



EXECUTIVE SUMMARY OF BID EVALUATION REPORT

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**Procurement of Travel Management and Related Services for NamWater for
a period of 24 months**

Procurement Reference No: NCS/RB/NW-005/2025

**Namibia Water Corporation Ltd.
Private Bag 13389
176 Iscor Street, Aigams Building
Windhoek**

**Email: bids@namwater.com.na
Website: www.namwater.com.na**



Executive Summary of Bid Evaluation Report

Project Title: Procurement of Travel Management and Related Services for NamWater for a period of 24 months.

Reference number of procurement: NCS/RB/NW-005/2025

1. **Scope of Contract:** Procurement of Travel Management and Related Services for NamWater for a period of 24 months.
2. **Procurement method used:** Restricted Bidding (RB)
3. **Date of Invitation of Bids:** 20 September 2024
4. **Closing date for submission of bids:** 08 October 2024
5. **Date and place of opening of bids:** 08 October 2024, Namibia Water Corporation Ltd, 176 Iscor Street, Aigams Building, Windhoek
6. **Number of bids received by closing date:** 7 bids
7. Responsiveness of bids:

Name of Bidder	Pricing at Bid Opening N\$	Responsive or not responsive (Yes/ No)	Reasons why bid is not responsive
Kaoko Travel and Tours cc	2 580.00	Yes	
Travel Hub Namibia	2 328.75	Yes	
Rennies Travel Namibia (Pty) Ltd	3 767.50	Yes	
Trip Travel (Pty) Ltd	4 656.54	Yes	
Satguru Travel and Tours (Pty) Ltd	1 446.00	No	The bidder failed to provide sufficient Personnel resources as well as copies of their Certificates.
Blueberry Travel cc	917.35	No	The bidder failed to provide sufficient Personnel resources as well as copies of their Certificates.
Elite Travel Planners cc	1 640.00	Yes	

8. Price comparison for bids that are substantially responsive:

Name	A. Price at Bid Opening N\$	B. Bid Price after corrections	C. price after Adjustments N\$	Margin of Preference Score (10%)	D. Price after Margin of Preference	Rank
Elite Travel Planners cc	1 640.00	N/A	N/A	6	N/A	1
Travel Hub Namibia	2 328.75	N/A	N/A	6	N/A	2
Kaoko Travel and Tours cc	2 580.00	N/A	N/A	6	N/A	3
Rennies Travel Pty Ltd	3 767.50	N/A	N/A	3	N/A	4
Trip Travel Pty Ltd	4 656.54	N/A	N/A	4	N/A	5

9. Best Evaluated Bid:

It is recommended that the contract is awarded as per below:

- 1) **Elite Travel Planners cc** as the Primary Agent
- 2) **Travel Hub Namibia** as the Secondary Agent

