

EXECUTIVE SUMMARY OF THE BID EVALUATION REPORT (SECTION 55(8))

1.	Name of Procurement	RFQ for the Design, Layout and Printing of NCA Auction Calendars 2024
2.	LLPB Procurement Reference No	G/RFQ/MBN-51/2023
3.	Date of Submission of Report	23 January 2024
4.	Contract Number	G/RFQ/MBN-51/2023
5.	Scope of Contract	RFQ for the Design, Layout and Printing of NCA Auction Calendars 2024
6.	Estimated Cost:	
7.	Funding Agency	Livestock and Livestock Products Board of Namibia
8.	Procurement Method Used	RFQ
9.	Date of Invitation of Bids	10 January 2024
10.	Closing Date of Submission of Bids	22 January 2024
11.	Date and Place of Opening of Bids	22 January 2024, Room 6, 12pm
12.	Number of Bids Received by Closing Date	Ten(10)

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Livestock and Livestock
Products Board

14. Bids Received

LLPBN invited Sealed Quotations for the Design, Layout and Printing of NCA Auction Calendars. As per Section 32 (1) the request for sealed quotation method may be used for the procurement of readily available commercially standard goods not specially manufactured to the particular specifications of the public entity, or small works and services.

15.1 The below companies were requested to submit their bids

Bidders were invited via the LLPBN Facebook page, website and the e-procurement portal.

15.2 The following companies have submitted their quotations:

1.	Open Graphics
2.	Bakwas Investment cc
3.	Boile Investment cc
4.	Namprint
5.	Swaco Industries Namibia
6.	John Meinert Printing
7.	Hieroglyphics cc
8.	Signarama Signage Windhoek cc
9.	Solitaire Press (Pty) Ltd
10.	Lavendar Graphics



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16 Compliance and Shortlisting Criteria

16.1 Compliance Criteria

According to the Public Procurement Act No. 15 of 2015 Section 50 (2) a bidder or supplier is disqualified from bidding if such bidder or supplier do not comply with the following mandatory statutory requirements:

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No	Bidder	Statutory Requirements										Responsiveness		
		Signed Bid Securing Deceleration	Valid Signed Quotation Letter	Valid Company Registration Certificate	Valid Standing Security Certificate	Good Social Standing Certificate	Valid good Standing Inland Revenue Certificate	Valid Affirmative Action Certificate	Valid Labour undertaking	Validity Period of Quotation is 60 days	Two Reference Letters from three years	Specifications Met	Bid Price in NAD Exl (VAT)	Responsiveness
1.	Open Fusion Graphics cc	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	47 250-00	Responsive
2.	Bakwas Investment cc	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	No	No	321 300-00	Unresponsive
3.	Boile Investment cc	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	50 525-00	Responsive
4.	Namprint	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	No	14 035-75	Responsive
5.	Swaco Industries (Pty) Ltd	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	No	14 780-00	Unresponsive
6.	John Meinert Printing cc	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	14 773-50	Responsive
7.	Hieroglyphics	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	No	33 838-50	Unresponsive
8.	Signarama	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	No	7 323-75	Unresponsive
9.	Solitaire Press(Pty) Ltd	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	No	16 443-00	Unresponsive
10.	Lavender Graphics & Trading cc	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes	Yes	Yes	69 268.50	Responsive

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Bidder No.	Name	Reason
2.	Brakwas Investment cc	<i>Not complaint with Point 4(e & f) of bidding document</i>
5.	Swaco Industries Namibia (Pty) Ltd	<i>Not complaint with Point 4(f) of bidding document</i>
7.	Hieroglyphics	<i>Not complqint with Point 4(f) of bidding document</i>
8.	Signarama Signage Windhoek cc	<i>Not complaint with Point 4(f) of bidding Document</i>
9.	Solitaire Press (Pty) Ltd	<i>Not complaint with Point 4(f) of Bidding Document</i>

17. Price Evaluation Stage (Ranking)

Bidder No	Bidder Name	Amount(Incl VAT)	Ranking
1.	Open Fusion Graphics cc	N\$54 337-50	3.
3.	Boile Investment cc	N\$58 103-75	4
4.	Namprint	N\$14 035-75	1.
6.	John Meinert Printing	N\$16 989-53	2.
10.	Lavender Graphics and Trading cc	N\$69 268-50	5

18. Recommendation

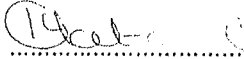
The Procurement Management Unit at its sitting on 22 January 2024 recommended to the Accounting Officer through the Procurement Committee to award John Meinert cc the tender for the Design, Layout and Printing of the NCA Auction Calendars 2024. This is because even though they were not the lowest at the price evaluation stage of the evaluation, the PMU unanimously voted that the sample calendar they provided as per the instruction on the bidding document was the most favourable in terms of Design, Layout and technical

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compliance. The PMU further made a recommendation to the Accounting Officer through the Procurement Committee that John Meinert cc Investment awarded the contract for the Design, Layout and Printing of NCA Auction Calendars.


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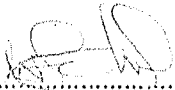
Keodumetse Thataone

Head PMU

Recommended/Not Recommended

...25/01/2024.....

Date


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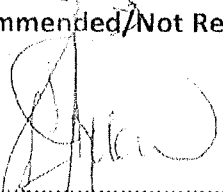
Willem Schutz

CHAIRPERSON: PROCUREMENT COMMITTEE

Recommended/Not Recommended

...25/01/2024.....

Date


.....

Paul Strydom

CHIEF EXECUTIVE OFFICER

Approved/Not Approved

...25/01/2024.....

Date

ACKNOWLEDGEMENT OF RECEIPT FORM

Design, Layout and Printing of NCA Auction Calendars
REFERENCE NO: (G/RFQ/MBN-51/2023)

I/We John Meinert Printing (Pty) Ltd hereby
acknowledge receipt of this Executive Summary dated _____ and undertake to
immediately return the signed acknowledgment of receipt to MBN as proof of receipt.

Name: Martin Sievers Signature: [Signature]

JOHN MEINERT PRINTING (PTY) LTD.

17 David Hosea Meroro Road
P.O. Box 56 • Windhoek
Namibia

Date: 29/04/2024 Company Stamp: +264 (061) 225411
johnmeinert.com

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