



# OSHAKATI TOWN COUNCIL

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Namibia

Enquiries: PMU

## EXECUTIVE SUMMARY OF PROCUREMENT COMMITTEE REPORT

[Issued in terms of section 55(8) of the Public Procurement Act, 2015]

Ref: G/RFQ/OSHTC-05/2023-2024

**Name of Procurement** : SUPPLY AND DELIVERY OF PRINTINGS AND STATIONARIES TO OSHAKATI FOR THE PERIOD OF TEN MONTHS (SEPTEMBER 2023-JUNE 2024)

**Procurement No** : G/RFQ/OSHTC-01/2023-2024

**Date of Submission of Report** : 13 October 2023

**Scope of Contract** : GOODS

1. **Scope of Contract:** 10 (Ten Months)
2. **Estimated Cost 2023/2024 FY:** N\$600,000.00
3. **Funding Agency:** Oshakati Town Council
4. **Procurement method used:** Request for sealed quotation
5. **Date of Invitation of Bids:** 05 August 2023
6. **Closing date for submission of bids:** 24 August 2023@12h00
7. **Date and place of opening of bids:** 24 August 2023@12h00
8. **Number of bids received by closing date:** 3
9. **Responsiveness of bids:** 1

**10. RESPONSIVENESS OF BID(S)**

| BIDDER' S NAME            | Bid Amount N\$                   | RESPONSIVE OR NOT RESPONSIVE (YES/ NO) | REASONS WHY BID IS NOT RESPONSIVE   |
|---------------------------|----------------------------------|--|---|
| Atai Investment cc        | As per rates in the bid document | Yes                                    | Bidder does not disqualified  |
| Waltons Namibia (PTY) Ltd | As per rates in the bid document | No                                     | <ul style="list-style-type: none"> <li>• Quotation Letter submitted by the bidder, clearly indicating the bid validity period of 21 days instead of 90 days.</li> <li>• Page one of the list of goods and price schedule and page two for specifications and compliance Sheet not initialed by the bidder.</li> </ul> |
| Star Comets Trading cc    | As per rates in the bid document | No                                     | Bidder does not disqualified  |

**11. PRICE COMPARISON FOR LOWEST RESPONSIVE BIDS:**

| No. | Bidder's Name      | PRICING AT BID OPENING<br>N\$<br>VAT exclusive | Bid Price after corrections-<br>VAT EXCLUSIVE | Price after<br>Adjustments<br>N\$ | Price after<br>Margin of<br>Preference [if<br>applicable] | Rank |
|-----|--------------------|--|---|-----------------------------------|---|------|
| 1   | Atai Investment cc | rate per document                              | rate per document                             | NONE                              | N/A   |      |

**1. BEST EVALUATED BID(S)**

**Proposed award of contract: lowest evaluated substantially responsive bidder:**

The Accounting Officer resolved to approve as per the recommendation(s) of the Adhoc Bid Evaluation and Procurement Committee that:

**Name: Atai Investment cc**  
**Address: P.O.Box 1610**  
 Ondangwa  
**NAMIBIA**  
**Email: ataiinvestment17@gmail.com**



| Bid Price                                  | Currency | Bidder Options(s) | Amount including VAT |
|--|----------|-------------------|----------------------|
| Bid Price(s) read-Out                      | N\$      | -                 | Per rates            |
| Bid Price(s) of the most responsive option | N\$      | -                 | Per rates            |
| Correction of errors                       | N\$      | Yes               | Yes                  |
| Discount                                   | N\$      | None              | None                 |
| Proposed Award                             | N\$      |                   | Per rates            |

  
 Mr. T. Nampwandi  
 Accounting Officer

