



Procurement Management Unit

EXECUTIVE SUMMARY OF BID EVALUATION REPORT **for**

**Procurement of Recruitment Services for Executive:
Finance and Corporate Services for the Namibia
Qualifications Authority (Lump-Sum Contract)**

**Procurement Reference Number:
NCS/RB/NQA-04/2026/27**

**Namibia Qualifications Authority
Private Bag 13247
Windhoek
Namibia**

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

Project: Procurement of Recruitment Services for Executive: Finance and Corporate Services for the Namibia Qualifications Authority (Lump-Sum Contract)

Reference number: NCS/RB/NQA-04/2026/27

1. Procurement method used: Restricted Bidding
2. Date of Invitation to Bids: 04 September 2026
3. Date of Submission of Bids: 18 September 2026
4. Date and place of opening of bids: 18 September 2026, NQA c/o S. Shihungileni and Dr. Kulz Street, Windhoek
5. Number of bids received by closing date: Four (4)
6. Responsive bids: None (0)

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	121,313.50	No	Bidder submitted an incomplete Company Registration certificate without attaching all shares certificates, contrary to requirement under ITB 4(a) of the bidding document and section A50(2)(e)(i) of the Public Procurement Act, 2015, as amended.
2.	Hito HR and Training Consultant CC	184,891.02	No	Bidder did not submit references for lead consultant nor executive recruitment, contrary to requirement under ITB 4(h)(i) of the bidding document.
3.	Potentia Namibia Recruitment (Pty) Ltd	165,830.00	No	Bidder did not submit two stamped references, contrary to requirement under ITB 4(i) of the bidding document.
4.	Elite Employment Consultancy CC	213,468.75	No	Bidder did not submit the minimum NQF level 7, with an MBA unrelated to HR and no references for the lead consultant, contrary to requirement under ITB 4(h) 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\$)	Rank
1.	N/a	N/a	N/a	N/a	N/a	N/a

8. Best Evaluated Bid:

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

"all the bids are non-responsive"


Ms. Harmoni W. Beukes
ACTING CHIEF EXECUTIVE OFFICER



END