> <li>- Did not attach letter with company letter head, stating the period it will take to deliver goods once a request is received.</li> </ul> <p><b>Score: 20/70</b></p>
10.	Star Comets Trading cc	No	<ul style="list-style-type: none"> <li>- Did not attach letter with company letter head, stating the period it will take to deliver goods once a request is received.</li> </ul> <p><b>Score: 60/70</b></p>
11.	Stop and Copy Print Centre cc	No	<ul style="list-style-type: none"> <li>- Did not attach company profile with catalogue.</li> <li>- The bidders company registration is not in line with the nature of the bid.</li> <li>- Did not attach letter with company letter head, stating the period it will take to deliver goods once a request is received.</li> </ul> <p><b>Score: 30/70</b></p>
12.	Taaphil Investment cc	Yes	<p><b>Scored 70/70</b></p>

13.	Touch-Up Investment cc	No	- Did not attach full detailed company profile with catalogue. <b>Score: 60/70</b>
14.	Welton Investment cc	No	- Did not attach letter with company letter head, stating the period it will take to deliver goods once a request is received. <b>Score: 60/70</b>

**Summary:**

- From the Four-teen (14) bids that qualified for phase 3 only six (6) bidders qualify for the next phase.

• **Phase 3: Evaluation of Financial Compliance**

S/N	Name of the Bidders	Qualify to the Next phase (YES/NO)	Remarks
1.	Atai Investment cc	Yes	Complied.
2.	Ekwakuti Trading cc	Yes	Complied.
3.	Gee and Sons Trading cc	Yes	Complied.
4.	IBA Investment cc	Yes	Complied.
5.	Penit Stationers	Yes	Complied.
6.	Taaphil Investment cc	Yes	Complied.

**Summary:**

- All six (6) bidders qualified for Price evaluation stage.

**Price comparison for bids that are substantially responsive:**

an arithmetic error was detected in the Ekwakuti Bid for on the subtotal for stationaries with an amount LESS N\$ 4.04 and on the subtotal for cartridges with an amount LESS N\$ 5,948.80 as per the table below:

Submitted offer	Corrected offer	Variance
N\$ 10,067.92 ( Lot A: Stationaries)	N\$ 10,071.96	N\$ 4.04
N\$ 128,289.38 (Lot B: Cartridges)	N\$ 134,238.18	N\$ 5,948.80



Name	Bid Price N\$		Corrected Amount N\$	
	Lot A	Lot B	LOT A	Lot B
Atai Investment cc	5,906.16	148,929.60	N/A	N/A
Ekwakuti Trading cc	11,571.73	147,532.58	11,582.60	154,373.91
Gee and Sons Trading	7,764.80	152,333.60	N/A	N/A
IBA Investment cc	11,648.93	137,954.56	N/A	N/A
Penit Stationers	7,578.89	115,673.11	N/A	N/A
Taaphil Investment cc	No bid.	161,103.79	N/A	N/A

All prices are VAT inclusive

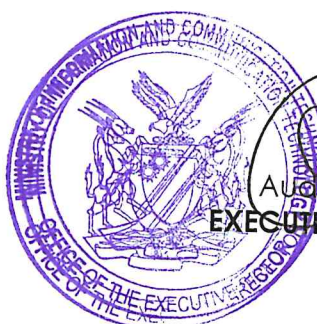
**8. Best Evaluated Bid is:** The bid evaluation committee, in terms of section 52(13) read in conjunction with section 52 (9) of the Public Procurement Act, 2015 (Act 15 of 2015), after the examination and evaluation of the bids for BID NO: G/ONB/29-02/2023; for the supply and delivery of stationaries and original cartridges, to Ministry of information and Communication Technology Head office, recommend bids for awarding as follows: Lot A: 1. ATAI for the amount of N\$ 5 906.16 VAT inclusive as the lowest responsive bidder. Lot B: 1. Penit Stationers for the amount of N\$ 115 673.11 VAT inclusive as the lowest responsive bidder.

**Lot A:**

1. ATAI for the amount of N\$ 5 906.16 VAT inclusive as the lowest responsive bidder.

**Lot B:**

1. Penit Stationers for the amount of N\$ 115 673.11 VAT inclusive as the lowest responsive bidder.



Audrin Mathe  
**EXECUTIVE DIRECTOR**