

Enquiries: T. Shipanga

Ref.: G/RFQ/TBM-04/2024

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TSUMEB MUNICIPALITY

OFFICE OF THE CHIEF EXECUTIVE

Private Bag 2012
Tsumeb
Namibia

NOTICE FOR SELECTION OF AWARD
(Section 55(4) of Act)
(Regulation 38(1))

PART A

Notice to bidder selected for award

From : **Tsumeb Municipality**

To : **Lot 1: Star Comets Trading CC**
P.O. Box 1411, Ondangwa
Lot 2: Waltons Namibia (Pty) Ltd
P.O. Box 3187, Windhoek

Bid Reference: **G/RFQ/TBM-04/2024 – Supply and Delivery of Office Stationeries to the Tsumeb Municipality for a Period of 36 months.**

- (a) Kindly note in terms of Section 55 of the Public Procurement Act, 2015 (Act No. 15 of 2015). You have been selected for award under subsection (4) of that section.
- (b) You are informed that in the absence of any application for the review of the selection for the award referred to in paragraph (a) within 7 working days of this notice, the Accounting Officer of the Tsumeb Municipality will award the contract to you.
- (c) The period of 7 working days referred to in paragraph (b) starts on **13 February 2024** and ends on **21 February 2024**.

PART B

Notice to bidder not selected for award

To : - **Maxe's Office Machines (Pty) Ltd**
- **Deme Investment CC**
- **Kweni-Pewa Trading CC**
- **Agregate Trading CC**
- **Performance Development Centre CC**

(a) Kindly note that a bidder whose particulars are specified in **PART A** has been selected for the award.

(b) The price offered by the bidder referred to in paragraph (a) is an amount of:

➤ **Lot 1: N\$ 400,000.00 (Excl. VAT)**

➤ **Lot 2: N\$ 225,000.00 (Excl. VAT)**

(c) The criteria used to select for the award the bidder referred to in paragraph (a) is set out in the bid document reference number: **G/RFQ/TBM-04/2024** attached hereto.

(d) Kindly note that if you are not satisfied with the selection for the award made by the Tsumeb Municipality, you may make an application for the review of the selection made within **7 working days** of this notice, and in the absence of an application for review, the Accounting Officer of the Tsumeb Municipality will award the contract to the person selected for the award.

(e) The period of **7 working days** referred to in paragraph (d) starts on **13 February 2024** and ends on **21 February 2024**.


Victoria N. Kapenda
CHIEF EXECUTIVE OFFICER



12/02/2024
Date



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Executive Summary of Bid Evaluation Report

Project Title: Supply and Delivery of Office Stationeries to the Tsumeb Municipality for a Period of 36 months.

Reference number of the procurement: G/RFQ/TBM-04/2024

1. Scope of Contract: **Stationeries and Cartridges**
2. Procurement method used: **Request for Sealed Quotation (RFQ)**
3. Date of Invitation of Bids: **08 November 2023**
4. Closing date for submission of bids: **30 November 2023 at 11h00**
5. Date and place of opening of bids: **30 November 2023 at 11h05, Tsumeb Municipality, Council Chambers.**
6. Number of bids received by the closing date: **7 Bids**
7. Responsiveness of bids:

Bidder' s Name	Pricing at Bid Opening N\$		Responsive or not responsive (Yes/ No)	Reasons why bid is not responsive
	Lot 1	Lot 2		
Maxe's Office Machines (Pty) Ltd	No Quote	N\$ 40,333.91	No	<ul style="list-style-type: none">• No reference letters• No clear and defined delivery method• No SLA or contract for items such as vehicles or warehouse• No product catalogue
Deme Investment CC	N\$ 21,864.49	No Quote	Yes	<ul style="list-style-type: none">• None
Kweni-Pewa Trading CC	N\$ 18,059.85	N\$ 120,127.54		<ul style="list-style-type: none">• No reference letters• No clear and defined delivery methodology

				<ul style="list-style-type: none"> No SLA or contract for items such as vehicles or warehouse No Fitness Certificate No product catalogue
Waltons Namibia (Pty) Ltd	N\$ 12,701.29	N\$ 39,464.40	Yes	<ul style="list-style-type: none"> None
Star Comets Trading CC	N\$ 9,305.00	N\$ 42,056.52	Yes	<ul style="list-style-type: none"> None
Agregate Trading CC	N\$ 10,828.74	No Quote	Yes	<ul style="list-style-type: none"> None
Performance Development Centre CC	N\$ 13,320.36	N\$ 38,242.42	No	<ul style="list-style-type: none"> No clear and defined delivery methodology No SLA or contract for items such as vehicles or warehouse No product catalogue

8. Price comparison for bids that are substantially responsive:

Name	Lot 1			Lot 2		
	A. Price at Bid Opening N\$	B. Bid Price after corrections N\$	Rank	A. Price at Bid Opening N\$	B. Bid Price after corrections N\$	Rank
Deme Investment CC	N\$ 21,864.49	N\$ 21,864.49	4	No Quote	No Quote	N/A
Waltons Namibia (Pty) Ltd	N\$ 12,701.29	N\$ 12,701.29	3	N\$ 39,464.40	N\$ 39,464.40	1
Star Comets Trading CC	N\$ 9,305.00	N\$ 9,305.00	1	N\$ 42,056.52	N\$ 42,056.52	2
Agregate Trading CC	N\$ 10,828.74	N\$ 10,828.74	2	No Quote	No Quote	N/A

9. Best Evaluated Bid:

Lot 1: Star Comets Trading CC

Lot 2: Waltons Namibia (Pty) Ltd


Mrs. Victoria N. Kapenda
Chief Executive Officer



12/02/2024
Date