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Request for Quotations For Non-Consultancy Services-Time Based

PROVISION OF LEASING THREE (3) PHOTOCOPIERS AND MAITENANCE FOR A PERIOD OF 36 MONTHS

Procurement Reference No: NCS/RFQ/NAMFI – 1/2026/27

Bidder Company Name	
Bidder Contact Person	
Bidder Contacts Details	
Bidder's Email Address	
Total Bid Price (VAT Incl.):	

Issuing Date: 07th May 2026

Closing: 1st June 2026, at 14:30 (p.m.)

To be deposited in the Bid Box located at Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Reception Area, Walvis Bay.

Tel: +264 64 270900 Email: procurement@namfi.net website: www.namfi.net

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LETTER OF INVITATION

Procurement Reference Number: NCS/RFQ/NAMFI – 1/2026/27

Dear Prospective Bidder

SUBJECT: PROVISION OF LEASING THREE (3) PHOTOCOPIERS AND MAINTENANCE FOR A PERIOD OF 36 MONTHS

The Namibian Maritime and Fisheries Institute hereby invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Any query or clarification should be forwarded in writing to Mrs. Hertha Steven at procurement@namfi.net, or by telephone at 264 64 270900.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Bidders are required to ensure that the bid document is duly completed in all respects, initialed where applicable, and that all required supporting documents are attached. Failure to comply with these requirements may result in disqualification.

Yours faithfully,

Hertha Steven

Head: of the Procurement Committee

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibian Maritime and Fisheries Institute reserve the right:

- (a) To accept or reject any quotation; or
- (b) To cancel the quotation process and reject all quotations at any time prior to contract award.
- (c) To Split the contract as per lowest evaluated cost per item.
- (d) Reduce or increase the quantity of goods/services required where applicable
- (e) Terminate contract of service not delivered within the agreed period.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration,
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and.
- (d) Any other attachment as deemed appropriate.

The Bidder is advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. **The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.**

3. Validity of Quotations

The quotation validity period shall be **180** days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, **you should submit the following documents: All copies must be certified by a Commission of Oaths.**

- (a) Have a valid **company Registration Certificate**, certified copy by the Namibia Police or authorized commissioner of oaths. Which clearly indicates shareholder has and principal's contact details as registered with Business Intellectual Property Authority (BIPA)
- (b) Have an original **valid Good Standing Certificate**; or certified copy by the Namibian Police or authorized commissioner of oaths, as registered with NamRa.
- (c) Have an original **valid Good Standing Social Security Certificate**' or certified copy by the Namibian Police or authorized commissioner of oaths.
- (d) Have a valid certified copy of **Affirmative Action Compliance Certificate**, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

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Have a written undertaking as contemplated in Section 138 (2) of Labour Act, 2007; or copy certified by the Namibian Police or authorized commissioner of oaths.

- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) Only a valid certified copy of an original document as certified by the Namibian Police will be accepted.
- (h) The bidder must submit a *detailed quotation* on its company letterhead with the banking details clearly visible on the quote in addition to Section III List of Goods and Price Schedule.
- (i) The bidder must ensure that each page of the bid document is signed (where applicable for the bidder to fill and sign) and initialled by such person (s) legally authorised to sign on behalf of the company.
- (j) Submit certified identity copies of the shareholders.
- (k) The bidder must submit a complete bidding document as issued (incomplete bidding documents will result in disqualification).
- (l) The principal business should be in line with the **nature** of services required.
- (m) Provide a minimum of three (3) reference letters for photocopier leasing or hiring services completed by the bidders within the past three (3) years.
- (n) The company must retain their own qualified and experienced IT technicians for the servicing and repair of photocopiers.
- (o) Any bidder under a declaration of ineligibility by the Government of Namibia, in accordance with applicable laws at the time of submission or thereafter, shall be disqualified.
- (p) **Bidder must indicate whether they are the manufacturer or accredited representatives in the Republic of Namibia for a manufacturer, or the direct importer (i.e. importing directly from the manufacturer) of the items, models and brand-name tendered for. Bidders who are not manufacturers, accredited representatives of the manufacturer, or direct importers should submit proof from their suppliers that they are the authorised distributor for the particular items, model, and brand names.**
- (q) **Provide evidence by declaration for local sourcing by bidders.**

5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

6. Services Completion Period

The services shall be a **three (3) years** contract for leasing/hiring of the photocopiers.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

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8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to The Namibian Maritime and Fisheries Institute with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation Bid Box located at

**NAMFI'S Reception,
1st Street East
No. 29,
Next to Old Naval Base,
Walvis Bay.**

Not later than **Friday, 22nd Of May 2026, at 14h30.** Quotations by post or hand delivered should reach **The Namibian Maritime and Fisheries Institute** by the same date and time at latest.

Late quotations will be rejected and quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the **NAMFI** immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a **Bid-Securing Declaration** will be put on NAMFI website www.namfi.net and available to any bidder on request within three working days of the Opening.

11. Evaluation of Bids

The Namibian Maritime and Fisheries Institute shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers shall be compared based on price or ownership cost. Subject to Margin of Preference, where applicable, to determine the lowest evaluated quotation.

12. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to The Namibian Maritime and Fisheries' requirements.

The specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of

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performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the Code of Good Practice on Preference, **Annexure 6**, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU).

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$\underline{\underline{A=MP \times BP}}$$

100

in which formula

- (a) "A" represents the amount to be determined:
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

Margin of preferences when evaluating Bids for exclusive preference

Bidder's Category	Margin Of Preference %	Documentary Evidence	Yes/No
Local Manufacturer	2percent	-Certificate of Registration form Registering Authority Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for the value-add calculation in Annexure 1, and as certified by an accountant	
Micro, Small and Medium Enterprise	1 percent	- Submit a certified copy of a valid original SME certificate , duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialisation, Trade and SME Development Declaration indicating the percentage of Namibian MSME ownership.	
Women Owned enterprise	1 percent	Submit a certified copy of Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths -declaration indicating the percentage of Namibian female ownership.	
Youth Owned Enterprise	2 percent	-Submit a certified copy Identification Documents (IDs) of all shareholders -Founding statement/company registration indicating	

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		<p>ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>- In Namibia, individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, "youth" refers to a person who is between the ages of 16 and 35. The age of an individual will be determined based on their Identification Document (ID).</p> <p>-declaration indicating the percentage of Namibian youth ownership.</p>	
Previously Disadvantaged Person owned enterprise (PDP)	2 percent	<p>- Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>-Founding statement/company registration indicating ownership structure/shareholder certificates by the Commissioner of Oaths</p> <p>-declaration indicating the percentage of Namibian Previously Disadvantaged Persons (PDP) ownership.</p> <p>Previously Disadvantaged Persons (PDP) is defined and referred to in Article 23(2) of the Namibian Constitution.</p>	
Supply promoting Environmental Protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document	
Suppliers providing employment to Namibian	1 percent	-declaration that the bidder employs 50% or more Namibian citizens.	
Total margin of preference	10%		

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. **Award of contract shall be by issue of a Purchase Order/Letter** of Acceptance in accordance with the terms and conditions contained in Section VI: Contract and General Conditions of Contract

16. Notification of Award and Debriefing

The Public Entity shall, after award, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award

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SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to :	NAMIBIAN MARITIME AND FISHERIES INSTITUTE
Procurement Reference Number:	NCS/RFQ/NAMFI – 1/2026/27
Subject matter of Procurement:	PROVISION OF LEASING THREE (3) PHOTOCOPIERS AND MAINTENANCE FOR A PERIOD OF 36 MONTHS

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Quotation Letter

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BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:[Day/month/year].....

Procurement Ref No.: NCS/RFQ/NAMFI – 1/2026/27

To:[insert complete name of Public Entity and address].....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

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Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

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SECTION III: SCOPE OF SERVICES

PROVISION OF LEASING, SUPPORT, AND MAINTENANCE OF THREE (3) NEW MULTIFUNCTIONAL PHOTOCOPIERS FOR A PERIOD OF THREE (3) YEARS.

1. Background

The Namibian Maritime and Fisheries Institute (NAMFI) is a key institution providing Maritime and Fisheries Training in Namibia. to meet the institute's increasing document management needs; NAMFI seeks to lease two (2) black & white multifunction photocopiers and one (1) colour copier for a period of three (3) years. The copiers will play a vital role in improving administrative efficiency by offering a wide range of document handling solutions.

2. Objective

The objective of this procurement is to ensure that NAMFI has access to reliable, multifunctional copiers that support printing, scanning, copying, and faxing. The leasing agreement allows NAMFI to operate with cutting-edge technology while avoiding the upfront cost of ownership. The successful bidder will be responsible for providing, maintaining, and supporting the machines over the three-year lease period.

3. Scope of Work

Bidders are expected to provide the following services for the leasing of the multifunction copiers:

1. **Provision of leasing and maintenance of Multifunction digital Copier/printer machine services which will include but not limited to the following services:**
 - **Two (2)** black & white and **One (1)** colour multifunction copier capable of:
 - All digital copiers/printers must be capable of producing double-sided prints/copiers.
 - All digital copiers/printers must have PIN codes per user which will enable a user to print a document, but the physical document be retrieved (printed out) by way of entering the PIN. This will enable users to print confidential documents, but the document only appears when the user has entered the PIN at the printer.
 - All digital copiers/printers must have the ability for a network connection using Ethernet
 - TCP/IP protocol.
 - All digital copiers/printers must be capable of enlarging documents.
 - All digital copiers/printers must be capable of reducing documents.
 - All digital copiers/printers must be capable of scanning.

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- All copiers/printers must be capable of emailing.
- All copiers/printers must hold a minimum two (2) paper trays.; and
- Any other related services as it may be determined by NAMFI
- Delivery, installation, and configuration of the copiers at NAMFI’s designated locations.
- Integration with NAMFI’s existing IT infrastructure and network systems to ensure seamless operation.
- Setting up individual printing codes for each staff member.

2. Maintenance and Support

- Regular maintenance services, including scheduled inspections and repairs to ensure optimal functioning of the copiers.
- On-call technical support with guaranteed response times for troubleshooting and repairs.
- Replacement of malfunctioning equipment within 24 hours if repairs cannot be completed in a timely manner.

3. Consumables Supply

- The bidder will provide all necessary consumables (e.g., toner, etc.) throughout the lease period.
- Monitoring and managing the timely replenishment of consumables to prevent operational disruptions.

4. User Training

- Comprehensive training for NAMFI staff on how to use all features of the multifunction copiers.
- Basic troubleshooting techniques will be included to ensure staff can resolve common issues.

5. Monitoring and Reporting

- Monthly usage reports, detailing equipment performance, energy consumption, and usage patterns.
- Regular software or firmware updates to ensure the copiers remain secure and up to date.

4. Duration

The leasing arrangement will cover a period of three (3) years, starting from the date of contract signing.

5. Deliverables

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- Installation and full operation of two black & white multifunction copiers and one colour multifunction copier.
- Regular maintenance, support services, and timely supply of consumables.
- Monthly reporting on the performance and efficiency of the machines.

6. Evaluation Criteria

This Section complements the Instructions to Bidders. It contains the criteria that NAMFI will use to evaluate the bid and determine whether a bidder has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

Evaluation Methodology

Evaluation is going to be conducted by an Ad hoc Bid Evaluation Committee (BEC) in accordance to the following criteria as stated in table 1, 2 and 3 in three phases.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with **Yes** in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table 2 as per the weights stated therein. The total technical evaluation is out of 100%. For a bidder to proceed to the next phase (phase 3 – financial evaluation), the bidder must score 70% and above. Bidders who fail to achieve the required minimum score of 70% will be deemed as “technically non-responsive”. Such bidders will be excluded from being considered for further evaluation.

Phase 3: Financial Evaluation

In addition to ITB 32.1, the lowest evaluated bid price will be determined after the Margin of Preferences has been applied where applicable.

Table 1: Mandatory Documentation and Eligibility Criteria Procurement Reference No.:
NCS/RFQ/NAMFI – 1/2026/27

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Please note that NAMFI is not obligated to award the contract to the bidder who submitted the lowest quotation.

Document descriptions	Attached	Not Attached
<p>1. To qualify, entities shall be incorporated in Namibia with fifty-one (51) percent equity that is owned by Namibian citizens.</p> <p>(i) an entity incorporated or registered in Namibia in terms of the company or close corporation laws of Namibia;</p> <p>(ii) a co-operative registered under the laws regulating co-operatives in Namibia;</p> <p>(iii) a trust registered under the laws regulating trusts in Namibia; or</p> <p>(iv) a partnership or a joint venture or similar arrangement.</p> <p>For purposes of this bid, entities wholly owned by the Government of the Republic of Namibia shall be deemed as being owned by Namibian citizens). If the bidder is a State Own Enterprise, please indicate such status accordingly on the attached checklist form</p>		
<p>2. Provide a certified copy by the commissioner of Oath of proof of an existing business premises (leased or owned) with communication facilities</p>		
<p>3. A certified copy of the Company Registration Certificate issued by the Ministry of Industrialization, Trade and SME development or Business and Intellectual Property Authority (BIPA), certified by a Commissioner of Oath accompanied by the relevant CM forms and or members interest documents showing proof of equity</p>		
<p>4. Bidders shall provide certified copies of Identification Documents (IDs) of the shareholders, members and their corresponding shareholder certificates of a corporation or members of a trust, certified by the Commissioner of Oath. In addition, certified copies of the CM/CC forms indicating equity or members interest, or a Deed of Trust must also be submitted, and must be duly certified by the Commissioner of Oath</p>		
<p>5. Quotation Letter completed and signed</p>		
<p>6. A valid original or certified copy of a Good Standing Tax Certificate issued by the Namibia Revenue Agency (NamRa)and certified by a Commissioner of Oath</p>		
<p>7. A valid original or certified copy of a Good Standing Certificate issued by the Social Security Commission and</p>		

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certified by a Commissioner of Oath		
8. A valid certified copy by the Commissioner of Oath of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998		
9. 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, wage determinations, and Award, where applicable and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof		
10. A duly completed and signed Bid Securing Declaration form		
11. A duly completed and signed Self-Declaration Form;		
12. A duly completed, initialled, and signed Joint Venture Agreement (if applicable); Since this is issued through an Open National Bidding, Bidders are only allowed to form Joint Ventures between Namibian entities .		
13. Bidder shall submit Confirmation letter from a financial institution indicating that they are willing to fund the bidder upon award		
14. A duly completed and signed price schedule or the cost rates		
15. Minimum of three (3) reference letters from the Clients for a period longer than 12 months (in respect of travel management services.)		
16. Duly signed and completed Bid Submission Form		
17. Bank guarantee letter/Letter of Intent from a recognized financial Institute		
18. Specifications and Performance Standard Compliance Sheet completed		
19. Product specification sheet		
20. Qualification Information and Documentary Evidence establishing the Bidders Qualifications to perform the contract		

Table 2 (Technical Evaluation)

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Criteria		Sub-Scores		Total score			
1. Experience of the firm in leasing copier machines services a similar nature and size for the last five years	5 years and more	20		20			
	Between 3 - 4 years	10					
	Less than 3 years	0					
2. Reference letters (minimum of 3 testimonials/reference letters from your current/previous clients)	Evidence of three similar assignments offered by the Bidder in the last five years for a period longer than 12 months		15		15		
	3 and more letters	15					
	Less than 3 years	5					
	No	0					
3. Years of experience: Key personnel and number of Staff that will be dedicated to NAMFI's account (to be assessed based on their CVs)	Operational Manager	>5 years related working experience	5	5		15	
		<5 years related working experience	0				
	Account Manager	<3 years related working experience	0	5			
		≥3 years related working experience	5				
	Three Administrative Personnel	<1 year related working experience	0	5			
		with more than ≥1 year related working experience	5				
4. Detailed Workplan			10	10			
5. Valid accreditation letter/certificate from supplier or product vendor to be able to support the products.	Accreditation provided		20	20			
	Accreditation not provided		0				
Total technical score (Assessment 70%) to continue				70			

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Bidders will be evaluated based on the following criteria:

- Technical specifications of the proposed copiers.
- Experience and record of accomplishment in providing similar services.
- Quality and speed of maintenance and technical support services.
- Total cost of leasing, including maintenance and consumables.

7. Conclusion

NAMFI aims to enhance its operational efficiency by leasing multifunction copiers that offer a full range of document management capabilities. This scope of services outlines the expectations and requirements for bidders to ensure that NAMFI receives reliable, high-quality equipment and services for the duration of the leasing contract.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NAMFI – 1/2026/27**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Multifunctional Photocopier for Leasing with Touchscreen, User-Friendly	1	<p>1. General Requirements</p> <p>New colour multifunctional device (Print, Copy, Scan)</p> <p>Suitable for institutional use under a leasing arrangement</p> <p>User-friendly touchscreen control panel (minimum 4–7 inches)</p> <p>Intuitive interface requiring minimal training</p> <p>Compact, durable, and low-noise design</p> <p>2. Performance & Capacity</p> <p>Print/Copy Speed:</p> <p>Colour: 15–20 ppm</p> <p>Black & White: 25–35 ppm</p> <p>Resolution:</p> <p>Minimum 600 × 600 dpi (up to 1200 × 1200 dpi)</p> <p>Recommended Monthly Volume:</p> <p>5,000 – 20,000 pages</p> <p>Maximum Duty Cycle:</p> <p>30,000 – 50,000 pages/month</p> <p>First Output Time:</p>		

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			<p>≤10 sec (B/W), ≤15 sec (Colour)</p> <p>3. Copying Features</p> <p>Copy sizes: A4, A5, Letter, Legal (A3 optional)</p> <p>Automatic Document Feeder (ADF): 50–100 sheets</p> <p>Duplex Copying: Automatic double-sided</p> <p>Reduction/Enlargement: 25% – 400%</p> <p>Multi-copy functions: 2-in-1 and 4-in-1</p> <p>Electronic sorting</p> <p>Booklet copying</p> <p>Image rotation and auto page numbering</p> <p>Full colour and greyscale copying</p> <p>4. Scanning Features</p> <p>Scan speed: up to 30 ipm (B/W), 23 ipm (Colour)</p> <p>Resolution: up to 600 × 600 dpi</p> <p>File formats: PDF, JPEG, TIFF</p> <p>Scan to email, USB, and network folders</p> <p>Duplex scanning</p> <p>Scan to internal memory / document storage</p> <p>5. Paper Handling</p> <p>Input tray capacity: minimum 250 sheets</p> <p>Multipurpose/bypass tray: 50–</p>		
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			<p>100 sheets</p> <p>Output tray: 150–250 sheets</p> <p>Total paper capacity: up to 500–1000 sheets</p> <p>Supported paper weight: 60–220 gsm</p> <p>6. Finishing Options</p> <p>Automatic or optional stapling (finisher)</p> <p>Optional hole punch functionality</p> <p>7. Connectivity</p> <p>Ethernet (network ready)</p> <p>USB port</p> <p>Optional Wi-Fi / Wi-Fi Direct</p> <p>Mobile printing support (e.g. Air Print, Moria)</p> <p>8. Memory & Storage</p> <p>Minimum 2 GB RAM (or equivalent)</p> <p>Internal storage for document saving and reprinting</p> <p>9. Security & Colour Control</p> <p>Secure printing and copying via PIN/code authentication</p> <p>User access control (including restriction of colour usage)</p> <p>Data encryption</p> <p>10. Energy Efficiency</p> <p>Energy-efficient (Energy Star or equivalent)</p>		
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			<p>Automatic sleep mode</p> <p>Toner-saving/economy mode for colour printing</p> <p>11. Leasing & Service Requirements (Mandatory)</p> <p>The device must be provided under a leasing agreement</p> <p>Supplier to provide a continuous Service Level Agreement (SLA) including:</p> <p>Preventive maintenance</p> <p>Supply of toner and consumables (colour and black)</p> <p>Repairs and technical support</p> <p>Response time (e.g. 24–48 hours)</p> <p>Cost structure should clearly indicate cost per copy (colour vs black & white)</p> <p>Minimal downtime and guaranteed availability of spare parts</p> <p>12. Additional Features</p> <p>Document storage and reprint functionality</p> <p>Usage tracking and reporting (especially for colour usage control)</p> <p>Customizable user profiles and shortcuts</p>		
2	MULTIFUNCTIONAL BLACK & WHITE PHOTOCOPIER (LEASING – TOUCHSCREEN, USER-FRIENDLY)	2	<p>1. General Requirements</p> <p>New black & white multifunctional device (Print, Copy, Scan)</p> <p>Suitable for institutional use</p>		

			<p>under a leasing arrangement</p> <p>User-friendly touchscreen control panel (minimum 4–7 inches)</p> <p>Intuitive interface with customizable shortcuts and minimal training required</p> <p>Compact, durable, and low-noise design</p> <p>2. Performance & Capacity</p> <p>Print/Copy Speed: 30–40 ppm</p> <p>Resolution: Minimum 600 × 600 dpi (up to 1200 × 1200 dpi)</p> <p>Recommended Monthly Volume: 10,000 – 30,000 pages</p> <p>Maximum Duty Cycle: 30,000 – 50,000 pages/month</p> <p>First Output Time: ≤6–10 seconds</p> <p>3. Copying Features</p> <p>Copy sizes: A4, A5, Letter, Legal (A3 optional)</p> <p>Automatic Document Feeder (ADF): minimum 50 sheets</p> <p>Duplex Copying: Automatic double-sided</p> <p>Reduction/Enlargement: 25% – 400%</p> <p>Multi-copy functions: 2-in-1 and 4-in-1</p> <p>Electronic sorting</p> <p>Booklet copying</p>		
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		<p>Image rotation and auto page numbering</p> <p>High-quality greyscale copying</p> <p>4. Scanning Features</p> <p>Scan speed: up to 30 ipm</p> <p>Resolution: up to 600 × 600 dpi</p> <p>File formats: PDF, JPEG, TIFF</p> <p>Scan to email, USB, network folders, and cloud (where applicable)</p> <p>Duplex scanning</p> <p>Scan to internal memory / document storage</p> <p>5. Paper Handling</p> <p>Input tray capacity: 300–500 sheets (expandable up to 1,000 sheets)</p> <p>Multipurpose/bypass tray: 50–100 sheets</p> <p>Output tray: 150–250 sheets</p> <p>Supported paper weight: 60–220 gsm</p> <p>6. Finishing Options</p> <p>Optional stapling (finisher)</p> <p>Optional hole punch functionality</p> <p>7. Connectivity</p> <p>Ethernet (network ready)</p> <p>USB 2.0/3.0</p> <p>Optional Wi-Fi / Wi-Fi Direct</p>		
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			<p>Mobile printing support (e.g. AirPrint, Mopria)</p> <p>8. Memory & Storage</p> <p>Adequate RAM (minimum 2 GB or equivalent)</p> <p>Optional internal storage for document saving and reprinting</p> <p>9. Security Features</p> <p>Secure printing and copying via PIN/code authentication</p> <p>User access control</p> <p>Basic data encryption and secure transmission</p> <p>10. Energy Efficiency</p> <p>Energy Star (or equivalent) certified</p> <p>Automatic sleep mode and quick recovery</p> <p>Toner-saving/economy mode</p> <p>11. Maintenance, Consumables & Leasing Requirements (Mandatory)</p> <p>Supplied under a leasing agreement</p> <p>Supplier to provide continuous Service Level Agreement (SLA) including:</p> <p>Preventive maintenance</p> <p>Supply of toner and consumables</p>		
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			Repairs and technical support Response time (e.g. 24–48 hours) Toner yield: minimum 5,000–10,000 pages (high-yield options preferred) Easy replacement of consumables Cost structure to include cost per copy (black & white) Guaranteed availability of spare parts and minimal downtime 12. Additional Features Document storage and reprint functionality Usage tracking and reporting Basic job management for cost control		
			Other additional costs		
			Subtotal		
			VAT @ 15 %		
			Total		

Enter 0% VAT rate if VAT exempt.

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

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SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/NAMFI – 1/2026/27**

[Bidders should complete columns C and D with the specifications of the services offered. Also, state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	<p>COLOUR MULTIFUNCTIONAL PHOTOCOPIER</p> <p>New colour multifunctional device (print, copy, scan) suitable for leasing</p> <p>User-friendly touchscreen (4–7 inch) with intuitive interface and customizable shortcuts</p> <p>Print/Copy speed: Colour 15–20 ppm; B/W 25–35 ppm</p> <p>Resolution: Minimum 600 × 600 dpi (up to 1200 × 1200 dpi)</p> <p>Recommended monthly volume: 5,000–20,000 pages; Duty cycle: 30,000–50,000 pages/month</p> <p>First output time: ≤10 sec (B/W), ≤15 sec (Colour)</p> <p>Paper sizes: A4, A5, Letter, Legal (A3 optional)</p> <p>ADF (50–100 sheets) and automatic duplex printing/copying</p> <p>Copy functions: reduction/ Enlargement (25%–400%), 2-in-1/4-in-1, booklet copying, sorting, image rotation, page numbering, greyscale</p>		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<p>Scanning: up to 30 ipm (B/W), 23 ipm (Colour); 600 × 600 dpi; formats (PDF, JPEG, TIFF); scan to email, USB, network, memory; duplex scanning</p> <p>Paper handling: input ≥250 sheets, bypass 50–100 sheets, output 150–250 sheets; total capacity up to 500–1000 sheets; 60–220 gsm</p> <p>Finishing: stapling (finisher) and optional hole punch</p> <p>Connectivity: Ethernet, USB, optional Wi-Fi/Wi-Fi Direct; mobile printing support</p> <p>Memory: minimum 2 GB RAM; internal storage for document saving/reprint</p> <p>Security: PIN/code secure print, user access control (incl. colour restriction), data encryption</p> <p>Energy efficiency: Energy Star (or equivalent), sleep mode, toner-saving mode</p> <p>Media Types: Plain, Recycled, Glossy, Levels, Envelopes and Heavy cards stock up to 300gsm</p> <p>Input capacity: standard: 2000 sheets Maximum 65000 sheets with additional trays</p> <p>Output Capacity: 500-1000 sheets</p> <p>Leasing requirement with full SLA: maintenance, consumables, repairs, support; response time 24–48 hours</p> <p>Cost structure: cost per copy (colour & B/W); minimal downtime and spare parts availability</p> <p>Additional: document storage, usage tracking and reporting</p>		
2	BLACK & WHITE MULTIFUNCTIONAL PHOTOCOPIER		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<p>New black & white multifunctional device (print, copy, scan) suitable for leasing</p> <p>User-friendly touchscreen (4–7 inch) with intuitive interface and customizable shortcuts</p> <p>Print/Copy speed: 30–40 ppm (Black & White)</p> <p>Resolution: Minimum 600 × 600 dpi (up to 1200 × 1200 dpi)</p> <p>Recommended monthly volume: 10,000–30,000 pages; Duty cycle: 30,000–50,000 pages/month</p> <p>First output time: ≤6–10 seconds</p> <p>Paper sizes: A4, A5, Letter, Legal (A3)</p> <p>ADF (minimum 50 sheets) and automatic duplex printing/copying</p> <p>Copy functions: reduction/enlargement (25%–400%), 2-in-1/4-in-1, booklet copying, sorting, image rotation, page numbering, greyscale</p> <p>Scanning: up to 30 ipm; 600 × 600 dpi; formats (PDF, JPEG, TIFF); scan to email, USB, Cloud and mobile devices, network Folders, memory; duplex scanning</p> <p>Paper handling: input 300–500 sheets (expandable to 1,000), bypass 50–100 sheets, output 150–250 sheets; 60–220 gsm</p> <p>Finishing: stapling (finisher) and optional hole punch</p> <p>Connectivity: Ethernet, USB, optional Wi-Fi/Wi-Fi Direct; mobile printing support</p> <p>Memory: minimum 2 GB RAM; internal storage for document saving/reprint</p> <p>Security: PIN/code secure print, user access control, data encryption</p>		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<p>Energy efficiency: Energy Star (or equivalent), sleep mode, toner-saving mode</p> <p>Media Types: Plain, Recycled, Glossy, Levels, Envelopes and Heavy cards stock up to 300gsm</p> <p>Input capacity: standard: 2000 sheets Maximum 65000 sheets with additional trays</p> <p>Output Capacity: 500-1000 sheets</p> <p>Leasing requirement with full SLA: maintenance, consumables, repairs, support; response time 24–48 hours</p> <p>Cost structure: cost per copy (black & white); minimal downtime and spare parts availability</p> <p>Additional: document storage, usage tracking and reporting</p>		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

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SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NAMFI – 1/2026/27**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>For the NAMFI, the address and the contact's name shall be: Hertha Steven procurement@namfi.net , NAMFI, 1st Street East, No. 29, Next to Old Naval Base, Walvis Bay.</p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: Mrs. H. Steven or the Service Provider <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
Effectiveness of Contract GCC 2.1	The contract shall be deemed to come into effect as from the date when the contract is signed by both parties.
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____.

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Intended Completion Date GCC 2.3	The intended completion date is _____.
Prohibition GCC 3.2.3(c)	List of Activities: N/A
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are <u>N/A</u> .
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price. 0.5% of monthly lease value per week of delay, up to a maximum of 10% of total contract value.
Lack of Performance Penalty GCC 3.10.3	The percentage to be used for the calculation of lack of Performance Penalty (ies) is <i>5%</i> . (<i>Where applicable</i>) 5% penalty may be applied on monthly service fee for failure to meet SLA performance standards (e.g. downtime, delayed repairs).
Performance Security GCC 3.11	No Performance Security required
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (<i>where applicable</i>): _____
Contract Price	The amount in local currency is : Namibian Dollars

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GCC 6.2(a)	Total monthly lease amount for 3 machines , will be determined
Terms and Condition of Payment GCC 6.4	No Advance payments will be made prior to the completion of the services; payment will only be done after the completion of the services and NAMFI is satisfied with the services rendered as per the RFQ.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ NAMFI, 1st Street East, No. 29, Next to Old Naval Base, Walvis Bay <input type="checkbox"/> Monthly inspection of all 3 machines <input type="checkbox"/> Monitoring of uptime, print quality, and service response <input type="checkbox"/> Defect liability applies throughout contract period (36 months SLA) The defect liability period is: _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	<input type="checkbox"/> Amicable settlement within 14 days <input type="checkbox"/> If unresolved, referred to Review Panel or court of Namibia
Dispute Settlement GCC 8.2.4	The arbitration procedures of <i>N/A</i> will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

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