



**REQUEST FOR QUOTATIONS FOR NON-CONSULTANCY SERVICES
FOR–**

**SUPPLY, DELIVERY, AND MAINTENANCE OF PHOTOCOPY MACHINES
FOR A PERIOD OF TWO (2) YEARS FOR THE MUNICIPALITY OF
HENTIES BAY**

Procurement Reference Number: NCS/RFQ/HBM-02/2026

**Date of Issue
16th FEBRUARY 2026**

Name of Bidder		
E-mail Address		
Postal Address		
Contact Phone Number	Work:	Mobile:
Bid price (N\$ - Incl. VAT)		
Bid price (In Words)		

**HENTIES BAY MUNICIPALITY
Procurement Management Unit
P.O. Box 61, Henties Bay, Namibia**



Procurement Reference Number: NCS/RFQ/HBM-02/2026

Dear Sirs/Madams,

Supply, delivery, and maintenance of Photocopy machines for a period of Two (2) years for the Municipality of Henties Bay

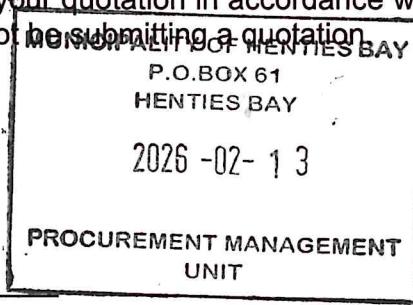
The Municipality of Henties bay invites you to submit your best quote for the service described in detail hereunder.

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

Queries, if any, should be addressed to Ms R.Jossop, Procurement Head, Tel No: 064-502000 or Admin.Tech@hbaymun.com.na during office hours.

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

Yours faithfully,



Ms Rosewitha Jossop
HEAD OF PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Municipality of Henties Bay reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.
- (d) to award the contract to multiple service providers

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Security / Bid Securing Declaration;
- (b) the Price Schedule
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 **90 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) a certified copy of a valid Company Registration Certificate;
- (b) an original or certified copy of a valid good Standing Tax Certificate;
- (c) an original or certified copy of a valid good Standing Social Security Certificate;
- (d) a certified copy of a valid 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;
- (e) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) a signed Bid Securing Declaration.
- (g) a certified copy of a valid Registration and Fitness Certificates from a Local Authority Health Department or Ministry of Health & Social Services
- (h) Submit certified copies as proof of company 's relevant past experience (minimum of 2 reference letters) where company provided similar services.
- (i) Service Level Agreement to include: Service, Labour, Toner, Drum and Parts.
- (j) A brochure for the offered items must be included.
- (k) Requested certified copies of documents shall only be considered if certified by a commissioner of oath or the Namibian Police to be true copies of the original.
- (l) Any document that does not comply with the eligibility criteria or any other requirement in the bidding document will be disqualified.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in the Appendix to Quotation Letter of this document.

6. Contract Period for services

The contract shall be for a period of **2 years (24 months) from date of award**. The rate shall be fixed for the first **12 (twelve) months** of which no escalation will be applied every 12 months' anniversary of the contract and shall be based on the local consumer price index.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the **Bidder's name and contact information** at the back of the envelope. **(Please make use of (paste on the envelope) the last two pages of this document)**

9. Submission of Quotations

Quotations should be deposited in the **Bid Box** located in the **reception area** of the Municipal Head Offices, cnr Jakkalsputz road & Nicky Iyambo Avenue, Henties Bay not later than **11H00 on Friday, 13th March 2026**.

Quotations by post or hand delivered should reach the Municipal Head Offices, cnr Jakkalsputz road & Nicky Iyambo Avenue, Henties Bay by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 9 above. A record of the Bid Opening stating the name of the bidders, the amount quoted, will be posted on the website/notice board of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with.

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 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

15.1. Preference to compliant and responsive bids will be given in order of the following:

Bidders applying for the Margin of Preference shall submit, evidence of:

Category	Margin of preference	Documentary evidence
Manufacturer	2%	<ul style="list-style-type: none"> - Certificate of registration from a 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 Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1%	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate – - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2%	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1%	<ul style="list-style-type: none"> - declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens	1%	<ul style="list-style-type: none"> - declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

16. Enquiries

- a. All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the contact person(s) as listed in the Invitation Letter with a cut-off date of **14 calendar days (27th February 2026) before** the bid submission deadline.
- b. Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c. Any verbal information given or perceived to have been given shall not be binding to the Municipality of Henties Bay.

17. Validity of Document

Any bid document, as a condition for its validity;

- a. must comprise of the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed and dated at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled.
- b. must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c. all corrections made shall be crossed out and initialled next to the correction.

18. Site Clarification Meeting

A Site Clarification meeting **shall not** apply for this Contract.

19. Award of Contract

The Bidder(s) that submitted the lowest evaluated responsive quotation per item, most economically beneficial to Council and qualified to perform the services, after applying the margin of preference shall be selected for award of contract. Preference to be given to compliant and responsive bids for local companies registered with The Municipality of Henties bay . Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

20. Notification of Award and Debriefing

The Public Entity shall after award must promptly post a notice of award on its website within seven (7) days.

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 Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]

Quotation addressed to:	MUNICIPALITY OF HENTIES BAY
Procurement Reference Number:	NCS/RFQ/HBM-02/2026
Subject matter of Procurement:	Supply, delivery, and maintenance of Photocopy machines for a period of two (2) years for the Municipality of Henties Bay

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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 I: Instruction to Bidders.

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BSD.

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 List of Goods and Price 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 delivery period offered is _____ day from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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

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

Date: _____

Procurement Ref No.: NCS/RFQ/HBM-02/2026

To: Municipality of Henties Bay, c/o Jakkalsputz road & Nicky Iyambo Avenue

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: _____

Capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of: _____

Dated on _____ day of _____

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**

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Reference Number: NCS/RFQ/HBM-02/2026

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit Price Per Machine	Total Price Per Month
A*	B*	C*	D	E
1.	<i>High Volume A3/A4 Multifunctional (MFPs) printers</i>	2		
2.	<i>Standard Unit/Compact printers</i>	10		
Enter 0% VAT rate if VAT exempt.			Subtotal	
			VAT @ 15%	
			TOTAL	

Item No	Brief Description of Services	Quantity	Unit Price Per Machine	Total Price Per callout
A*	B*	C*	D	E
1.	<i>Service and maintenance of High Volume A3/A4 Multifunctional (MFPs) printers</i>	2		
2.	<i>Service and maintenance of Standard Unit/Compact printers</i>	23		
Enter 0% VAT rate if VAT exempt.			Subtotal	
			VAT @ 15%	
			TOTAL	

* Service agreement to include: Labour, Travel and Parts on a Ad-hoc basis

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

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Supply, delivery, and maintenance of Photocopy machines for a period of two (2) years for the Municipality of Henties Bay.

1. **Duration of Contract:** 24 Months (2 Years)

2. **GENERAL SPECIFICATIONS:**

SPECIFICATIONS	
1.	Supply and delivery of 2 photocopy machines consist of the following Specifications:
Typical Specifications for High Volume A3/A4 Multifunctional MFPs	
These specifications are typical for commercial-grade A3/A4 color/laser multifunction printers, designed for busy office environments and demanding print needs.	
Specification	Details
Functions	Print, Copy, Scan (Colour), Fax (optional), Document Filing
Print Speeds (A4)	Typically 25 ppm to 45 ppm (mono and color); some models up to 70 ppm
Print Speeds (A3)	Typically 12 ppm to 25 ppm (mono and color)
Monthly Duty Cycle	High volume models offer up to 100,000 pages/month, with recommended volumes up to 50,000 pages
Scanning Speed	High-speed single-pass duplex scanning, with speeds up to 100 ipm (simplex) / 200 ipm (duplex)
Scan Resolution	Optical resolution of up to 600 x 600 dpi or 1200 x 1200 dpi
Document Feeder	Automatic Document Feeder (ADF) with capacity of 100-250 sheets, often with duplex scanning capability

	<p>Paper Capacity Standard input capacity is usually dual 500-sheet trays plus a 100-150 sheet bypass tray (approx. 1,150 sheets total), expandable with optional trays for up to 7,000+ sheets</p> <p>Connectivity Standard options include Wireless LAN (Wi-Fi), Ethernet (Gigabit), Hi-Speed USB 2.0/3.0, Wi-Fi Direct, and mobile printing apps (Apple AirPrint, Mopria)</p> <p>Control Panel Large, intuitive colour touchscreens (typically 6-inch to 10.1-inch) for easy operation</p> <p>Physical Specs These are generally large, floor-standing machines with durable builds, weighing around 90 kg</p> <p>Accessories for 1 Finisher(DF-7120) -Staple: 3 Position staple Non-Sort stack: 1000 (A4) or 500 sheets (A3) Main tray</p> <p>Multifunctional printer(Only) Staple Stack: 50 Sheets (A4) at 80 gsm 30 Sheets (A3) at 80 gsm Punching Unit: 2 or 4 Holes</p>
2.	<p>Service and Maintenance of Photocopy machines</p> <p>The service and maintenance will be done on:</p> <ul style="list-style-type: none"> • 13x Existing Standard Printers. • 10X New Standard Unit Printers. • 2X Multi-functional Printers
3.	<p>Supply and delivery of New 10X Standard/compact Photocopy machines</p> <p>Functions Print, scan, copy, wireless</p> <p>Print speed black (ISO) Up to 15 ppm 1</p> <p>Print speed black (draft, A4) Up to 23 ppm 1</p> <p>Print speed black (ISO, A4) Up to 15 ppm 1</p> <p>Print speed color (ISO) Up to 9 ppm 1</p> <p>Print speed color (draft, A4)</p>

	<p>Up to 22 ppm 1</p> <p>Print Speed Color (ISO) Up to 9 ppm 1</p> <p>First page out black (letter, ready)</p> <p>First page out black (A4, ready) As fast as 14 sec</p> <p>First page out color (letter, ready)</p> <p>First page out color (A4, ready) As fast as 16 sec</p> <p>Duplex printing Automatic</p> <p>Duty cycle (monthly, letter) Up to 5,000 pages Up to 5,000 pages (Duty cycle is the maximum number of pages that can be printed in a month, but this page volume is not recommended on an ongoing basis.)</p> <p>Duty cycle (monthly, A4) Up to 5,000 pages (Duty cycle is the maximum number of pages that can be printed in a month, but this page volume is not recommended on an ongoing basis.)</p> <p>Recommended monthly page volume 400 to 800 (HP recommends the number of pages printed not exceed the recommended monthly page volume for optimum device performance.)</p> <p>Print quality black (best) Up to 1200 x 1200 rendered dpi</p> <p>Print quality color (best) Up to 4800 x 1200 optimized dpi color when printing from a computer and 1200 input dpi</p> <p>Cartridges: Ink.</p>
4	Service agreement to include: Labour, Travel and Parts on a Ad-hoc basis
5.	Service and maintenance options <u>must</u> be provided specifically for a period of two (2) years.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/HBM-02/2026

[Bidders should complete columns C and D with the specification of the goods 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.]

1. SPECIFICATIONS:

Item No.	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)																		
A *	B*	C	D																		
1.	<p>Typical Specifications for 2 (two) High Volume A3/A4 MFPs (multifunction printers)</p> <p>These specifications are typical for commercial-grade A3/A4 colour laser multifunction printers, designed for busy office environments and demanding print needs.</p> <table> <thead> <tr> <th>Specification</th><th>Details</th></tr> </thead> <tbody> <tr> <td>Functions</td><td>Print, Copy, Scan (Colour), Fax (optional), Document Filing</td></tr> <tr> <td>Print Speeds (A4)</td><td>Typically 25 ppm to 45 ppm (mono and colour); some models up to 70 ppm</td></tr> <tr> <td>Print Speeds (A3)</td><td>Typically 12 ppm to 25 ppm (mono and colour)</td></tr> <tr> <td>Monthly Duty Cycle</td><td>High volume models offer up to 100,000 pages/month, with recommended volumes up to 50,000 pages</td></tr> <tr> <td>Scanning Speed</td><td>High-speed single-pass duplex scanning, with speeds up to 100 ipm (simplex) / 200 ipm (duplex)</td></tr> <tr> <td>Scan Resolution</td><td>Optical resolution of up to 600 x 600 dpi or 1200 x 1200 dpi</td></tr> <tr> <td>Document Feeder</td><td>Automatic Document Feeder (ADF) with capacity of 100-250 sheets, often with duplex scanning capability</td></tr> <tr> <td>Paper Capacity</td><td>Standard input capacity is usually dual 500-sheet trays plus a 100-150 sheet bypass tray (approx. 1,150</td></tr> </tbody> </table>	Specification	Details	Functions	Print, Copy, Scan (Colour), Fax (optional), Document Filing	Print Speeds (A4)	Typically 25 ppm to 45 ppm (mono and colour); some models up to 70 ppm	Print Speeds (A3)	Typically 12 ppm to 25 ppm (mono and colour)	Monthly Duty Cycle	High volume models offer up to 100,000 pages/month, with recommended volumes up to 50,000 pages	Scanning Speed	High-speed single-pass duplex scanning, with speeds up to 100 ipm (simplex) / 200 ipm (duplex)	Scan Resolution	Optical resolution of up to 600 x 600 dpi or 1200 x 1200 dpi	Document Feeder	Automatic Document Feeder (ADF) with capacity of 100-250 sheets, often with duplex scanning capability	Paper Capacity	Standard input capacity is usually dual 500-sheet trays plus a 100-150 sheet bypass tray (approx. 1,150		
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Item	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
	<p>sheets total), expandable with optional trays for up to 7,000+ sheets</p> <p>Connectivity Standard options include Wireless LAN (Wi-Fi), Ethernet (Gigabit), Hi-Speed USB 2.0/3.0, Wi-Fi Direct, and mobile printing apps (Apple AirPrint, Mopria)</p> <p>Control Panel Large, intuitive colour touchscreens (typically 6-inch to 10.1-inch) for easy operation</p> <p>Physical Specs These are generally large, floor-standing machines with durable builds, weighing around 90 kg</p> <p>Accessories for 1 multifunctional printer only Finisher(DF-7120) -Staple: 3 Position staple Non-Sort stack: 1000 (A4) or 500 sheets (A3) Main tray Staple Stack: 50 Sheets (A4) at 80 gsm 30 Sheets (A3) at 80 gsm Punching Unit: 2 or 4 Holes</p>		
2	<p>Service and Maintenance of Photocopy machines</p> <p>The service and maintenance will be done on:</p> <ul style="list-style-type: none"> • 13x Existing Standard Printers • 10X New Standard Unit Printers • 2X Multifunctional printers 		
3	<p>Supply and delivery of New 10X Standard Photocopy machines</p> <p>Specifications for the 10X Standard/compact photocopy machines:</p> <p>Functions Print, scan, copy, wireless</p> <p>Print speed black (ISO) Up to 15 ppm 1</p> <p>Print speed black (draft, A4) Up to 23 ppm 1</p> <p>Print speed black (ISO, A4) Up to 15 ppm 1</p>		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
	<p>Print speed color (ISO) Up to 9 ppm 1</p> <p>Print speed color (draft, A4) Up to 22 ppm 1</p> <p>Print Speed Color (ISO) Up to 9 ppm 1</p> <p>First page out black (letter, ready)</p> <p>First page out black (A4, ready) As fast as 14 sec</p> <p>First page out color (letter, ready)</p> <p>First page out color (A4, ready) As fast as 16 sec</p> <p>Duplex printing Automatic</p> <p>Duty cycle (monthly, letter) Up to 5,000 pagesUp to 5,000 pages (Duty cycle is the maximum number of pages that can be printed in a month, but this page volume is not recommended on an ongoing basis.)</p> <p>Duty cycle (monthly, A4) Up to 5,000 pages (Duty cycle is the maximum number of pages that can be printed in a month, but this page volume is not recommended on an ongoing basis.)</p> <p>Recommended monthly page volume 400 to 800 (HP recommends the number of pages printed not exceed the recommended monthly page volume for optimum device performance.)</p> <p>Print quality black (best) Up to 1200 x 1200 rendered dpi</p> <p>Print quality color (best) Up to 4800 x 1200 optimized dpi color when printing from a computer and 1200 input dpi</p>		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A *	B*	C	D
	Cartridges: Ink.		
4	Service agreement to include: Labour, Travel and Parts on a Ad-hoc basis		
5	Service and maintenance options <u>must</u> be provided specifically for a period of two (2) years.		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods - Ref. NCS-TB/RFQ-GCC on the website of the Procurement Policy Unit (www.mof.gov.na/procurement-policy-unit) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Ref No.: NCS/RFQ/HBM-02/2026

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

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: No Joint Ventures are allowed therefore no member(s) is applicable
Definitions GCC 1.1(o)	The Service Provider is: _____
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>For the Municipality of Henties Bay the address and the contact name shall be:</p> <p>P.O Box 61 Henties Bay C/O Jakkalsputz road and Nicky Iyambo road</p> <p>For the [Service Provider], the address and contact name:</p> <hr/> <hr/> <hr/>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: Ms R.Jossop, Head: Procurement Management Unit</p> <p>For the Service Provider:</p> <hr/> <hr/> <hr/>
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is the <u>same as the purchase order date</u>
Starting Date GCC 2.2.2	The intended starting date is: Within 30 days after Signing of contract.
Intended Completion Date GCC 2.3	The intended completion date is: After 24 months.

Prohibition GCC 3.2.3(c)	List of Activities: _____. Not Applicable
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____. Not Applicable
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: Not Applicable
Payments of Liquidated Damages GCC 3.10.1	Not applicable
Lack of Performance Penalty GCC 3.10.3	The percentage to be used for the calculation of lack of Performance Penalty is <u>15%</u>
Performance Security GCC 3.11	No Performance Security is required
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are Not Applicable
Contract Price GCC 6.2(a)	The amount in local currency is Namibia Dollar
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. Payment shall be made within 60 days of receipt of the invoice and the relevant documents,
Interest on Delayed Payments GCC 6.5	Not applicable
Price Adjustment GCC 6.6.1	The Service contract shall be for a period of 2 years (24 months) from date of award . The rate shall be fixed for the first 12 (twelve) months of which no escalation will be applied every 12 months' anniversary of the contract and shall be based on the local consumer price index.
Identifying Defects GCC 7.1	The following inspections shall be carried out: <i>Daily checks will be made to site/s</i>

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	<i>Not Applicable</i>
Dispute Settlement GCC 8.2.5	<i>Not Applicable</i>

SCHEDULE 1
QUOTATION CHECKLIST SCHEDULE

Procurement Ref No.: **NCS/RFQ/HBM-02/2026**

Description	Attached	Not Attached
Quotation letter		
Price Activity Schedule		
Specification and Compliance Sheet		
Delivery Period		
A signed Bid Securing Declaration		
Bid Validity Period 90 days		
A certified copy of a valid Company Registration Certificate		
an original or certified copy of a valid good Standing Tax Certificate		
An original or certified copy of a valid good Standing Social Security Certificate		
A certified copy of a valid 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		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A certified copy of a valid Registration and Fitness Certificates from a Local Authority Health Department or Ministry of Health & Social Services.		
Submit certified copies as proof of company's relevant past experience (minimum of 2 reference letters) where company provided similar services.		
Service agreement to include: Labour, Travel and Parts on a Ad-hoc basis		
Requested certified copies of documents shall only be considered if certified by a commissioner of oath or the Namibian Police to be true copies of the original		
Any document that does not comply with the eligibility criteria or any other requirement in the bidding document will be disqualified.		
The bid shall be duly filled in, duly signed, and dated at each place (so indicated)		
The bid must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.		
All correction made shall be crossed out and initialled next to the correction.		
The Bid document and any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled.		
Bidders should be an authorized distributor.		

***Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

SCHEDULE 2



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:

.....
.....

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.*

PROCUREMENT MANAGEMENT UNIT: MUNICIPALITY OF HENTIES BAY
NCS/RFQ/HBM-02/2026- Supply, delivery, and maintenance of Photocopy machines for a period of two (2) years for the Municipality of Henties Bay

REQUEST FOR QUOTATIONS FOR NON-CONSULTING SERVICES

Supply, delivery, and maintenance of Photocopy machines for a period of two (2) years for the Municipality of Henties Bay

Procurement Reference No: NCS/RFQ/HBM-02/2026

Date of issue: 13th February 2026
Closing Date: 13th March 2026

Municipality of Henties Bay
Procurement Management Unit
Municipal Head Office
cnr Jakkalsputz Road & Nicky Iyambo Avenue
P O Box
Henties Bay, Namibia

Tel: +264 64 50 2000

PROCUREMENT MANAGEMENT UNIT: MUNICIPALITY OF HENTIES BAY
NCS/RFQ/HBM-02/2026 – Supply, delivery, and maintenance of Photocopy machines for a period of two (2) years

Company : _____

Contact Number : _____

P O Box : _____

Contact Person : _____

E-mail : _____