



DETAILS OF BID OPENING

PROCUREMENT REFERENCE NUMBER:	CS/RFP/NAMPORT/3571/2023
PROCUREMENT DESCRIPTION:	THE PROVISION OF SHORT-TERM INSURANCE BROKERAGE SERVICES
BID OPENING DATE:	12 MAY 2023
TIME:	12H10
NUMBER OF BIDS SUBMITTED:	Five (5)

The Ceremony of Bid Opening was chaired by the Procurement Manager and assisted by the Acting Tender & Contracts Administrator. The bids were opened one at a time and the basic information from the proposals was read out and noted. The Committee did not examine the proposals in detail, as this shall be performed by a Bid Evaluation Committee appointed by NAMPORT at a later stage. Following is the information read out by the Committee:

Bid No. #	Bidder Identification			Read-out Bid Price(s) ¹		Modifications or Comments or Discount ²	Form (completed & Signed)
	Name (a)	City/State/Region or Province (b)	Country (c)	Currency (d)	Amount(s) or % (e)		
1	SA CONSULTANTS & INSURANCE BROKERS	WINDHOEK	NAMIBIA	N/A	N/A		Bid Submission Form: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Bid Securing Declaration Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2	MARSH NAMIBIA	WINDHOEK	NAMIBIA	N/A	N/A		Bid Submission Form: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Bid Securing Declaration Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

¹ For single currency option see paragraph 23 (i), secondary currencies are expressed in column e as a percentage of the total bid price.

² Describe any modifications to the read-out bid, such as discounts offered, withdrawals, and alternative bids. Note also the absence of any required bid security or other critical items. Refer to Bid Opening hereinabove



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Bid No. #	Bidder Identification			Read-out Bid Price(s) ³		Modifications or Comments or Discount ⁴ (f)	Form (completed & Signed) (g)
	Name (a)	City/State/Region or Province (b)	Country (c)	Currency (d)	Amount(s) or % (e)		
3	WELWITSCHIA INSURANCE BROKERS	WINDHOEK	NAMIBIA	N/A	N/A		Bid Submission Form: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Bid Security Declaration Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4	HIGHLIGHT INSURANCE BROKERS	WALVIS BAY	NAMIBIA	N/A	N/A		Bid Submission Form: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Bid Security Declaration Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5	BETWA INSURANCE BROKERS	WINDHOEK	NAMIBIA	N/A	N/A		Bid Submission Form: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Bid Security Declaration Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The Procurement Manager clarified that the outcome of the tender will not be determined by the price factor alone and that the bids will be reviewed in terms of bidder's eligibility, bid's substantive responsiveness and bidders' capabilities to execute the contract. Should Namport require any clarification required during the evaluation process, Namport will communicate in writing to the respective bidders.

There was a Bidders' Representative from Marsh Namibia who attended the bid opening in person, while representatives from Welwitschia Insurance and Betwa Insurance Brokers respectively attended the online bid opening ceremony via MS Teams.

With no other business to discuss, the meeting adjourned at 12h27

Members of the Bid Opening Committee:

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Melani De Klerk

Debby Sylvester

Observer