



C/o Jakkalsputz road and Nicky Iyambo Avenue, Henties Bay, Namibia
P.O. Box 61, Henties Bay Tel: +264 (0) 64 502 000 Fax: +264 (0) 64 502 001
Website: www.hbaymun.com.na

NOTICE TO BIDDERS NO.01

SUPPLY, DELIVERY, AND MAINTENANCE OF PHOTOCOPY MACHINES FOR A PERIOD OF TWO (2) YEARS FOR THE MUNICIPALITY OF HENTIES BAY
REF NO:NCS/RFQ/HBM-02/2026

1. AMENDMENTS

1.1. The supply of ten (10) small compact printers is hereby removed from the scope and will no longer form part of this bid.

The revised scope shall now consist of:

- Supply and delivery of Two (2) multifunctional printers
- Servicing and maintenance of the Municipality's existing thirteen (13) compact printers.
- **The Closing date of the submission of bids is extended to: 20th March 2026 @ 11H00**

All other terms and conditions of the bid remain unchanged.

2. INFORMATION: ANSWERS TO QUESTIONS RECEIPT AMENDMENTS

- 2.1. **The printing monthly volume:** Between minimum 30,000 and 50,000 pages.
- 2.2. **Print speed for the 2X Multifunctional printers:** 45 pages per minute.
- 2.3. **Models of the 13 compact standard Existing Printers:**

1. HP Laser Jet 1020	7. HP color laser Jet Pro MFP M283fdw
2. HP Smart tank 530	8. HP Color Laser Jet Pro MFP M283fdw
3. HP Color laser jet pro MFP M277n	9. HP Smart Tank 750
4. Kyocera Ecosys M2040dn	10. Epson L325I Ecotank
5. Epson workforce Pro WF-c5790	11. HP MS278
6. Canon TS9540	12. ColorLaser Jet Pro M254dw
	13. Color Laser Jest Pro MFP M277dw

- 2.4. **Page 9, Second table referring to Servicing of printers:**
 - Service and maintenance of Standard Unit/Compact printers' Quantity is amended to 13 Existing printers only.
 - The Unit price per machine indicates the fixed cost per individual printer for routine servicing and maintenance.
 - The Total price per callout refers to the cost applicable when a technician is required to attend on-site for unscheduled repairs, breakdowns, or service requests outside of routine preventative maintenance.

3. INSTRUCTIONS

All correspondences to be addressed to the Chief Executive Officer



- 3.1. Bidders must sign this NOTICE No. 1, scan and email it to the Procurement Management Unit (PMU) of the Municipality of Henties Bay. Admin.Tech@hbaymun.com.na
- 3.2. The Signed addendum NOTICE No. 1 is to be attached to the bid document.

NAME OF COMPANY

BIDDERS REPRESENTATIVE NAME

SIGNATURE



Ms IGNASIA FLORENCIA NEIS
ACCOUNTING OFFICER

