



MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Procurement Reference No: NCS/ONB/39-01/2025/2026

STANDARD FORM

For

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

[Issued in terms of section 7(1) (i) of the Public Procurement Act, 2015]

Ministry of Home Affairs, Immigration, Safety and Security
Corner of Hosea Kutako Drive and Harvey Street, Erf 6971, Windhoek North
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Executive Summary of Bid Evaluation Report

Contract for Provision of Domestic, Regional, Continental and International Travel Management services to the Ministry of Home Affairs, Immigration, Safety and Security for a period of 3 years.

Reference number of procurement: NCS/ONB/39-01/2025/2026

1. **Scope of Contract:** Contract for Domestic, Regional, Continental and International Travel Management services
2. **Procurement method used:** Open National Bid
3. **Date of Invitation of Bids:** 01 August 2025
4. **Closing date for submission of bids:** 12 September 2025
5. **Date and place of opening of bids:** 12 September 2025, Namibian Correctional Service, Central Depot
6. **Number of bids received by closing date:** 9
7. **Number of bids received late:** 0
8. **Responsiveness of bids:**

No.	Bidder's Name	Pricing at Bid Opening N\$	Responsiveness as per evaluation stage			Reasons why bid is not responsive
			Administrative And Legally Mandatory Documents	Technical Experience	Financial Evaluation	
1.	Satguru Travel and tours Ground floor below Hilton Hotel Independence avenue Windhoek	N/A	No	Not Considered	Not Considered	No ID attached only an uncertified copy of foreign passports and they are non-Namibians. Most supporting documents are scanned not original. No proof of booking system attached
2.	Travel Hub Namibia 944 Nauchab Street Windhoek	N/A	Yes	Yes	Yes	Responsive bidder
3.	Season Travelling and Tours Namibia Arno Henka Haus, erf 1654-65-73, Independence Avenue Windhoek	N/A	Yes	Yes	Yes	Responsive bidder

4.	Blueberry Travel Shop No.2 Commercial Building, Garten Strasse Windhoek	N/A	No	Not Considered	Not Considered	No ID attached only a copy of foreign passport attached and non-Namibian.
5.	Trip Travel -Trip (Proprietary) Limited 221 Independence Avenue Windhoek	N/A	Yes	Yes	Yes	Responsive bidder
6.	Rennies BCD Travel Namibia Tenbergen Village,c/o Robert Mugabe & Julius K. Nyerere Street, Windhoek	N/A	Yes	No	Not Considered	Bidder submitted expired Service Level Agreement/ Memorandum of Understanding/ Contractual Agreements on accommodation. On car hire only a request letter to increase the credit limit and no response on whether it was approved. No airline SLA/ MoU/ CA was submitted.
7.	Lazilia Travels Erf No. 17, Strauss Street, Windhoek West	N/A	Yes	Yes	Yes	Responsive bidder
8.	Elite Travel Planners 13 Liliencron Street, Eros, Windhoek	N/A	Yes	Yes	Yes	Responsive bidder
9.	Wild Desert Travel and Safari PTY LTD Erf 2941, Gihon Street, Soweto, Windhoek	N/A	Yes	Yes	Yes	Responsive bidder

9. Methods of Evaluation and Selection:

Technical substantially responsive bidder with least cost selection method was used to determine a bidder. Through this method price proposals of all were considered and service providers were ranked according to the lowest price.

Price and margin of preference calculations

$$A = \frac{MP \times BP}{100}$$

100

A (Final Bid Price)
MP (Margin of Preference)
BP (Bid Price)

	MP (Margin of Preference)	BP (Bid Price)	MP*BP/100	A (Final Bid Price)
Travel Hub Namibia	4%	N\$2,300.00	N\$92.00	N\$2,208.00
Season Travelling and Tours Namibia	5%	N\$10,200.00	N\$510.00	N\$9,690.00
Trip Travel – Trip (Proprietary) Limited	3%	N\$15,133.77	N\$454.01	N\$14,679.76
Lazilia Travels	7%	N\$1,700.00	N\$119.00	N\$1,581.00
Elite Travel Planners	7%	N\$1,859.00	N\$130.13	N\$1,728.87
Wild Desert Travel and Safari PTY LTD	7%	N\$5,120.00	N\$358.40	N\$4,761.60

10. Best Evaluated Bid: On the basis of the evaluation which was carried out in accordance with the least cost selection methods it is recommended that the following three companies meets the specifications should be awarded the contract for Provision of Domestic, Regional, Continental and International Travel Management services to the Ministry of Home Affairs, Immigration, Safety and Security for a period of 3 years:

No.	Name	A. Price at Bid Opening N\$ per annum	Margin of Preference Bid Price
1.	Lazilia Travels	N\$1,700.00	N\$1,581.00
2.	Elite Travel Planners	N\$1,859.00	N\$1,728.87
3.	Travel Hub Namibia	N\$2,300.00	N\$2,208.00



NGHIDINUA DANIEL
EXECUTIVE DIRECTOR

