



EXECUTIVE SUMMARY OF BID EVALUATION REPORT

EXPRESSION OF INTEREST FOR THE PROVISION OF LOCAL TRAVEL MANAGEMENT SERVICES FOR A THREE (3) YEAR PERIOD

NCS/EOI/NPWR-03/2025

1. Scope of Contract:	EXPRESSION OF INTEREST FOR THE PROVISION OF LOCAL TRAVEL MANAGEMENT SERVICES FOR A THREE (3) YEAR PERIOD		
2. Procurement Method used:	Open National Bidding		
3. Date of invitation of Bids	4 October 2024		
4. Closing date for submission of bids	13 December 2024		
5. Date and place of opening of bids	13 December 2024 NamPower Head Office		
6. Number of bids received by closing date:	10		
7. Responsiveness of bids:			
BIDDER'S NAME	PRICING AT FINANCIAL BID OPENING N\$	RESPONSIVE OR NOT RESPONSIVE (YES/NO)	REASONS WHY THE BID IS NOT RESPONSIVE
KAOKO TRAVEL AND TOURS CC	Various rates	YES	
SATGURU TRAVEL AND TOURS (PTY) LTD	-	NO	<ul style="list-style-type: none"> The bidder did not submit a declaration in respect of exclusive preferences. The bidder submitted a lease agreement that was not certified by a Commissioner of Oaths. The bidder submitted a company registration certificate, but the CM forms were not certified by a Commissioner of Oaths. The bidder only submitted a telephone account as proof of the availability of communication facilities. The bidder did not submit a confirmation letter from a financial institution undertaking that they will fund or avail credit facility to the bidder upon award to the value of a minimum of N\$1,5 million. The bidder submitted a copy of a certified copy of proof of membership from



			the Namibia Tourism Board.
TRAVEL HUB CC	Various rates	YES	
BLUE BERRY TRAVEL CC	Various rates	YES	
WILD DESERT TRAVEL AND SAFARI CC	N/A	NO	<ul style="list-style-type: none"> The bidder only submitted two reference letters instead of the minimum requirement of three letters.
TRIP (PTY) LTD	Various rates	YES	
RENNIES TRAVEL NAMIBIA (PTY) LTD	N/A	NO	<ul style="list-style-type: none"> The bidder submitted a lease agreement which is not signed by the landlord.
ELITE TRAVEL PLANNERS CC	N/A	NO	<ul style="list-style-type: none"> The bidder submitted a bank confirmation letter that does not reflect the value of a minimum of N\$1,5 million funding or credit facility. The bidder did not submit proof of the availability of communication facilities.
ETHITHYA TRAVEL AND TOURS CC	N/A	NO	<ul style="list-style-type: none"> The bidder only submitted a telephone account as proof of the availability of communication facilities.
SEASONS TRAVEL AND TOURS NAMIBIA CC	Various rates	YES	

A. Price comparison for bids that are substantially responsive:

1. KAOKO TRAVEL & TOURS CC

TYPE OF SERVICES	RATE N\$ (Exclusive of VAT) per Booking		
	Year 1	Year 2	Year 3
AIRLINES			
Air ticket flight within Namibia			
Business class	0	0	0
Economy class	100.00	120.00	140.00
Air ticket re-issue	150.00	150.00	150.00
Air ticket Change of reservation	0	0	0
Air ticket Bill back fee	0	0	0
Air ticket Cancellation	120.00	120.00	120.00
ACCOMMODATION			
Reservation fees	80.00	90.00	100.00
Change of reservation	0	0	0
Bill back fee	0	0	0
Cancellation fee	100.00	100.00	100.00
CAR HIRE			
Reservation fees	80.00	90.00	100.00
Change of reservation fees	0	0	0
Bill back fee	0	0	0
Cancellation fee	100.00	100.00	100.00
TRANSFERS			
Reservation fee	90.00	100.00	110.00
Bill back fee	0	0	0
Change of reservation fee	0	0	0
Shuttle	150.00	150.00	150.00
OTHER SERVICES			
Emergency after hours assistance	0	0	0
Ad – hoc reports	0	0	0

2. TRIP TRAVEL (PTY) LTD

TYPE OF SERVICES	RATE N\$ (Exclusive of VAT) per Booking		
	Year 1	Year 2	Year 3
AIRLINES			
Air ticket flight within Namibia			
Business class	347.83	347.83	347.83
Economy class	347.83	347.83	347.83
Air ticket re-issue	130.44	130.44	130.44
Air ticket Change of reservation	0	0	0
Air ticket Bill back fee	0	0	0
Air ticket Cancellation	217.39	217.39	217.39
ACCOMMODATION			
Reservation fees	0	0	0
Change of reservation	0	0	0
Bill back fee	130.44	130.44	130.44
Cancellation fee	0	0	0
CAR HIRE			
Reservation fees	0	0	0
Change of reservation fees	0	0	0
Bill back fee	130.44	130.44	130.44
Cancellation fee	0	0	0
TRANSFERS			
Reservation fee	0	0	0
Bill back fee	130.44	130.44	130.44
Change of reservation fee	0	0	0
Shuttle	0	0	0
OTHER SERVICES			
Emergency after hours assistance	0	0	0
Ad – hoc reports	0	0	0

3. SEASONS TRAVEL & TOURS NAMIBIA CC

TYPE OF SERVICES	RATE N\$ (Exclusive of VAT) per Booking		
	Year 1	Year 2	Year 3
AIRLINES			
Air ticket flight within Namibia			
Business class	0	0	0
Economy class	400.00	400.00	400.00
Air ticket re-issue	250.00	250.00	250.00
Air ticket Change of reservation	0	0	0
Air ticket Bill back fee	0	0	0
Air ticket Cancellation	0	0	0
ACCOMMODATION			
Reservation fees	600.00	600.00	600.00
Change of reservation	0	0	0
Bill back fee	200.00	200.00	200.00
Cancellation fee	0	0	0
CAR HIRE			
Reservation fees	150.00	150.00	150.00
Change of reservation fees	0	0	0
Bill back fee	100.00	100.00	100.00
Cancellation fee	0	0	0
TRANSFERS			
Reservation fee	150.00	150.00	150.00
Bill back fee	50.00	50.00	50.00
Change of reservation fee	0	0	0
Shuttle	150.00	150.00	150.00
OTHER SERVICES			
Emergency after hours assistance	0	0	0
Ad – hoc reports	0	0	0

4. TRAVEL HUB CC

TYPE OF SERVICES	RATE N\$ (Exclusive of VAT) per Booking		
	Year 1	Year 2	Year 3
AIRLINES			
Air ticket flight within Namibia			
Business class	500.00	500.00	500.00
Economy class	500.00	500.00	500.00
Air ticket re-issue	350.00	350.00	350.00
Air ticket Change of reservation	350.00	350.00	350.00
Air ticket Bill back fee	500.00	500.00	500.00
Air ticket Cancellation	500.00	500.00	500.00
ACCOMMODATION			
Reservation fees	200.00	200.00	200.00
Change of reservation	50.00	50.00	50.00
Bill back fee	200.00	200.00	200.00
Cancellation fee	150.00	150.00	150.00
CAR HIRE			
Reservation fees	200.00	200.00	200.00
Change of reservation fees	50.00	50.00	50.00
Bill back fee	200.00	200.00	200.00
Cancellation fee	150.00	150.00	150.00
TRANSFERS			
Reservation fee	100.00	100.00	100.00
Bill back fee	100.00	100.00	100.00
Change of reservation fee	50.00	50.00	50.00
Shuttle	100.00	100.00	100.00
OTHER SERVICES			
Emergency after hours assistance	150.00	150.00	150.00
Ad – hoc reports	0	0	0

B. Bidder selected for Award:

- KAKO TRAVEL AND TOURS