



REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Request for Sealed Quotations Non-Consultancy Services: Time Based

**PROCUREMENT OF SERVICE AND REPAIR OF PRINTERS FOR THE
DIRECTORATE OF AGRICULTURAL PRODUCTION, EXTENSION AND
ENGINEERING SERVICES (DAPEES)**

Procurement Reference No: NCS/RFQ/37-47/2026

Cost: Free

BIDDER'S DETAILS

BIDDER'S NAME:		
NAME OF BIDDER'S REPRESENTATIVE:		
CONTACT DETAILS:	TEL: Mobile No.	
	EMAIL:	
TOTAL QUOTED AMOUNT (IN FIGURES):	Price excluding VAT:	Price including VAT:
	N\$	N\$

Head of Procurement Management Unit (PMU)
Private Bag 13343
WINDHOEK
Email address: Mwala.Lutaka@mlr.gov.na
Tel: 061- 2965339

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Initials _____



REPUBLIC OF NAMIBIA

MINISTRY OF AGRICULTURE, FISHERIES, WATER AND LAND REFORM

Tel: (+264)61 2087491
 Enquiries: Mecthild Kameho
 Email: Mecthild.Kameho@Mawlr.gov.na

Private bag 13184
 Government Office Park
 Windhoek

LETTER OF INVITATION

To: Prospective Bidders

PROCUREMENT REFERENCE NUMBER: NCS/RFQ/37-47/2026

Dear Sir/Madam

REQUEST FOR QUOTATIONS FOR PROVISION OF SERVICES FOR SERVICING AND REPAIR OF PRINTERS FOR DAPEES

The Ministry of Agriculture, Fisheries, Water and Land Reform invites you to submit your best quote for the services hereunder;

Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to:

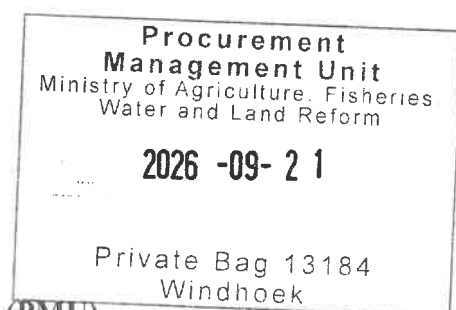
1. **Administrative enquires:** Ms Mecthild Kameho, Tel:+264(61)2087491, Mecthild.Kamecho@mawlr.gov.na
2. **Technical enquires:** Mr Andrias Jophes, Cell: +264(61)2087888, Andrias.Jophes@mawlr.gov.na

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,


MWALA LUTAKA (MR)

HEAD OF PROCUREMENT MANAGEMENT UNIT (PMU)



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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Agriculture, Fisheries, Water and Land Reform reserves the right:

- (a) to split the contract as per the lowest evaluated cost per services, 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.

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 Securing Declaration*
- (b) the List of Services and Price Schedule Section III;
- (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 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 bid submission deadline.

4. Eligibility Criteria

4.1 To be eligible to participate in this Quotation exercise, you should submit the following documents: *All copies must be valid at the deadline for submission and must be certified by a Commissioner of Oath appointed under the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963):*

- (a) A valid Good Standing Tax Certificate from the Namibia Revenue Agency (NamRA);
- (b) A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) A valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007) and;
- (e) **A valid;**
 - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
 - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;
 - (iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;
 - (iv) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor;
- (i-iv) **Not applicable to sole proprietor.**
- (f) Fully completed and signed Bid-Securing Declaration;
- (g) Bidders must submit documentary evidence in a form of a letter on the company's letterhead indicating that the bidder does not have any conflict of Interest with other bidders and the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR);

- (h) All pages of the bidding document including overwriting, deletions and all attachments must be initialled;
- (i) No tipex/correction fluids shall be used, the use thereof shall lead to disqualification of bids;
- (j) The bidding document must be bound, including all the attachments and **NO LOOSE PAPERS/DOCUMENTS WILL BE ACCEPTED:**
- (k) Quotation letter is completed in full and signed by the person authorised to sign the bid;
- (l) **Section IV**; Priced Activity Schedule must be completed in full and signed, all lines items must be costed in full without any material deviation;
- (m) **Section V**; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed, bidder must indicate compliance or details of non-compliance to all lines items;
- (n) This procurement is strictly reserved for exclusive preference;
- (o) The bid is reserved for 100% Namibian owned SMEs or Entities which are 51% or more owned by Namibian citizen of which 30% is owned by previously disadvantaged persons;
- (p) Bidders must include in its bid a letter on the company's letterhead outlining the preferences the bidder qualifies for;
- (q) Bidders applying for Margins of Preference must submit documentary evidence of the category applied for;
- (r) Bidders must submit documentary evidence in a form of a letter on the company's letterhead stating the number of permanently employed Namibian staff and the number of Namibian staff they plan to hire temporarily for this project;
- (s) Bidders must submit documentary evidence in a form of a reference letter from one client attesting that the bidder has provided similar services before, failure will lead to disqualification;
- (t) Bidder must submit a company profile;
- (u) Bidder must submit a proof of qualified ICT technician.

5. Bid Securing Declaration

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

Bid Securing Declaration must be completed in full and signed by the authorized person to sign the quotation.

6. Contract Period for Services

The completion period for services shall be **60 days** after acceptance of Purchase Order. Deviation in completion period shall not be accepted/ shall be considered if such deviation is reasonable. The following tests and inspections will be conducted at delivery of services:

6.1 Ensure that services delivered correspond to the quantity and specifications stipulated in the bidding document.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the bid description, Procurement Reference Number **NCS/RFQ/37-47/2026**, addressed to the **Ministry of Agriculture, Fisheries, Water and Land Reform**. The Bidder's name and the contact information must be written at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Ministry of Agriculture, Fisheries, Water and Land Reform, (Land Reform Building) No. 55 Robert Mugabe Avenue, Ground Floor, Bid Box, Windhoek**, not later than **05... September 2026 by 10h00am** at latest. Late quotations will **not be accepted**. Quotations received electronically (e-mail or fax) will not be

considered. Request for clarification shall be done via email at Andrias@mawlr.gov.na and Mecthild.Kameho@mawlr.gov.na.

9. Opening of Quotations

Quotations will be opened internally in the presence of the bidders by the Ministry immediately after the closing time and date referred to in instruction 9 above. Bidders or their representatives may attend the Bid Opening if they choose to do so. A record of the bid opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, company Registration, a valid certificate of good standing with the Receiver of Revenue, a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; valid Affirmative Action Compliance Certificate issued under section 41 of Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998); an exemption issued under section 42 of that Act; or a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act; a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007) and a valid – (i) **certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;** (ii) **certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;** (iii) **document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia;** or (iv) **Partnership agreement in the case of a partnership, a valid joint Venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements, will be posted on the E-GP <https://egp2.gov.na> and available to any bidder on request within three (3) working days of the Opening.**

10. Evaluation of Quotations

The Ministry shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive as per List of Goods and Price Schedule in Section III and Eligibility Criteria shall be compared on the basis of evaluated cost, subject to Margin of Preference, to determine the lowest evaluated quotation. The Ministry resolved to select a total of six (6) lowest quality priced bids to evaluate, in line with Section 52 (12) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended. Where no responsive bid is found amongst the above cited six bids, additional bids will be selected for evaluation.

(i) Preliminary Evaluation

#	DESCRIPTION	YES/ NO
1.	Quotation Letter is fully completed and signed by the person authorized to sign the bid	
2.	Bid document is written in English language	
3.	All pages of the bid document including overwriting, deletions and all attachments are initialled by the person authorized to sign the bid	
4.	Bidder did not use tipex/correction fluids in the bid document (use thereof will lead to disqualification)	
5.	Offered period of validity on the quotation letter correspond to the period stipulated in section I; item 3, validity of quotation period	
OVERALL ADMINISTRATIVE COMPLIANCE		

Initials _____

(ii) Legal Admissibility Evaluation

#	DESCRIPTION	YES/NO
1.	Bidder has submitted a valid Good Standing Tax Certificate from the Namibia Revenue Agency (NamRA)	
2.	Bidder has submitted a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission	
3.	Bidder has submitted a valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998	
4.	Bidder has submitted a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No.11 of 2007)	
5.	Bidder has submitted a valid;	
	(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;	
	(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;	
	(iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;	
	(iv) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.	
	(i-iv) Not applicable to sole proprietor.	
6.	Bidder has provided proof of 100% Namibian owned SME or Entity which are 51% or more owned by Namibian citizen of which 30% is owned by previously disadvantaged persons	
7.	Bidder has submitted a fully completed and signed Bid-Securing Declaration	
OVERALL LEGAL COMPLIANCE		

(i) Technical Evaluation

#	Description	YES/NO
1.	Bidder has submitted a priced activity schedule completed in full- failure will lead to disqualification	
	All line items on the priced activity schedule are costed in full without any material deviation- failure will lead to disqualification	
	The bottom section of the priced activity schedule is filled in and signed- failure will lead to disqualification	
2.	Specifications and Compliance Sheet is completed in full without any material deviation- failure will lead disqualification	
	Specifications and Compliance Sheet is signed- failure will lead disqualification	
	Bidder has indicated compliance or inserted details of non-compliance to all lines	

	items on the submitted specifications and compliance sheet (non-indication shall lead to disqualification)	
3.	Bidders has submitted documentary evidence in a form of a reference letter from one client attesting that the bidder has provided similar services before- failure will lead to disqualification;	
4.	Bidder has included in its bid a letter on its company letterhead outlining the preferences the bidder qualifies for	
5.	Bidder (applying for Margins of Preference) has submitted documentary evidence of the category applied for	
6.	Bidders must submit documentary evidence in a form of a letter on the company's letterhead stating the number of permanently employed Namibian staff and the number of Namibian staff they plan to hire temporarily for this project	
7.	Bidder has submitted documentary evidence in a form of a letter on the company's letterhead indicating that the bidder does not have any conflict of Interest with other bidders and the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR)	
8.	Bidder has submitted a certificate of certified technician	
9.	Bidder has submitted a company profile	
OVERALL TECHNICAL COMPLIANCE		

(i) Financial Evaluation

#	DESCRIPTION	YES/ NO
1	Bidders has quoted prices in Namibian Dollars	
2	Bidder has indicated the grand total on the priced activity schedule as requested	
OVERALL FINANCIAL COMPLIANCE		

11. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

12. 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, services, VAT, all associated costs for the supply of services, and shall include all duties.

13. Margin of Preference

13.1 The procurement is strictly reserved for exclusive preference. A total margin of preference scored by a bidder will be deducted from the bid/quoted price of the bidder for the evaluation purposes only;

13.2 Bidder must include in its bid a letter on its company letterhead outlining the preferences the bidder qualifies for. The applicable margins of preference and their application methodology are as follows:

CATEGORIES OF BIDDERS	Margin of Preferences
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Initials _____

Manufacture	2%
Micro, Small and Medium Enterprise	1%
Woman owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing employment to Namibian	1%
Suppliers providing environmental protection	1%
Total	10%

13.3 Bidders applying for the Margins of Preference must submit documentary evidence of categories they qualified for.

CATEGORIES OF BIDDERS	Margin of preference	DOCUMENTARY EVIDENCE
Manufacture	2%	-Certificate of registration from 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.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Woman owned enterprise	1%	-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%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50% or more Namibian citizens; - Proof from Social Security Commission on number of staff employed by the bidder; - a list of Namibian employees indicating their names and ID Numbers
TOTAL	10%	

13.4 Application of Evaluation Criteria for Margin Reference

MARGIN OF PREFERENCE; PRICE PREFERENCE EXCLUSIVE				
Contract Estimate Price (N\$):		Project:		
13.4	Price Exclusive Preference			
	CATEGORIES & PREFERENCES	BIDDER A	BIDDER B	BIDDER C
13.4.1	Manufacturer (2%)			
13.4.2	MSME (1%)			
13.4.3	Women Owned Enterprise (2%)			
13.4.4	PDP Owned Enterprise (2%)			
13.4.5	Supplier Promoting Environment Protection (1%)			
13.4.6	Service Rendered by Namibian Citizens (1%)			
	Total Preference Awarded			
	Total Price Before Preference			
Compiled by:		Date: _____		
Signature:		Date: _____		

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract **subject to the application of margin of preference**. The Award of contract shall be done in accordance with the provisions of **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended)**. Award of contract shall be by issue of a Purchase Order and Letter of Award in accordance with terms and conditions contained in **Section VI: General Conditions of Contract and the Contract Agreement**.

15. Performance Security

(Not Applicable)

16. Notification of Award and Debriefing

The Ministry shall in accordance with the provisions **Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2025)** as amended after award of contract 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 the E-GP <https://egp2.gov.na> within seven (7) days. Furthermore, the Ministry shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

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: <i>[Name of Public Entity]:</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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:		

Initials _____

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Appendix to Quotation Letter

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

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

Procurement Reference No.:

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, 2007 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:

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Email Address:

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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.*

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SECTION III: SCOPE OF SERVICES

See Section IV below

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/37-47/2026**

[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: Namibian Dollars

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: [insert company seal]

Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1.	Colour Laser Jet Pro MFP M476nw					
	Free problem diagnostic	1	Each			
	Servicing kit	1	Each			
	Servicing and repair	1	Each			
2.	HP laser jet pro 500 color MFP					
	Free problem diagnostic	1	Each			
	Servicing kit	1	Each			
	Servicing and repair	1	Each			
3.	HP laser jet pro 400 color m451nw					
	Free problem diagnostic	3	Each			
	Servicing kit	3	Each			
	Servicing and repair	3	Each			
4.	HP Color laser jet CP2025					
	Free problem diagnostic	1	Each			
	Servicing kit	1	Each			
	Servicing and repair	1	Each			
5.	HP LaserJet 1020					
	Free problem diagnostic	1	Each			
	Servicing kit	1	Each			
	Servicing and repair	1	Each			
6.	HP Laser Jet 1150					
	Free problem diagnostic	1	Each			
	Servicing kit	1	Each			
	Servicing and repair	1	Each			

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7.	HP Laser Jet P1102				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
8.	HP Color laser Jet Pro MFP M277dw				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
9.	HP Color LaserJet CM2320 fxi MFP				
	Free problem diagnostic	2	Each		
	Servicing kit	2	Each		
	Servicing and repair	2	Each		
10.	HP Laser Jet m1212 nf MFP				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
11.	HP Color LaserJet CP2025				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
12.	Canon I-Sensys				
	Free problem diagnostic	2	Each		
	Servicing kit	2	Each		
	Servicing and repair	2	Each		
13.	Canon (Multipurpose photo copy)				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
14.	Brother 2035				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		

15.	HP D2663 Desk Jet Color				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
16.	Sumsung Express C460FW				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
17.	HP Color Laser Jet 3600				
	Free problem diagnostic	2	Each		
	Servicing kit	2	Each		
	Servicing and repair	2	Each		
18.	HP Office Jet Pro 8600				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
19.	HP Laser Jet Pro 400 M401dn				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
20.	HP Laser Jet 1320				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
21.	HP color laser MFP 179 FNW				
	Free problem diagnostic	2	Each		
	Servicing kit	2	Each		
	Servicing and repair	2	Each		
22.	HP Office Jet Pro 8620				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
23.	HP Laser Jet Pro 400 Color				
	Free problem diagnostic	3	Each		
	Servicing kit	3	Each		
	Servicing and repair	3	Each		

24.	Laser Jet Pro 200 Color MFP				
	Free problem diagnostic	3	Each		
	Servicing kit	3	Each		
	Servicing and repair	3	Each		
25.	HP Office Jet 6700 premium				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
26.	HP Laser Jet Pro MFP M477fdw				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
27.	HP Laser Jet Pro 400 Color M45 INW				
	Free problem diagnostic	2	Each		
	Servicing kit	2	Each		
	Servicing and repair	2	Each		
28.	Ricoh aficio 1018				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
29.	Toshiba e-studio233				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
30.	Kyocera Ecosys m8124 cidn				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		
31.	HP Laser Jet Pro 500 color MFP 570dn				
	Free problem diagnostic	1	Each		
	Servicing kit	1	Each		
	Servicing and repair	1	Each		

32.	HP Laser Jet P3035				
	Free problem diagnostic	4	Each		
	Servicing kit	4	Each		
	Servicing and repair	4	Each		
				Subtotal:	
	Enter 0% VAT rate if VAT exempt			VAT@ _____ %	
				Total:	

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

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/37-47/2026

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Colour Laser Jet Pro MFP M476nw Free problem diagnostic Servicing kit Servicing and repair		
2.	HP laser jet pro 500 color MFP Free problem diagnostic Servicing kit Servicing and repair		
3.	HP laser jet pro 400 color m451nw Free problem diagnostic Servicing kit Servicing and repair		
4.	HP Color laser jet CP2025 Free problem diagnostic Servicing kit Servicing and repair		

Initials _____

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
5.	HP LaserJet 1020 Free problem diagnostic Servicing kit Servicing and repair		
6.	HP Laser Jet 1150 Free problem diagnostic Servicing kit Servicing and repair		
7.	Color Laser Jet Pro MFP M277 dw Free problem diagnostic Servicing kit Servicing and repair		
8.	HP Laser Jet P1102 Free problem diagnostic Servicing kit Servicing and repair		
9.	HP Color LaserJet CM2320 fxi MFP Free problem diagnostic Servicing kit Servicing and repair		
10.	HP Laser Jet m1212 nf MFP Free problem diagnostic Servicing kit Servicing and repair		
11	HP Color LaserJet CP2025 Free problem diagnostic Servicing kit Servicing and repair		
12.	Canon I-Sensys Free problem diagnostic Servicing kit Servicing and repair		
13.	Canon (Multipurpose photo copy) Free problem diagnostic Servicing kit Servicing and repair		
14.	Brother 2035 Free problem diagnostic Servicing kit Servicing and repair		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
15.	HP D2663 Desk Jet Colour Free problem diagnostic Servicing kit Servicing and repair		
16.	Sumsung Express C460FW Free problem diagnostic Servicing kit Servicing and repair		
17.	HP Colour Laser Jet 3600 Free problem diagnostic Servicing kit Servicing and repair		
18.	HP Office Jet Pro 8600 Free problem diagnostic Servicing kit Servicing and repair		
19.	HP Laser Jet Pro 400 M401dn Free problem diagnostic Servicing kit Servicing and repair		
20.	HP Laser Jet 1320 Free problem diagnostic Servicing kit Servicing and repair		
21.	HP color laser MFP 179 FNW Free problem diagnostic Servicing kit Servicing and repair		
22.	HP Office Jet Pro 8620 Free problem diagnostic Servicing kit Servicing and repair		
23.	HP Laser Jet Pro 400 Color Free problem diagnostic Servicing kit Servicing and repair		
24.	Laser Jet Pro 200 Color MFP Free problem diagnostic Servicing kit Servicing and repair		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
25.	HP Office Jet 6700 premium Free problem diagnostic Servicing kit Servicing and repair		
26.	HP Laser Jet Pro MFP M477fdw Free problem diagnostic Servicing kit Servicing and repair		
27.	HP Laser Jet Pro 400 Color M45 INW Free problem diagnostic Servicing kit Servicing and repair		
28.	Ricoh aficio 1018 Free problem diagnostic Servicing kit Servicing and repair		
29.	Toshiba e-studio 233 Free problem diagnostic Servicing kit Servicing and repair		
30.	Kyocera Ecosys m8124 cidn Free problem diagnostic Servicing kit Servicing and repair		
31.	HP Laser Jet Pro 500 color MFP 570dn Free problem diagnostic Servicing kit Servicing and repair		
32.	HP Laser Jet P 3035 Free problem diagnostic Servicing kit Servicing and repair		

* 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:	

Initials _____

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 (<https://egp2.gov.na>) except were modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/37-47/2026**

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
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Public Entity, the address and the contact's name shall be: Mwala Lutaka, Ministry of Agriculture, Fisheries, Water and Land Reform. Land Reform Building, Private Bag 13343 - Windhoek For the Service Provider, the address and contact name shall be:
Authorised Representatives GCC 1.6	The Authorised Representatives are; The Authorised Representatives of the Ministry: Mwala Lutaka, Ministry of Agriculture, Fisheries, Water and Land Reform. Land Reform Building, Private Bag 13343 - Windhoek. The Authorised Representative of the Service Provider is:
Effectiveness of Contract GCC 2.1	The Contract <i>shall</i> come into effect <i>on the date contract is signed by both parties and such other date as may be stated in the GCC</i>
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is days after the date the Contract becomes effective
Intended Completion Date GCC 2.3	The intended completion date is within 90 days.
Prohibition GCC 3.2.3(c)	List Of Activities: PROCUREMENT FOR SERVICING AND REPAIR OF PRINTERS FOR DAPEES

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: All the plans' drawings specifications, design report and other documents and software submitted by the service provider shall become and remain the property of the employer.
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.
Lack of Performance Penalty GCC 3.10.3	The percentage 2% to be used for the calculation of lack of Performance Penalty (ies) is 10%. <i>(Where applicable)</i>
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are): Service provider shall use its best efforts to ensure that public entity shall provider such assistance and exemption.
Contract Price GCC 6.2(a)	The amount in local currency is, The price payable in local currency
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
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 15 days in the case of the final payment. The interest rate is 0%

Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: Quality Specifications Quantity as required 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	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

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SCHEDULE 3**(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u>		
	NS	NS
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		.
• Clerical Wages		.
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

Local Value Added = $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

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QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: NCS/RFQ/37-47/2026

No.	Description	Attached/ Yes/No	Not Attached/ Yes/No
1.	Quotation Letter fully completed and signed		
2.	Priced Activity Schedule completed in full and signed, and all line items costed		
3.	Specifications and Compliance Sheet submitted is completed in full without any material deviation and signed		
4.	Bid Securing Declaration is completed in full and signed		
5.	Bidders must submit documentary evidence in a form of a letter on the company's letterhead indicating that the bidder does not have any conflict of Interest with other bidders and the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR);		
6.	A valid Good Standing Tax Certificate from the Namibia Revenue Agency (NamRA)		
7.	a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;		
8.	A valid Affirmative Action Compliance Certificate issued under section 41 of that Act, proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in the Act, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
9.	A written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No.11 of 2007);		
10.	A valid; certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;		
	certificate of registration of a co-operative registered under the laws regulating co-operatives Namibia;		
	Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;		
	Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar agreements unless a bidder is a sole proprietor.		
11.	All pages of the bid document including overwriting, deletions and all attachments shall be initialled		
12.	No tipex/correction fluids used, the use thereof shall lead to disqualification of bids		
13.	The bid document must be bound, including all the attachments and <u>NO LOOSE PAPERS/DOCUMENT WILL BE ACCEPTED.</u>		
14.	Bidders must submit documentary evidence in a form of a reference letter from one client attesting that the bidder has		

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	provided similar services before, failure will lead to disqualification		
15.	Bidders must be 100% Namibian owned SMEs or Entities which are 51% or more owned by Namibian citizen of which 30% is owned by previously disadvantaged persons		
16.	Bidders must include in its bid a letter on the company's letterhead outlining the preferences they qualifies for		
17.	Bidders (applying for Margins of Preference) must submit documentary evidence of the category applied for		
18.	Bidders has submitted documentary evidence in a form of a letter on the company's letterhead stating the number of permanently employed Namibian staff and the number of Namibian staff they plan to hire temporarily for this project;		
19.	Bidder must submit a certificate of certified technician.		
20.	Bidder must submit company profile		

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.

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