



EXECUTIVE SUMMARY OF BID EVALUATION REPORT

Provision of Local Travel Management Services

NCS/ONB/NPWR-14/2020

1. Scope of Contract:	Provision of Local Travel Management Services to NamPower for a three (3) year period		
2. Procurement Method used:	Open National Bidding – Non Consultancy Services		
3. Date of invitation of Bids	19 May 2020		
4. Closing date for submission of bids	3 July 2020		
5. Date and place of opening of bids	3 July 2020 NamPower Head Office		
6. Number of bids received by closing date:	8		
7. Responsiveness of bids:			
BIDDER'S NAME	PRICING AT BID OPENING N\$ (Rates – not read at opening)	RESPONSIVE OR NOT RESPONSIVE (YES/NO)	REASONS WHY THE BID IS NOT RESPONSIVE
Annes Luxury Travel cc	Not read	Yes	
Kaoko Travel & Tours	Not read	No	-A duly completed and signed Self-declaration form not completed -Proof of Availability of communication facilities not provided
Blueberry Travel cc	Not read	No	ID's copies not submitted
Rennies Travel Namibia (Pty) Ltd	Not read	No	ID's copies not submitted
Gabi Daniella Erni t/a Gabi's Travel Agency	Not read	No	Scored 40% for technical evaluation (minimum pass mark is 70%)
Seasons Travel & Tours Namibia	Not read	Yes	
Etosha Travel & Tours cc	Not read	No	Provided 2 reference letters from clients and not the minimum of three



Muadifam Enterprises cc	Not read	Yes	
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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\$	D. Price after Margin of Preference [If applicable]	Rank
Annes Luxury Travel cc			Incomplete Bill/Price Schedule		-
Muadifam Enterprises cc			Highest quoted amount		2
Seasons Travel & Tours Namibia			Lowest quoted amount		1



Rates average scenarios

FEES	ANNES LUXURY TRAVEL		MUADIFAM ENTERPRISES		SEASONS TRAVEL & TOURS	
SERVICES	DOMESTIC		DOMESTIC		DOMESTIC	
AIRLINES	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000
Air ticket - economy class	not completed	not completed	800	600	300	300
Air ticket re-issue	not completed	250	950	750	250	250
Air ticket Change of reservation	not completed	250	900	750	250	250
Air ticket Bill back fee	not completed	0	900	850	0	0
Air ticket Cancellation	not completed	500	800	700	500	500
Average scenario	#DIV/0!	250	870	730	260	260
ACCOMMODATION	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000
Accommodation reservation fees	not completed	350	800	450	250	250
Change of reservation	not completed	0	600	400	0	0
Accommodation bill back fee	not completed	150	700	550	150	150
Accommodation Cancellation fee	not completed	150	900	600	0	0
Average scenario	#DIV/0!	163	750	500	100	100
CAR HIRE	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000
Reservation fees	not completed	350	600	300	150	150
Change of reservation fees	not completed	0	550	250	0	0
Car bill back fee	not completed	150	700	400	150	150
Car hire Cancellation fee	not completed	0	700	400	0	0
Average scenario	#DIV/0!	125	638	338	75	75
TRANSFERS	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000
Reservation fee	not completed	150	400	200	150	150
Transfer bill back fee	not completed	150	500	300	150	150
Change of reservation fee	not completed	0	500	400	0	0
Average scenario	#DIV/0!	106	509	309	93.75	93.75
OTHER SERVICES	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000	Above N\$ 10 000	Below N\$ 10 000
Emergency after hours assistance	not completed	0	1200	900	0	0
Travel insurance	not completed	50	800	500	0	0
Conference bookings	not completed	250	1250	950	2500	1000
Charter flight	not completed	350	900	700	2500	1000
Shuttle/Transfers	not completed	150	600	400	150	150
Ad – hoc reports	not completed	150	700	700	0	0
Average scenario	#DIV/0!	190	850	650	1030	430
	Incomplete bill, bidder disqualified		highest quoted		lowest quoted	

Best evaluated bid:

Seasons Travel & Tours Namibia