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<b>Inquiries:</b> Mr B.Engelbrecht <b>Tel:</b> 064 502011	<b>My Reference:</b> NCS/RFQ/HBM- 02/2026	<b>Email:</b> Procurement.Intern@hbaymun.com.na	<b>Date:</b> 27 April 2026
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## **Executive Summary of Bid Evaluation Report**

### **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**

1. Scope of Contract: **Supply, delivery, and maintenance of photocopy machines for a period of two (2) years for the Municipality of Henties Bay**
2. Procurement method used: **Request For Quotations**
3. Date of Invitation of Bids: **13th February 2026**
4. Closing date for submission of bids: **20th March 2026**
5. Date and place of opening of bids: **Municipality of Henties Bay Council Chambers at 11H00am.**
6. Number of bids received by closing date: **12 (Twelve)**

7. Number of non-responsive bids due to Statutory/Mandatory and requested documents: **11 (Eleven)**

<b>Bidder's Name</b>	<b>Responsive or not responsive (Yes/ No)</b>	<b>Reasons why the bid is not responsive</b>
<b>Tugana Investments cc</b>	NO	<ul style="list-style-type: none"> <li>• Notice to Bidders Not initialed</li> <li>• Brochure attached is related to construction work and not subject procurement</li> </ul>
<b>Apix Digital Solutions Pty Ltd</b>	NO	<ul style="list-style-type: none"> <li>• Only one Relevant company past experience submitted.</li> </ul>
<b>Namibian office equipment Co</b>	NO	<ul style="list-style-type: none"> <li>• Reference letters attached but not certified</li> </ul>
<b>Schoemans Office Solutions (pty) Ltd</b>	NO	<ul style="list-style-type: none"> <li>• Reference letters attached but not certified</li> </ul>
<b>Tempo NTN Trading cc</b>	NO	<ul style="list-style-type: none"> <li>• Reference letters attached but not certified</li> </ul>
<b>Essential investments cc</b>	NO	<ul style="list-style-type: none"> <li>• Reference letters attached but not certified</li> </ul>
<b>Konica Minolta</b>	NO	<ul style="list-style-type: none"> <li>• Reference letters attached but not certified</li> </ul>
<b>Namibia Technology Solutions</b>	NO	<ul style="list-style-type: none"> <li>• Bidder submitted a bid for rental services for all photocopy machines</li> </ul>
<b>Hash Procurement cc</b>	NO	<ul style="list-style-type: none"> <li>• Bidder submitted a bid for rental services for all photocopy machines</li> </ul>
<b>Windhoek Reactive Investments cc</b>	NO	<ul style="list-style-type: none"> <li>• Bidder submitted a bid for rental services for all photocopy machines</li> </ul>
<b>Green enterprise Solutions (pty) Ltd</b>	NO	<ul style="list-style-type: none"> <li>• Bidder submitted a bid for rental services for all photocopy machines</li> </ul>


*All correspondences to be addressed to the Chief Executive Officer*

8. The Bidder below is the most responsive as they have provided a supply and delivery quotation to purchase the Two (2) multifunctional photocopy machines and servicing and maintenance of the Municipality's existing thirteen (13) compact printers: for the Municipality of Henties Bay.

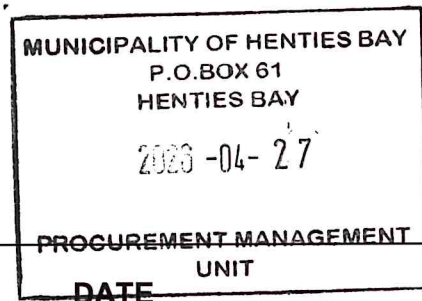
Name	Price at Bid Opening N\$	Rank
G Tech Office Equipment cc	511.018.00	1

9. Most responsive Bid:

**Messrs. G Tech Office Equipment cc**



**MS ROSWITHA JOSSOP**  
**HEAD: PROCUREMENT MANAGEMENT UNIT**



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*Progress Through Unity*

