



REPUBLIC OF NAMIBIA

Ministry of Environment and Tourism

Evaluation Report

**PROVISION OF CIVIL ENGINEERING
CONSULTANCY SERVICES FOR THE
COMPLETION OF OHUNGU COMMUNITY
LODGE**

Reference No:	CS/RFP/18-01/18/19
Date of Release:	06 August 2018
Closing date:	24 August 2018, 10h00

1. INTRODUCTION

- 1.1. The Ministry through Directorate of Planning and Technical Services estimated project cost to be N\$600,000.00 inclusive Value Added Tax.
- 1.2. The Project Manager that will act on behalf of Ministry of Environment and Tourism, is the Ministry of Works and Transport.

2. BID INVITATION

- 2.1. Bids were invited through use of Request for Proposal method of procurement. Bid invitation was done through email from the list of consultancy service database.
- 2.2. The Electronic Bidding document, in PDF format, was sent out for provision of consultancy services to respective consultants on, **2 August 2018**.
- 2.3. Seventeen (17) consulting firms were invited for expression of interest and here as refer to Table 1: List of invitees.

Table 1: List of invitees

Ref No.	Bidders Name
1	WML CONSULTING ENGINEERS
2	SCE CONSULTING ENGINEERS
3	BICON CONSULTING ENGINEERS
4	MAKALANI ENGINEERING CC
5	ENGCO CONSULTING ENGINEERS
6	BURHANN AND PARTNERS CONSULTING ENGINEERS
7	HLP CONSULTING ENGINEERS
8	ELEMENT CONSULTING ENGINEERS
9	LUND CONSULTING ENGINEERS
10	AURECON
11	WINDHOEK CONSULTING ENGINEERS
12	LITHON PROJECT CONSULTANTS
13	TULIPAMWE CONSULTING ENGINEERS
14	KNIGHT PIESOLD CONSULTING
15	ARTEE PROJECT ENGINEERS
16	BLUEPRINT CONSULTING ENGINEERS

3. COMPULSORY PRE-TENDERING MEETING

- 3.1. The DoW and MET representatives along with interested bidders attended the Compulsory pre-site meeting and respective walk through the structures and services.
- 3.2. Said compulsory meeting took place on 6 August 2018 at Ohungu Community Lodge on 12H00 and ended on 13:19 same day.
- 3.3. Questions, some answers and general notes were taken during the meeting.
- 3.4. Table 2: shows list of interested consulting firms, in descending alphabetical order. Please refer to Annexure A for the particulars of bidders that submitted the bids.

Table 2: List of bidders that have attended compulsory meeting.

Ref No.	Bidders Name
15	ARTEE PROJECT ENGINEERS
3	BICON CONSULTING ENGINEERS
16	BLUEPRINT CONSULTING ENGINEERS
8	ELEMENT CONSULTING ENGINEERS
5	ENGCO CONSULTING ENGINEERS
7	HLP CONSULTING ENGINEERS
14	KNIGHT PIESOLD CONSULTING
13	TULIPAMWE CONSULTING ENGINEERS
1	WML CONSULTING ENGINEERS

4. CONDITION OF BIDDING

- 4.1. No Bid Security was required.
- 4.2. General email "Consultingservices@met.gov.na" was conveyed to consultants through which both administrative and technical enquiries can be done.
- 4.3. Initial closing date was on 17 August 2018 with no time specified.

5. ADDENDUM TO BID

- 5.1. Construction drawings and compulsory pre-bid meeting minutes were sent out on 8 August 2018.
- 5.2. The Technical report from Department of Works, inclusive of the Agenda of the compulsory pre-bid meeting, was also made available on same day.
- 5.3. New bid closing date and time was on 24 August 2018 at 10h00; it was communicated through email dated 14 August 2018.
- 5.4. The address of tender box was also communicated through email dated 14 August 2018, and tender bids were delivered to Room A0-20.

6. CLOSING OF BIDS & OPENING

- 6.1. The venue where tender box was clearly disclosed, where tender box was closed exact date and time specified to consultants and thus no late submissions were recorded. By the closing date and time, six (6) bids were received.

Table 3: List of bids received upon closing in sequence.

Ref No	Bidders Name
1	WML CONSULTING ENGINEERS ✓
5	ENGCO CONSULTING ENGINEERS ✓
14	KNIGHT PIESOLD CONSULTING ✓
15	ARTEE PROJECT ENGINEERS ✓
16	BLUEPRINT CONSULTING ENGINEERS ✓
13	TULIPAMWE CONSULTING ENGINEERS ✓
3	BICON CONSULTING ENGINEERS ✓

- 6.2. During the public tender opening session, the representative from Procurement Management Unit and User Department have identified all bidders who did not

comply with clause 4.4 Section 2 – Instruction to bidders and 4.3 of Data Sheet of the bidding document..

- 6.3. In particular, it was verified whether the technical proposal and financial bids were submitted separately in properly sealed envelopes.

Table 4: List of bidders present for bid opening. .

Ref No.	Bidders Name
3	BICON CONSULTING ENGINEERS
14	KNIGHT PIESOLD CONSULTING
15	ARTEE PROJECT ENGINEERS
16	BLUEPRINT CONSULTING ENGINEERS
13	TULIPAMWE CONSULTING ENGINEERS

- 6.4. Three (3) consulting companies were found to be not in compliance with the submission of soft copies of the technical proposals.

Table 5: List of bidders not in compliance with Clause 4.3 of Data Sheet

Ref No.	Bidders Name
1	WML CONSULTING ENGINEERS
3	BICON CONSULTING ENGINEERS
16	BLUEPRINT CONSULTING ENGINEERS

7. EVALUTION OF TENDER PROPOSALS

7.1 MANDATORY REQUIREMENTS

Bidders were required to submit their:

- Valid Company Registration Certificate,
- An Original Good Standing Social Security Certificate,
- An Original Good Standing Tax Certificate,
- Valid Certified copy of Affirmative Action Certificate; Proof from Employment Equity Certificate Commissioner that bidder is not a Relevant Employer or Exemption issued in Section 42 of the Affirmative Action, 1998;
- An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

FAILURE TO COMPLY WITH MANDATORY DOCUMENTS ARE DEEMED AS NON-RESPONSIVE BIDDER TO CLAUSE 3.4 OF THE BID DOCUMENT & THEREFORE, WILL LEAD TO IMMEDIATE DISQUALIFICATION.

7.2 MANDATORY COMPLIANCE GRID

Table 6: Administrative mandatory compliance checked.

Serial	Name of Bidder	Valid Company Registration	Good Standing (Inland Revenue)	Good Standing (Social Security)	Affirmative Action Compliance	Undertaking Section 138 Labour Act	OVERALL	Remarks
1	WML CONSULTING ENGINEERS	✓	✓	✓	✓	*	*	DISQUALIFIED
5	ENGCO CONSULTING ENGINEERS	✓	✓	✓	✓	✓	✓	QUALIFEID
14	KNIGHT PIESOLD CONSULTING	✓	✓	✓	✓	✓	✓	QUALIFEID
15	ARTEE PROJECT ENGINEERS	✓	✓	✓	✓	*	*	DISQUALIFIED
16	BLUEPRINT CONSULTING ENGINEERS	✓	✓	✓	*	✓	*	DISQUALIFIED
13	TULIPAMWE CONSULTING ENGINEERS	✓	✓	✓	✓	✓	✓	QUALIFEID
3	BICON CONSULTING ENGINEERS	✓	✓	✓	✓	*	*	DISQUALIFIED
	KEY:	✓						
		*						

7.3 **DETAIL MANDATORY COMPLIANCE CHECK**

7.3.1 **Valid Company Registration Certificate, An Original Good Standing Social Security Certificate**

All the bidders submitted their valid registration documents.

7.3.2 **An Original Good Standing Social Security Certificate,**

All the bidders submitted their valid registration documents.

7.3.3 **An Original Good Standing Tax Certificate,**

All the bidders submitted their valid registration documents.

7.3.4 **Affirmative Action Compliance**

Messrs. Blueprint Consulting Engineers did not include Compliance certificate, alternative Proof from Employment Equity Certificate Commissioner that bidder is not a Relevant Employer, or Exemption issued in Section 42 of the Affirmative Action, 1998.

7.3.5 **Signed Undertaking of Section 138 Labour Act**

Messrs. WML Consulting Engineers did not include letter of undertaking in their bid submission and it was observed that Bicon Consulting Engineers signed and stamp on bottom of page but did not complete the form in

prescribe format. Moreover, Messrs. Artee Consulting Engineers include wrong letter of undertaking.

In summary, Messrs. WML Consulting Engineers, Blueprint Consulting Engineers and Artee Consulting Engineers were considered as non-responsive to Mandatory requirements of the bid document Section 2: Instruction to be Bidders, Clause 3.4, and were disqualified.

Furthermore, Messrs Engco Consulting Engineers complied with Clause 3.4, however they did not comply with the Section 2: as per Instruction to Bidders, Clause 4.4, and were considered as non-responsive with regards to Clause 5.2, and therefore were disqualified.

Messrs' Tulipamwe Consulting Engineers and Knight Piesold Consulting Engineers were most responsive to Section 2: Instruction to be Bidders, Clause 3.4 of the bid document, thus were considered for technical evaluation.

7.4 TECHNICAL COMPLIANCE CHECK

The bidder was expected to demonstrate their ability to meet the technical demands of this project. The technical evaluation criteria are detailed under Section 5.2 (b) Section 2 – Instruction to Consultants – Evaluation Criteria and Clause 5.2 of the issued bid document.

Different scores were being applied to the respective criterions strictly in terms of the stated evaluation criteria. Only those bidders whose submission score above 70% would be considered and evaluated in the next stage of the evaluation.

FAILURE TO MEET MINIMUM SCORE ARE DEEMED AS NON-RESPONSIVE BIDDER TO CLAUSE 5.2 OF THE BID DOCUMENT & THEREFORE, WILL LEAD TO IMMEDIATE DISQUALIFICATION.

7.5 TECHNICAL EVALUATION

The technical proposals of all tenders, which had been considered mandatory compliant were evaluated further in terms of Section 2: Instruction to be Bidders, Clause 5.2.

The tender evaluation committee **checked the most responsive of the bidders in Terms of References and Evaluation Criteria** set out in Clause 5(b) of the bid document.

The anonymous awarding of points in terms of compliance with the evaluation criteria were included in the table 7 (technical compliance score sheet), in order to conduct a detailed in-depth technical assessment.

Summary of the mutual technical evaluation is provided in the Table 7 as completed by the representatives of evaluation committee.

Table 7: Technical Compliance Score Sheet

Name of Consultants	Tulipamwe Consulting Engineers			Knight Piesold Consulting Engineers		
	Team 1	Team 2	Team 3	Team 1	Team 2	Team 3
Appropriate milestones/ methodology approaches	10	15	10	0	10	8
Reasonable time frame	15	15	15	15	15	15
Similar work done	10	15	13	0	5	0
Technical options	5	0	8	0	0	0

Name of Consultants	Tulipamwe Consulting Engineers			Knight Piesold Consulting Engineers		
	Team 1	Team 2	Team 3	Team 1	Team 2	Team 3
Civil/Structural Eng.						
General qualifications	6.5	6	6.5	7	7	7
Adequacy for the assignment	18	18	15	18	18	9
Experience in region and language	0	0	0.5	0	0	0.5
Quantity Surveyor						
General qualifications	2.5	2.5	2.5	2.5	2.5	2.5
Adequacy for the assignment	6	6	2.5	6	6	2.5
Experience in region and language	0	0	0	0	0	0
Total Average. Score	73	77.5	73	48.5	63.5	44.5

Messrs' Tulipamwe Consulting Engineers and Knight Piesold Consulting Engineers technical proposal were mutually evaluated taking into consideration of the following:

- Adequacy of the proposed technical approach, methodology and work plan are deemed responsive to the Terms of Reference,
- Key professional staff qualifications and competence for the assignment
- Sub criteria that included General qualifications, Adequacy for the assignment and Experience in region and language.

Messrs' Tulipamwe Consulting Engineers and Knight Piesold Consulting Engineers scored average of 74.5 and 52.2 point respectively. Required minimum technical score to pass the technical evaluation was 70 point. In view of mutual average technical score, Messrs. Tulipamwe Consulting Engineers meet the minimum qualifying mark and thus, the responsive bidder to the RFP and TOR of this tender CS/RFP/18-01/18/19. While Messrs. Knight Piesold Consulting Engineers did not meet the minimum qualifying mark and thus, the non-responsive bidder to the RFP and TOR this tender CS/RFP/18-01/18/19.

8. CONCLUSION

Having considered the Section 2: Instruction to be Bidders, Clause 3.4 of Mandatory requirements; *Section 2 – Instruction to Consultants: Evaluation Criteria* of the issued bid document, Messrs. Tulipamwe Consulting Engineers' bid was determined to be the Evaluated Substantially Responsive Bid in accordance with Clause 5.2 of the bid document.

9. RECOMMENDATION

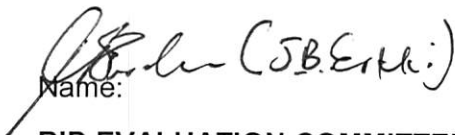
It is recommended to the Acting Accounting Officer of the Ministry of Environment and Tourism in reference to Bid of CS/RFP/18-01/18/19:

9.1 Responsive bidder

Hereby, invite Messrs. Tulipamwe Consulting Engineers for Public Opening and Evaluation of Financial Proposals in terms of Section 2 – Instruction to Consultants Clause 5.2 of the issued bid document.

9.2 Non-responsive bidders

Hereby, notify the non-responsive bidders to the RFP & TOR of issued bid document and return bids to respective consultants in terms of Section 2 – Instruction to Consultants Clause 5.2 of the issued bid document.


Name: J.B. Erki


Sign:

2018/09/19
Date:

BID EVALUATION COMMITTEE: CHAIRPERSON

Name: Seimy Christoph-Shidute



Date: 26/09/18

PROCUREMENT COMMITTEE: CHAIRPERSON

APPROVED/NOT APPROVED



T. Nghitila
Office of the
PERMANENT SECRETARY
REPUBLIC OF
NAMIBIA
ACTING PERMANENT SECRETARY