



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

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Executive Summary of Bid Evaluation Report

Reference number of procurement: SC/DP/39-299/2024/25

Scope of Contract: The procurement to appoint a suitable professional Consultant (Quantity Surveyor) to conduct feasibility study for the construction of NCS Lodge at Divundu Correctional Facility to the Ministry of Home Affairs, Immigration, Safety and Security.

- 1. Procurement method used:** Request for Proposal.
- 2. Date of Invitation of Bids:** 13 September 2024.
- 3. Closing date for submission of bids:** 07 October 2024 @ 10h00.
- 4. Date and place of opening of bids:** 07 October 2024 @ 10h00 at Namibian Correctional Service bid box, Central Depot Dr Michael De Kock Street, Northern Industrial Area, Windhoek.
- 5. Number of bids received by closing date:** Four (04).
- 6. Number of bids received late:** None.
- 7. The Bid Evaluation Table for Bid No. SC/DP/39-299/2024/25, The procurement to appoint a suitable professional Consultant (Architect, Quantity Surveyor, Electrical & Mechanical Engineer and Civil/Structural) to conduct feasibility study for the construction of NCS Lodge at Divundu Correctional Facility to the Ministry of Home Affairs, Immigration, Safety and Security.**

8. **Phase One: Mandatory Documents and Eligibility Criteria of the procurement to appoint a suitable professional Consultant (Quantity Surveyor) to conduct feasibility study for the construction of NSC Lodge at Divundu Correctional Facility to the Ministry of Home Affairs, Immigration, Safety and Security**

8.1 During the first phase of the examination and evaluation process, the Committee assessed the compliance of the bidders with respect to the requirements for provision of mandatory documents and other eligibility information as required in the bidding document.

8.2 A total of four (04) bidders were evaluated of which one (01) was eliminated for failing to comply with some requirements as indicated in the table below. Meanwhile three (03) bidders were found to have complied with all the requirements and were therefore moved to the next phase.

The table below shows the examination and evaluation of the mandatory documents.

ELIGIBILITY CRITERIA OF THE BID NO: SC/DP/39-299/2024/2025 STATUTORY REQUIREMENTS (PHASE 01)

NO	BIDDERS NAME	REQUIREMENTS							Authorized signatory letter /Power of Attorney	Ineligibility / debarred	Conflict of interest
		CRC	BSD	VEEC	GSTC	GSSCC	Written Under Taking	Bid Submission Form			
01	Kerry McNamara Architect Inc.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	i)QS: Steenkamp Quantity Surveyor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	ii)M&E Engineers: Trinitas Consulting Engineers	Yes	Yes	Yes	Yes	Expired 30 September 2024	Yes	No	Yes	No	No
	iii)C/S Engineers: Green Route Namibia Pty Ltd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
02	Chigama Architect Inc.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	i)QS: Sarel Burger Quantity Surveyors	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	ii)M&E Engineers: Archetype Project Consultants	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
03	iii)C/S Engineers: Archetype Project Consultant	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	Marley Tjitjo Architect Inc	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No

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	i)QS: Richard Frankle & Partners Quantity Surveyors	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	ii)M&E Engineers: Denchi Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	iii)C/S Engineers: Denchi Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
04	Toivo Nuugulu Architects	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	i)QS: Tom Van Wyk Registered Quantity Surveyor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	ii)M&E Engineers: Deka Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
	iii)C/S Engineers: Dunamis Consulting Engineers & Project Managers (PTY) Ltd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No

CRC= Valid Certified Copy Company Registration Certificate,

GSTC = Valid Original Good Standing Tax Certificate,

GSSCC = Valid Original Good Standing Social Security Commission Certificate,

VEEC= Valid Certified Copy Employment Equity Commission Certificate,

BSD = Bid Securing Declaration.

8.3 The one (01) bidder that was disqualified in the examination and evaluation of phase one (1) bid (eligibility criteria/mandatory documents) is as follow;

8.3.1 Kerry McNamra Architect Inc: Bidder was disqualified for not submitting a Bid Securing Declaration.

8.4 The under listed three (03) bidders qualified for the second phase which was Technical Evaluation;

8.4.1 Chigama Architect inc

8.4.2 Marley Tjitjo architect inc

8.4.3 Toivo Nuugulu Architect

9. Section II. Technical Evaluation Report—Forms

Form IIA. Evaluation Summary—Technical Scores/Ranking

Technical Scores/Ranking

Criteria	Sub-Criteria	Point Allocation	Max Points	Architects					Civil Structural Engineering		
				Chigama Architects Inc	Marley Tjitjo Architects Inc	Toivo Nuugulu Architects	Archetype Project Consultants	Denchi Consulting Engineers	Dunamis Consulting Engineers & Project Managers (PTY) Ltd		
1. Experience i) Specific experience of the Consultants (company) relevant to the assignment (a) Years of experience (5 points)			10								
	(a) Years of Experience										
	> 15 years	5									
	11 - 15 years	4									
	6 - 10 years	3									
(b) No of similar nature of projects (5 points) (Projects inline with the scope)	1-5 years	2	20								
	< 1 year	1									
	(b) No of projects										
	> 3 projects	5									
	2-3 projects	3									
2. Methodology and Work Plan	0-1 projects	1	20								
				2	5	3	3	4	3		
				1	5	5	1	5	5		

Annex 1

(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference a) Technical approach and methodology (10 points) -The objectives of the assignment -Explanation of the technical approach -Methodology for carrying out the activities -Obtaining the expected output and the degree of detail of such output	10	10	10	10	10	10	10	
b) Work plan (5 points) -Propose the main activities of the assignment, their content and duration,	5	5	5	5	5	5	5	

Technical quality of (a), (b) & (c):
Excellent = 10

Good = 5
Poor = 3

phasing and interrelations, milestones and delivery dates of the reports.
-The proposed work plan should be consistent with the technical approach and methodology
-Showing understanding of the TOR and ability to translate them into a feasible working plan

c) Organization and staffing (5 points)
-Propose the structure and composition of your team
-List the main disciplines of the assignment
-List the key expert responsible and proposed technical staff

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Annex 1

3. Professional Staff (iii) Key professional staff qualifications and competence for the assignment:	a) Principal Project Team Leader (30 points)	15	60	15	15	15	15	15	15
	Professional registration (15 points)			15					
	Experience in projects of similar nature (10 points)	10		10					10
	Experience in projects in same region (5 points)	5		5				5	0
								7.5	7.5
b) Project Team Member/Support (15 points)		7.5		0					
	Professional registration								
	Registered in-training	4							
	Experience in projects of similar nature	4.5		4.5				4.5	4.5

Annex 1

	Experience in projects in same region (4 points)	3		0	3	3	3
c) Project Team Member/Support (15 points)	c)Professional registration	7.5	0	7.5	7.5	7.5	7.5
	Registered in-training	4		4	4	4	
	Experience in projects of similar nature	4.5	4.5	4.5	4.5	4.5	4.5
	Experience in projects in	3	0	0	3	3	3
	same region (4 points)						
4. Participation of Nationals							

Annex 1

(iv) Participation by nationals among proposed key staff	a) Namibian staff	a) > 3 staff	10	10	10	10	10	10	10	10	10
		< 3 staff	5								
Total Points				79.5	86	92	94	95.5	93		
Rank											

Form IIA. Evaluation Summary

Technical Scores/Ranking

Criteria	Sub-Criteria	Point Allocation	Max Points	Mechanical/ Electrical Engineers		
				Archetype Project Consultants	Denchi Consulting Engineers	Deka Consulting Engineers
1. Experience						
i) Specific experience of the Consultants (company) relevant to the assignment						
(a) Years of experience (5 points)	(a) Years of Experience > 15 years 11 - 15 years 6 - 10 years 1-5 years < 1 year	5 4 3 2 1	10	3	4	4
(b) No of similar nature of projects (5 points) (<i>Projects inline with the scope</i>)	(b) No of projects > 3 projects 2-3 projects 0-1 projects	5 3 1		1	5	5
2. Methodology and Work Plan						
(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference						
a) Technical approach and methodology (10 points) -The objectives of the assignment -Explanation of the technical approach -Methodology for carrying out the activities -Obtaining the expected output and the degree of detail of such output			20	10	10	10

Annex 2

b) Work plan (5 points) -Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. -The proposed work plan should be consistent with the technical approach and methodology -Showing understanding of the TOR and ability to translate them into a feasible working plan c) Organization and staffing (5 points) -Propose the structure and composition of your team -List the main disciplines of the assignment -List the key expert responsible and proposed technical staff	Technical quality of (a), (b) & (c): Excellent = 10 Good = 5 Poor = 3		5	5	5
3. Professional Staff (iii) Key professional staff qualifications and competence for the assignment: a) Principal Project Team Leader - Mechanical (20 points)	a) Professional registration (10 points) Experience in projects of similar nature (6 points) Experience in projects in	10 60 4	10	10	10
			6	6	6
			4	4	4

Annex 2

b) Principal Project Team Leader - Electrical (20 points)	same region (4 points)	10		10	10
	b) Professional registration	10		10	10
	Experience in projects of similar nature	6		6	6
c) Project Team Member/Support – Mechanical (10 points)	Experience in projects in same region (4 points)	4		4	4
	c) Professional registration	5		5	2.5
	Registered in-training	2.5		5	3
	Experience in projects of similar nature	3		3	2
	Experience in projects in	2		0	

Annex 2

	same region (2 points)				
d) Project Team Member/Support -Electrical (10 points)	5	5	5	5	
	2.5				
Registered in-training					
Experience in projects of similar nature	3	3	3	3	
Experience in projects in same region (2 points)	2	0	2	2	
(iv) Participation by nationals among proposed key staff					
a) Namibian staff	10	10	10	10	
	5				
Total Points		92	97	96.5	
Rank					

Form IIA. Evaluation Summary

Technical Scores/Ranking

Criteria	Sub-Criteria	Point Allocation	Max Points	Quantity Surveyors		
				Sarel Burger Quantity Surveyors	Richard Frankle & Partners Quantity Surveyors	Tom Van Wyk Registered Quantity Surveyors
1. Experience i) Specific experience of the Consultants (company) relevant to the assignment (a) Years of experience (5 points)	(a) Years of Experience					
	> 15 years	5		2	5	4
	11 - 15 years	4				
	6 - 10 years	3	10			
	1-5 years	2				
(b) No of similar nature of projects (5 points) (<i>Projects inline with the scope</i>)	< 1 year	1				
	(b) No of projects			5	5	5
	> 3 projects	5				
	2-3 projects	3				
	0-1 projects	1				
2. Methodology and Work Plan (ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference			30	10	10	10

a) Technical approach and methodology (10 points) -The objectives of the assignment -Explanation of the technical approach -Methodology for carrying out the activities -Obtaining the expected output and the degree of detail of such output b) Work plan (10 points) -Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. -The proposed work plan should be consistent with the technical approach and methodology -Showing understanding of the TOR and ability to translate them into a feasible working plan c) Organization and staffing (10 points) -Propose the structure and composition of your team -List the main disciplines of the assignment -List the key expert responsible and proposed technical staff	Technical quality of (a), (b) & (c): Excellent = 10 Good = 5 Poor = 3	10	10	10	10	10	10
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3. Professional Staff

(iii) Key professional staff qualifications and competence for the assignment:

a) Principal Project Team Leader
(30 points)

a) Professional registration (15 points)	15
Experience in projects of similar nature (10 points)	10
Experience in projects in same region (5 points)	5

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b) Project Team Member/Support
(20 points)

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b) Professional registration

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Registered in-training	5
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Experience in projects of similar nature	6

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Experience in projects in same region (3 points)	4
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10. Section III. Financial Evaluation Report

After the Technical evaluation, the team proceeded to the financial proposals and evaluated the project consultant teams on the financial proposal submitted in accordance with the terms of reference.

The estimated budget prepared by Namibian Correctional Service for the magnitude of the assignment of 6 calendar months was not determined.

Consultant and team	Offer
1. <i>Architect:</i> Marley Tjitjo Architect Inc	N\$ 342 381.23
2. <i>Architect:</i> Chigama Architect Inc	N\$ 1 700 000.00
3. <i>Architect:</i> Toivo Nuugulu Architect Inc	N\$ 10 882.96

Comment: BEC observed major variance in amounts between the three bidders, which raised queries on which financial proposals are market related in relation to the scope of work outlined for the feasibility study. The BEC consulted the Ministry of Works and Transport to advice on the substantive and market-related financial proposal from the three (3) bidders.

After receiving feedback from the Ministry of Works and Transport as per their advice:

1. Bidder 1: Marley Tjitjo Architect Inc

“Bidder has complied with the professional fees of Architects and Quantity Surveyor in accordance with the Government Gazetted of fees and professional fees for Engineers in accordance with the Government Gazetted tariff of fees as stipulated in Section 5 of the Terms of Reference, Part 4 (b) of the bid document. Therefore, bidder 1 is the lowest responsive bidder”

2. Bidder 2: Chigama Architect Inc

“Bidder did not show the breakdown of the financial implications of the other disciplines as per Section 1 the Letter of Invitation, Number 3 for the bid document. Therefore, the amount proposed by bidder 2 is expensive and, hence not the lowest responsive bidder

3. Bidder 3: Toivo Nuugulu Architect Inc

“Bidder has not complied with the professional fees of Architects and Quantity Surveyor in accordance with the Government Gazetted tariff of fees and professional fees for Engineers in accordance with the Government Gazetted tariff of fees and professional fees of Engineers in accordance with the Government Gazetted as stipulated in Section 5 of the Terms of Reference, Part 4 (b) of the bid document. Therefore, bidder 3 disqualified.”

11. Best Evaluated Bids:

11.1 Based on the above tables on technical and financial evaluation results, the recommended consultants for award as per discipline are as following.

Discipline	Bidder	Offer	Comments
Architect, Quantity Surveyor, Electrical & Mechanical Engineer and Civil/Structural	Marley Tjitjo Architect Inc (Project Manager) Richard Frankle & Partners Quantity Surveyors (Quantity Surveyor) Denchi Consulting Engineers (Civil/Structural, Mechanical & Electrical)	N\$ 342 381.23	Recommended based on the compliance with the professional fees of Architects and Quantity Surveyor in accordance with the Government Gazetted of fees and professional fees for Engineers in accordance with the Government Gazetted tariff of fees

