



Procurement Management Unit

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

for

Procurement of Recruitment Services for Head: Finance & Administration for the Namibia Qualifications Authority (Lump-Sum Contract)

Procurement Reference Number:
SC/RFP/NQA-03/2025/26

Namibia Qualifications Authority
Private Bag 13247
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Namibia

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Executive Summary of Bid Evaluation Report (Section 55 (8))

Project: Recruitment of Recruitment Services for Head: Finance & Administration for the Namibia Qualifications Authority (Lump-Sum Contract)

Reference number: SC/RFP/NQA-03/2025/26

1. Procurement method used: Request for Proposal
2. Date of Invitation to Bids: 05 February 2026
3. Date of Submission of Bids: 20 February 2026
4. Date and place of opening of bids: 20 February 2026, NQA c/o S. Shihungileni and Dr. Kulz Street, Windhoek
5. Number of bids received by closing date: Two (2)
6. Responsive bids: None

| No. | Bidder's Name | Pricing at Bid Opening (N\$) | Responsive or not responsive (Yes/ No) | Reasons why bidder is successful/ Not Successful |
|-----|--|------------------------------|--|--|
| 1. | Hito HR and Training Consultants | N/a | No | <ul style="list-style-type: none">• Bidder only completed two projects of similar magnitude• Reference letters not certified |
| 2. | Windhoek Accounting and Taxation Pty Ltd | N/a | No | <ul style="list-style-type: none">• Bidder failed to declare the conflict of interest• Bidder failed to attach an Affirmative Action Compliance Certificate |


7. Price comparison for bids that are substantially responsive:


| No. | Bidder's Name | Price at Bid opening (N\$) | Bid price after corrections (N\$) | Price after adjustments (N\$) | Price after Margin of preference (If applicable) (N\$) | E. Rank |
|-----|---------------|----------------------------|-----------------------------------|-------------------------------|--|---------|
| 1. | None | N/a | N/a | N/a | N/a | N/a |

8. Best Evaluated Bid:

None of the bids are responsive. The bidding process is cancelled in terms of Section 54(1)(a);

"All the bids are non-responsive".


MS. HARMONI W. BEUKES
ACTING ACCOUNTING OFFICER



END