



Executive Summary of Bid Evaluation Report

Project Title: Provision of Insurance Brokerage Services

Procurement Reference Number: CS/RFP/NAMPORT/3571/2023

1. Scope of Contract: Provision of short term insurance brokerage services for the three year period ending 31 March 2026.
2. Procurement method used: Open National Bidding (ONB)
3. Date of Invitation of Bids: 27 February 2023
4. Closing date for submission of bids: 12 May 2023 @12h00 PM
5. Date and place of opening of bids: 12 May 2023 @12h10 PM
6. Number of bids received by closing date: Five (5)
7. Responsiveness of bids:

Bidder's Name	Pricing at Bid Opening N\$	Responsive or Not Responsive (Yes/ No)	Reasons Why Bid is Not Responsive
SA Consultants & Insurance Brokers	N/A	No	Bidder did not meet minimum technical score of 70%
Marsh Namibia	N/A	No	Bidder did not respond to latest asset schedules, in particular on port package.
Welwitschia Insurance Brokers	N/A	Yes	



Highlight Insurance Brokers	N/A	No	Bidder did not meet minimum technical score of 70%
Betwa Insurance Brokers	N/A	No	Bidder did not submit power of Attorney

8. Price comparison for bids that are substantially responsive:

Name	A. Bid Price N\$	Rank
Welwitschia Insurance Brokers	Broker fee: Year 1: N\$633,377.21 Year 2: N\$904,824.59 Year 3: N\$904,824.59 Total: N\$2,443,026.38 (Excluding VAT)	1

9. Best Evaluated Bid:

N\$2,443,026.38 (excluding VAT) for the three year period ending 31 march 2026



Chairperson: Bid Evaluation Committee

Date: 10 July 2023