



## **PART A**

### **NOTICE FOR SELECTION OF PROCUREMENT AWARD**

**BID NAME:** Request for Proposal for the provision of Travel Management and Related services on a three (3) years agreement for the Namibia University of Science and Technology (NUST)

**(Procurement Reference No. SC/RFP/NUST – 006/2024)**

Pursuant to Section 55 of the Public Procurement Act No.15 of 2015 and following a competitive Procurement exercise undertaken in accordance with the Act, the Namibia University of Science and Technology (NUST) has resolved to appoint the following bidders for the provision of Travel Management and related services:

<b>Name of bidder</b>	<b>Physical Address</b>
Trip Travel (Pty) Ltd	221-224 Independence Avenue, Windhoek
Rennies Travel Namibia (Pty) Ltd	Corner of Robert Mugabe and Julius K. Nyerere Street
Blueberry Travel CC	Shop. 2, Commercial Building, Garten Strasse
Season Travel & Tours Namibia CC	Arno Henker Haus, Erf 1654, 65-73 Independence Avenue

## **PART B**

### **NOTICE TO THE FOLLOWING BIDDERS NOT SELECTED FOR AWARD:**

<b>Name of bidder</b>
Essie Travel Agents
Travel Hub CC
Elite Travel Planners
Easy Nest Travel Maker CC

- Kindly note that the bidders whose particulars are specified in **PART A** have been selected for the award.
- The criteria used to select the bidder for the award in paragraph (a) are in the bidding document reference number SC/RFP/NUST – 006/2024.
- Kindly note that if you are not satisfied with the selection for the award made by the Namibia University of Science and Technology (NUST), you may make an application for the review of the selection made

within seven (7) days of this notice. In the absence of an application for review, the Accounting Officer will award the contract to the bidders selected for the award.

- d) The period of seven (7) days referred to in paragraph (d) starts on **04 February 2025** and ends on **12 February 2025 at 16h30 (Namibian Time)**.

#### EXECUTIVE SUMMARY OF THE BID EVALUATION REPORT (SECTION 55 (8))

**BID NAME:** Request for Request for Proposal for the provision of Travel Management and Related services on a three (3) year agreement to the Namibia University of Science and Technology (NUST)

**Date:** 27 January 2025

**Procurement Reference No:** SC/RFP/NUST – 006/2024

#### Scope of Contract:

Provision of Travel Management and Related services on a three (3) year agreement as per specifications in the bid document.

1. **Procurement Method:** Request for Proposal (RFP) through Open Advertised Bidding as per Section 28 (1) (a) of the Public Procurement Act, 2015.
2. **Date of Invitation of Bids:** 19 April 2024
3. **Closing date of submission of bids:** 04 June 2024
4. **Date and Place of Opening of bids:** 04 June 2024, Namibia University of Science and Technology (NUST) Registrar boardroom.
5. **Number of bids received by closing date:** Eight (8)
6. **RESPONSIVENESS OF BIDS:**

#### The summary of the responsiveness of the bids:

Bid No.	Bidder Name	Responsiveness as per evaluation stage			
		Mandatory Documents	Technical Evaluation	Financial Evaluation	Reasons why the bid is/not responsive
1	Essie Travel Agents	Not responsive and disqualified	Not considered	Not considered	The bidder attached an IATA License that does not correspond with the Trading name of the bidder. The requirement was that the IATA licence be in the bidder's name.
2	Travel Hub CC	Not responsive and disqualified	Not considered	Not considered	The bidder attached an IATA License that does not correspond with the Trading name of the bidder. The requirement was that the IATA licence be in the bidder's name.

3	Elite Travel Planners	Qualified	Not responsive and disqualified	Not considered	The bidder did not attach the principal consultant and supporting consultants' IATA diplomas and computerised reservation systems.
4	Trip Travel (Pty) Ltd	Qualified	Qualified	Qualified	<b>The bidder qualified.</b>
5	Easy Nest Travel Maker CC	Not responsive and disqualified	Not considered	Not considered	The bidder attached an IATA License that does not correspond with the Trading name of the bidder. The requirement was that the IATA licence be in the bidder's name.
6	Rennies Travel Namibia (Pty) Ltd	Qualified	Qualified	Qualified	<b>The bidder qualified.</b>
7	Blueberry Travel CC	Qualified	Qualified	Qualified	<b>The bidder qualified.</b>
8	Season Travel & Tours Namibia CC	Qualified	Qualified	Qualified	<b>The bidder qualified.</b>

The financial proposal received was as follows (VAT Inclusive):

**7. Price Comparison of responsive bids:**

Name of Bidder	Estimate Fees
Rennies Travel Namibia (PTY) Ltd	3800.00
Trip Travel (Pty) Ltd	3870.00
Blueberry Travel cc	660.00
Season Travel & Tours Namibia cc	2500.00

**8. Recommended for award:**

The BEC recommended that the award of provision of Travel Management and Related services on a three-year agreement to the Namibia University of Science and Technology (NUST) be awarded to the following responsive bidders: **Rennies Travel Namibia (PTY) Ltd, Trip Travel (Pty) Ltd, Blueberry Travel CC, and Season Travel & Tours Namibia CC.**

Sincerely



**Prof Eroid Naomab**

Accounting Officer/Vice-Chancellor

