



## EXECUTIVE SUMMARY OF BID EVALUATION REPORT

### CS/RP/SM-010/2023: REQUEST FOR PROPOSAL FOR THE PROVISION OF ORGANISATIONAL DEVELOPMENT CONSULTANCY SERVICES

<b>SCOPE OF CONTRACT</b>	REQUEST FOR PROPOSAL FOR THE PROVISION OF ORGANISATIONAL DEVELOPMENT CONSULTANCY SERVICES
<b>PROCUREMENT METHOD USED</b>	REQUEST FOR PROPOSAL
<b>DATE OF BID INVITATION</b>	16 JUNE 2023
<b>CLOSING DATE</b>	WEDNESDAY, 29 SEPTEMBER 2023 AT 11H00
<b>NUMBER OF BIDS RECEIVED</b>	4

### EVALUATION REPORT

#### Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

- (i) Specific experience of the Consulting firm relevant to the assignment:

**Total points for criterion: 35**

Description	Points	Innovatexcel Consulting cc	Legion Business Operations Consulting & Technologies PTY Ltd	Inceptus Holding (Pty) Ltd	Seventy 7 Consult
Submit proof of a minimum of 4 years' experience in similar services	20	16	16	0	16
A minimum of 3 certified references of similar services successfully completed within the past 4 years and deliverables to be reflected on reference letters.	15	12	0	0	0
<b>TOTAL</b>	<b>35</b>	<b>28</b>	<b>16</b>	<b>0</b>	<b>16</b>

- (ii) Key professional staff qualifications and competence for the assignment:

**Total points for criterion (ii): 25**

Description	Points	Innovatexcel Consulting cc	Legion Business Operations Consulting & Technologies PTY Ltd	Inceptus Holding (Pty) Ltd	Seventy 7 Consult
<b>a) Team leader</b>					
Bachelor's Degree in Human Resource Management/ Industrial Psychology/ or similar	10	10	10	10	7
A minimum of 4 years of experience in organisational development	15	12	15	14	15
<b>TOTAL</b>	<b>25</b>	<b>22</b>	<b>35</b>	<b>34</b>	<b>22</b>

- (iii) Adequacy of the proposed technical approach, methodology and work plan in responding to the Terms of Reference: Total points for criterion: 40

Description	Points	Innovatexcel Consulting cc	Legion Business Operations Consulting & Technologies PTY Ltd	Inceptus Holding (Pty) Ltd	Seventy 7 Consult
<b>Deliverables</b>					
Consultant are scored based on the volume and number of deliverables the consultant shall complete within the prescribed budget	40	40	40	40	0 (capped at 10JDs on C band)
<b>Total</b>	<b>100</b>	<b>90</b>	<b>81</b>	<b>64</b>	<b>78</b>

The minimum technical score St required to pass is: **80 Points (equivalent to an 80% score)**

	<i>Bidder / Supplier</i>	<i>Bid Amount (incl. VAT)</i>	<i>Observations</i>
1	<i>Innovatexcel Consulting cc</i>	<i>N\$ 182 050.00</i>	<i>• Compliant and responsive.</i>
2	<i>Legion Business Operations Consulting &amp; Technologies (pty) Ltd</i>	<i>N\$ 186 875.00</i>	<i>• Compliant and responsive.</i>
3.	<i>Inceptus Holding (Pty) Ltd</i>	<i>n.a.</i>	<i>• Did not meet the threshold of 80 points on technical score</i>
4.	<i>Seventy7 Consult</i>	<i>n.a.</i>	<i>• Did not meet the threshold of 80 points on technical score</i>

**BEST EVALUATED BID:**

<b>BIDDER:</b>	<b>MUNICIPALITY OF SWAKOPMUND</b>	<b>INNOVATEXCEL CONSULTING CC</b>
<b>AMOUNT - (INCL. VAT):</b>	<b>N\$182 050.00</b>	

2023 -10- 18

**H. KANANJEMBO**  
**HEAD OF PROCUREMENT**