



# 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) - Re-advertisement

---

Procurement Reference Number:  
SC/RFP/NQA-01/2026/27

Namibia Qualifications Authority  
Private Bag 13247  
Windhoek  
Namibia

Phone: +264 61 384 100  
Website: [www.namqa.org](http://www.namqa.org)

Fax: +264 61 384 114

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

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

**Reference number:** SC/RFP/NQA-01/2026/27

1. Procurement method used: Request for Proposal
2. Date of Invitation to Bids: 11 May 2026
3. Date of Submission of Bids: 29 May 2026
4. Date and place of opening of bids: 29 May 2026, NQA c/o S. Shihungileni and Dr. Kulz Street, Windhoek
5. Number of bids received by closing date: Six (6)
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.	Windhoek Accounting and Taxation (Pty) Ltd	Section 35(6)	No	Bidder did not submit a full certificate of Company Registration and did not declare conflict of interest, contrary to requirement under BDS 4.3 (a) and (i) of the bidding document.
2.	Diamond Trading Institute CC	Section 35(6)	No	Bidder submitted a Company Profile not detailing past experiences in executive recruitment, contrary to requirement under BDS 4.3 (g) of the bidding document.
3.	Hito HR and Training Consultant CC	Section 35(6)	No	Bidder did not declare conflict of interest, contrary to requirement under BDS 4.3 (i) of the bidding document.
4.	Potentia Namibia Recruitment (Pty) Ltd	Section 35(6)	No	Bidder did not submit a Good Standing Tax Certificate, contrary to requirement under BDS 4.3(b) of the bidding document and Section 50(2)(a) of the Public Procurement Act, 2015.
5.	Elite Employment Consultancy CC	Section 35(6)	No	Bidder submitted a certificate of Business Registration not certified, contrary to requirement under BDS 4.3 (a) the bidding document.
6.	Axissol Technologies CC	Section 35(6)	No	Bidder did not submit a Company Profile and conflicted, contrary to requirement under BDS 4.3 (g) and (i) of the bidding document.

**7. Price comparison for bids that are substantially responsive:**

No.	Bidder's Name	Price at Bid opening (N\$)	Bid price after correction (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 the CEO



END