



REPUBLIC OF NAMIBIA

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

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Executive Summary of Bid Evaluation Report

Reference number of procurement: SC/RP/39-186/2024/2025

Scope of Contract: The procurement to appoint a suitable professional Consultant (Architect, Quantity Surveyor, Electrical/Mechanical and Civil/Structural) to conduct feasibility study for the renovations and rehabilitation of Lucius S. Mahoto Correctional Service Training College **to the Ministry of Home Affairs, Immigration, Safety and Security.**

- 1. Procurement method used:** Request for Proposal.
- 2. Date of Invitation of Bids:** 3rd of June 2024.
- 3. Closing date for submission of bids:** 15th of July 2024 @ 10h00.
- 4. Date and place of opening of bids:** 15th of July 2024 @ 10h00 at Namibian Correctional Service bid box, Central Depot Dr Michael De Kock Street, Northern Industrial Area, Windhoek.
- 5. Number of bids received by closing date:** Sixteen (16).
- 6. Number of bids received late:** None.
- 7. The Bid Evaluation Table for Bid No. SC/RP/39-186/2024/2025, The procurement to appoint a suitable professional Consultant (Architect, Quantity Surveyor, Electrical/Mechanical and Civil/Structural) to conduct feasibility study for the renovations and rehabilitation of Lucius S. Mahoto Correctional Service Training College to the Ministry of Home Affairs, Immigration, Safety and Security.**

8. Phase One: Mandatory Documents and Eligibility Criteria of the procurement to appoint a suitable professional Consultant (Architect, Quantity Surveyor, Electrical/Mechanical and Civil/Structural) to conduct feasibility study for the renovations and rehabilitation of Lucius S. Mahoto Correctional Service Training College to the Ministry of Home Affairs, Immigration, Safety and Security

8.1 During the first phase of the examination and evaluation process, assessment for the compliance of the bidders with respect to the requirements for provision of mandatory documents and other eligibility information as required in the bidding document.

8.2 A total of sixteen (16) and all bidders were found to have complied with all the requirements and were therefore moved to the next phase.

The table below shows the examination and evaluation of the mandatory documents.

ELIGIBILITY CRITERIA OF THE BID NO: SC/R/39-186/2024/2025 (ARCHITECTS) STATUTORY REQUIREMENTS (PHASE 01)

REQUIREMENTS										
S/N O.	BIDDERS NAME	CRC	BSD	VEEC	GSTC	GSSCC	Written Under Taking	Bid Submission Form	Authorized signatory letter /Power of Attorney	Ineligibility / debarred
01.	Kondjeni Nkandi Architects	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
02.	DB-Ndhovu Icon Architects INC	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
03.	Sakeus Shivute Architects	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

ELIGIBILITY CRITERIA OF THE BID NO: SC/R/39-186/2024/2025 (QUANTITY SURVEYORS) STATUTORY REQUIREMENTS (PHASE 01)

S/NO	BIDDERS NAME	REQUIREMENTS								Ineligibility / debarred
		CRC	BSD	VEEC	GSTC	GSSCC	Written Under Taking	Bid Submission Form	Authorized signatory letter /Power of Attorney	
01.	Jordaan & Associate Quantity Surveyor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
02.	Shaun Jarman Quantity Surveyor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
03.	Surge Kalumba Quantity Surveyor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
04.	Shivute and Associates Quantity Surveyor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

ELIGIBILITY CRITERIA OF THE BID NO: SC/R/39-186/2024/2025 (ELECTRICAL/MECHANICAL) STATUTORY REQUIREMENTS (PHASE 01)

S/NO	BIDDERS NAME	REQUIREMENTS								Ineligibility / debarred
		CRC	BSD	VEEC	GSTC	GSSCC	Written Under Taking	Bid Submission Form	Authorized signatory letter /Power of Attorney	
01.	Helios Consulting Engineering	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
02.	Shashi Engineering Services	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
03.	D&P Engineers and Environmental Consultants	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
04.	CEPM Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

**ELIGIBILITY CRITERIA OF THE BID NO: SC/R/39-186/2024/2025 (CIVIL/STRUCTURAL) STATUTORY REQUIREMENTS
(PHASE 01)**

REQUIREMENTS										
S/NO	BIDDERS NAME	CRC	BSD	VEEC	GSTC	GSSCC	Written Under Taking	Bid Submission Form	Authorized signatory letter /Power of Attorney	Ineligibility / debarred
01.	Om'kumoh Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
02.	Super Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
03.	Tweya Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
04.	Evima Consulting Engineers and Project Managers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
05.	ABD Consulting Engineers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

CRC= Valid Certified Copy Company Registration Certificate,

GSTC = Valid Original Good Standing Tax Certificate,

GSSCC = Valid Original Good Standing Social Security Commission Certificate,

VEEC= Valid Certified Copy Employment Equity Commission Certificate,

BSD = Bid Securing Declaration.

The following consultants are compliant and were shortlisted for the technical examination and evaluation:

Architects

1. Kondjeni Nkandi Architects
2. DB-Ndhovu Icon Architects INC
3. Sakeus Shivute Architects

Quantity Surveyors

4. Jordaan & Associate Quantity Surveyor
5. Shaun Jarmann Quantity Surveyor
6. Surge Kalumba Quantity Surveyor
7. Shivute and Associates Quantity Surveyor

Mechanical and Electrical Engineers

8. Helios Consulting Engineering
9. Shashi Engineering Services
10. D&P Engineers and Environmental Consultants
11. CEPM Consulting Engineers

Civil/Structural Engineers

12. Om 'kumoh Consulting Engineers
13. Super Consulting Engineers
14. Tweya Consulting Engineers
15. Evima Consulting Engineers and Project Managers
16. ABD Consulting Engineers

9. The bid examination and evaluation of phase two (02) bids (Technical evaluation) as follows:

Qualification and experience of the Consultants were considered as the paramount requirement. The proposals were evaluated on the basis of a maximum of 80 marks for Technical Proposals and 20 marks for financial proposals. Proposals from Consultants who scored at least 70 marks for the Technical Proposals were retained for further examination.

Section II. Technical Evaluation Report - Text

9.1 Technical Evaluation Criteria and Score Criteria:

9.1.1 Experience of Firm (10 marks)

Experience of Consultants' Firm/Company: evaluation points were awarded from **zero (0) to ten (10)** for this aspect of the proposal submission and points were awarded as follows:

- a) A score between 1 and 5 each for the years of experience of the firm/company.
- b) A score between 1 and 5 each for number of similar nature of project undertaken, with a maximum of above three projects.

9.1.2 Proposed Approach and Methodology, Timeframe and Deliverables (30 marks)

Adequacy of the proposed methodology and work plan in responding to the Terms of Reference. Evaluation points were awarded from zero (0) to ten (10) per each sub-criteria as follows:

- a) Technical approach and methodology
- b) Work Plan
- c) Organization and staffing

The points were awarded as follows: Poor = 3, Good = 5 and Excellent = 10.

9.1.3 Experience of Professional Staff (50 marks)

Expertise and experience of key personnel: evaluation points were awarded from **zero (0) to fifty (50)** for this aspect of the proposal submission and points were awarded as follows:

- a) The Principal Project Team Leader were awarded from **zero (0) to thirty (30)** points for professional registration status, experience in projects of similar nature, experience in projects in the same region and experience in any local language of the region.
- b) The Primary Project Member/Support were awarded from **zero (0) to twenty (20)** points for professional registration status, experience in projects of similar nature, experience in projects in the same region and experience in any local language of the region.

9.1.4 Participation of Nationals (10 marks)

Participation by nationals among proposed key staff: evaluation points were awarded from zero (0) to ten (10) depending on whether the firm/company had more or less than three Namibian nationals indicated as part of the key staff.

Technical Scores/Ranking

Criteria	Sub-Criteria	Point Allocation	Max Points	ARCHITECTS		
				Kondjeni Nkandi Architects	DB-Ndlovu Icon Architects INC	Sakeus Shivute Architects
1. Experience i) Specific experience of the Consultants (company) relevant to the assignment (a) Years of experience (5 points)	(a) Years of Experience					
	> 15 years	5				
	11 - 15 years	4				
	6 - 10 years	3				
	1-5 years	2				
	< 1 year	1				
(b) No of similar nature of projects (5 points) (Projects inline with the scope)	(b) No of projects					
	> 3 projects	5				
	2-3 projects	3				
2. Methodology and Work Plan (ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference a) Technical approach and methodology (10 points)	0-1 projects	1				
			10	4 Founded 2011	3 Founded 2014	2 Founded 2022
				5	5	5
			30	10	10	5

-The objectives of the assignment -Explanation of the technical approach -Methodology for carrying out the activities -Obtaining the expected output and the degree of detail of such output b) Work plan (10 points) -Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. -The proposed work plan should be consistent with the technical approach and methodology -Showing understanding of the TOR and ability to translate them into a feasible working plan c) Organization and staffing (10 points) -Propose the structure and composition of your team -List the main disciplines of the assignment -List the key expert responsible and proposed technical staff	Technical quality of (a), (b) & (c): Excellent = 10 Good = 5 Poor = 3		10	10	10
3. Professional Staff (iii) Key professional staff qualifications and competence for the assignment: a) Principal Project Team Leader (30 points)	a) Professional registration (15 points) Experience in projects of similar nature (10 points) Experience in projects in same region (4 points)	50	15	15	15
			10	10	10
			4	0	4

b) Primary Project Team Member/Support (20 points)	Experience in any local language of the region (1 points)	1			0		1
	b) Professional registration	10			10		0
	Registered in-training	5			5		0
	Experience in projects of similar nature	5			5		5
	Experience in projects in same region (4 points)	4			4		0
	Experience in any local language of the region (1 points)	1			0		1
4. Participation of Nationals							
(iv) Participation by nationals among proposed key staff							
a) Namibian staff	a) > 3 staff < 3 staff	10 5		10	10		10
Total Points					97	75	74
Rank					01	02	03

QUANTITY SURVEYORS						
Criteria	Sub-Criteria	Point Allocation	Max Points	Shivute Associates Quantity Surveyor	Shaun Jarmann Quantity Surveyor	Surge Kalumba Quantity Surveyor
1. Experience	i) Specific experience of the Consultants (company) relevant to the assignment		10			Jordaan & Associate Quantity Surveyor
(a) Years of experience (5 points)	(a) Years of Experience	5		3 Founded 2014	2 Founded 2021	3 Founded 2017
	> 15 years					5 Founded 2006

(iv) Participation by nationals among proposed key staff						
a) Namibian staff		a) > 3 staff	10			
		< 3 staff	5			10
Total Points						
					85	78
Rank					01	02
						03
						04

Criteria		Sub-Criteria	Point Allocation	Max Points	ELECTRICAL AND MECHANICAL				
1. Experience i) Specific experience of the Consultants (company) relevant to the assignment (a) Years of experience (5 points) 									

a) Technical approach and methodology (10 points) -The objectives of the assignment -Explanation of the technical approach -Methodology for carrying out the activities -Obtaining the expected output and the degree of detail of such output b) Work plan (10 points) -Propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. -The proposed work plan should be consistent with the technical approach and methodology -Showing understanding of the TOR and ability to translate them into a feasible working plan c) Organization and staffing (10 points) -Propose the structure and composition of your team -List the main disciplines of the assignment -List the key expert responsible and proposed technical staff	Technical quality of (a), (b) & (c): Excellent = 10 Good = 5 Poor = 3	10	10	10	10	10
3. Professional Staff (iii) Key professional staff qualifications and competence for the assignment: a) Principal Project Team Leader (30 points)	a) Professional registration (15 points)	50	15	7.5	15	15

Criteria	Sub-Criteria	Point Allocation	Max Points	CIVIL/STRUCTURAL ENGINEERS				
1. Experience i) Specific experience of the Consultants (company) relevant to the assignment	(a) Years of experience (5 points)	(a) Years of Experience	10	Om'kumoh Consulting Engineers	Tweya Consulting Engineers	Super Consulting Engineers	ABD Consulting Engineers	Evima Consulting Engineers and Project Managers
				4 Founded 2010	3 Founded 2015	3 Founded 2015	5 Founded 2005	3 Founded 2017
2. Methodology and Work Plan (ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference a) Technical approach and methodology (10 points) -The objectives of the assignment -Explanation of the technical approach -Methodology for carrying out the activities			30					

	the region (1 points)								
b) Primary Project Team Member/Support (20 points)	b) Professional registration	10		10	0	10	0		10
	Registered in-training	5		0	5		5		0
	Experience in projects of similar nature	5		5	5		5		5
	Experience in projects in same region (4 points)	4		4	4		0		0
	Experience in any local language of the region (1 points)	1		0	0		0		0
4. Participation of Nationals									
(iv) Participation by nationals among proposed key staff									
a) Namibian staff	a) > 3 staff	10		10	5		5		5
	< 3 staff	5							
Total Points		97		96	91		82		72
Rank		01		02	03		04		05

Below are the results of the final score for the technical evaluation. See detailed technical evaluation scored cards attached as **Annexure B**.

Consultant Name	Technical Score (Ts)	Rank
Architects		
Kondjeni Nkandi Architects	97	1
DB-Ndhovu Icon Architects INC	75	2
Sakeus Shivute Architects	74	3
Quantity Surveyor		
Shivute and Associates Quantity Surveyor	84	1
Shaun Jarmann Quantity Surveyor	78	2
Surge Kalumba Quantity Surveyor	64	3
Jordaan & Associate Quantity Surveyor	62	4
Electrical/Mechanical		
CEPM Consulting Engineers	89	1
Helios Consulting Engineering	85	2
D&P Engineers and Environmental Consultants	73	3
Shashi Engineering Services	56	4
Civil/Structural		
Om'kumoh Consulting Engineers	97	1
Tweya Consulting Engineers	96	2
Super Consulting Engineers	91	3
ABD Consulting Engineers	82	4
Evima Consulting Engineers and Project Managers	72	5

Out of 16 bidders who were examined and evaluated under technical evaluation, 13 were found in compliance and made it to financial examination and evaluation.

10. The bid examination and evaluation of phase three (03) bids (Financial Evaluation)

10.1 The Committee examined and evaluated the thirteen (13) bidders, as per undermentioned table during the third phase and the outcome was as follows:

The final scores as per the disciplines:

Discipline: Architects

No.	Bidder	Tender offer (F)	Lowest price (Fm)	Financial score (Sf)	Revised Sf (P)	Technical Score (St)	Revised St (T)	Final Score (S)	Final Rank
1	Kondjeni Nkandi Architects	6,375.00	6,375.00	100	20	97	77.6	97.60	1
2	DB-Ndhovu Icon Architects INC	48,607.70	6,375.00	13.12	2.624	75	60	62.62	2
3	Sakeus Shivute Architects	54,860.17	6,375.00	11.62	2.324	74	59.2	61.52	3

Discipline: Quantity Surveyors

No.	Bidder	Tender offer (F)	Lowest price (Fm)	Financial score (Sf)	Revised Sf (P)	Technical Score (St)	Revised St (T)	Final Score (S)	Final Rank
1	Shaun Jarmann Quantity Surveyor	1,588.15	1,588.15	100	20	78	62.4	82.4	1
2	Shivute and Associates Quantity Surveyor	57,539.90	1,588.15	2.76	0.552	85	67.20	68.55	2

Discipline: Electrical and Mechanical

No.	Bidder	Tender offer (F)	Lowest price (Fm)	Financial score (Sf)	Revised Sf (P)	Technical Score (St)	Revised St (T)	Final Score (S)	Final Rank
1	D&P Engineers and Environmental Consultants	26,069.92	26,069.92	100	20	73	58.40	78.40	1
2	Helios Consulting Engineering	96,000.00	26,069.92	27.16	5.432	85	68	73.432	2
3	CEPM Consulting Engineers	237,790.84	26,069.92	10.96	2.192	89	71.20	73.392	3

Discipline: Civil/Structural Engineers

No.	Bidder	Tender offer (F)	Lowest price (Fm)	Financial score (Sf)	Revised Sf (P)	Technical Score (St)	Revised St (T)	Final Score (S)	Final Rank
1	Super Consulting Engineers	10,000.00	10,000.00	100	20	91	72.80	92.80	1
2	Om'kumoh Consulting Engineers	118,519.00	10,000.00	8.44	1.688	97	77.60	79.28	3
3	Tweya Consulting Engineers	20 695.10	10,000.00	48.32	9.66	96	76.80	86.46	2
4	ABD Consulting Engineers	428,359.25	10,000.00	2.33	0.466	82	65.60	66.06	4
5	Evima Consulting Engineers and Project Managers	The financial proposal not addressed to this project but to Okakarara Town Council. Hence, the consultant is not considered.				72			

10.2 After the Technical evaluation, the team proceeded to the financial proposals and evaluated the consultant teams on a maximum scoring of 20 marks for the best financial offer in terms of the proposals submitted in accordance with the terms of reference.

10.3 A scoring matrix was used as shown below to compare the lowest available offer to the other offers and this provided a scoring Fs which was ultimately added to the Technical score to come up with a final ranking order. The following formulae were used for the scoring matrix:

$$Sf = 100 \times \frac{Fm}{F}$$

$$P = Sf \times 0.2$$

$$T = St \times 0.8$$

$$S = P + T$$

11. Best Evaluated Bids:

11.1 Based on the above tables on technical and financial evaluation results, the recommended consultants for award as per discipline are as following.

Discipline	Bidder	Offer	Comments
Architects	Kondjeni Nkandi Architects	NS6,375.00	Recommended based on the highest final score
Quantity Surveyors	Shaun Jarman Quantity Surveyor	NS1,588.15	Recommended based on the highest final score
Electrical and Mechanical	D&P Engineers and Environmental Consultants	NS26,069.92	Recommended based on the highest final score
Civil/Structural	Super Consulting Engineers	NS10,000.00	Recommended based on the highest final score


ETIENNE MARITZ
EXECUTIVE DIRECTOR

