



Sharing our land sustainably

Issued: 06 October 2026

Request for Sealed Quotations for Goods

Re-advertise

Procurement of Multi Copy Printer for GPTF and Maintenance for a period of five years

Name of Bidder	
Quotation Amount (VAT Inclusive)	
Contact Person (for any enquiries)	
Position / Designation	
Email Address	
Phone / Mobile Number	
Postal / Physical Address	

Procurement Reference No: G/RFQ/GPTF-64/2026/2027

Closing date: 16 October 2026 ,10:30

This procurement is reserved in terms of the Code of Good Practice on Preferences and Exclusive Preference/Reservation Measures, issued under Section 73 of the Public Procurement Act, 2015.



Haus Schenk 7574
Eugene Marais Street Windhoek
P.O Box 27707, Windhoek
Tel: +264 61 240 100
Email: procurement@gptf.org.na



Letter of Invitation

G/RFQ/GPTF-63/2026/2027

06 October 2026

PROCUREMENT OF MULTI-COPY PRINTER FOR GPTF AND MAINTENANCE FOR A PERIOD OF FIVE (5) YEARS

The Game Products Trust Fund (GPTF) invites suitably qualified and eligible bidders to submit their quotations for the Procurement of a Multi-Copy Printer for GPTF, including maintenance services for a period of five (5) years, as described in the bidding documents.

The bidding documents contain the requirements, specifications, terms and conditions applicable to this procurement and any resulting contract.

Bidders are required to carefully read the bidding documents and ensure that all required forms, supporting documents and pricing information are completed and submitted as prescribed.

Bidders shall submit their quotations and all required supporting documentation electronically through the designated e-Procurement Portal on or before:

Closing Date: 02 June 2026

Closing Time: 10:30

Late submissions will not be considered. Bidders are responsible for ensuring that their submissions are successfully uploaded and submitted through the e-Procurement Portal before the stipulated closing date and time.

Any queries or requests for clarification regarding this procurement should be directed to the Procurement Management Unit at:

Email: procurement@gptf.org.na

Telephone: 061 240 100

GPTF reserves the right to accept or reject any quotation and to cancel the procurement process in accordance with the applicable public procurement legislation and regulations.

PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

Procurement of Multi Copy Printer for GPTF and Maintenance for a period of five years

- **Rights of Public Entity**

The Game Products Trust Fund 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) Award to the second lowest bidder if the first one rejects

- **Preparation of Quotations**

Bidders are requested to submit quotations for the items specified in **Section III** by completing, signing and uploading the following documents through the designated e-Procurement Portal:

(a) The **Quotation Letter** in Section II, including the **Bid Securing Declaration**, where applicable;

(b) The **List of Goods and Price Schedule** in Section III;

(c) The **Specifications and Compliance Sheet** in Section V;

(d) At least **three (3) reference letters** from clients for the supply, installation, maintenance and/or servicing of multi-copy printers or similar printing equipment. The references should preferably demonstrate experience with maintenance arrangements of at least **twelve (12) months**. Each reference shall include, at a minimum:

- the client's name;
- contact person's name;
- telephone number and/or email address;
- contract period; and
- a brief description of the services provided;

(e) The Bidder's **company registration documents or founding statement** as evidence of its principal business activities. The Bidder's registered nature of business must be relevant to the **supply, installation, servicing and/or maintenance of multi-copy printers, photocopiers, printing equipment or related office automation equipment**;

(f) Identification documents of the **owners, shareholders and/or directors**, as applicable, for purposes of verifying the ownership and control of the bidding entity;

(g) **Catalogue / Technical Brochure**

The Bidder shall submit a **manufacturer's catalogue, technical brochure, datasheet or equivalent technical documentation** for the multi-copy printer offered. The documentation shall clearly indicate the **make, model and key technical specifications** of the equipment and shall enable the Purchaser to verify compliance with the requirements specified in the **Specifications and Compliance Sheet in Section V**.

h) Any other supporting documentation expressly required under the Evaluation and Qualification Criteria in Section III

- **Delivery Schedule and Methodology** – outlining expected delivery dates, transport arrangements, and installation (if applicable).

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.

1. Validity of Quotations

The Quotation validity period shall be **120** days from the date of submission deadline

2. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (b) A valid Namibian **Company Registration Certificate**, together with copies of the identification documents of the **owners, shareholders and/or directors**;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (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;
- (e) have a certificate indicating SME Status (if applicable);
- (f) Submit signed Bid-securing Declaration.
- (g) 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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Bidder must complete the Delivery commitment in ITB 4.1;
- (I) Attached a detailed Catalogue of the Printer the bidder wish to provide to GPTF.
- (j) The Bidder shall attach at least three (3) reference letters from clients for the supply, installation, maintenance and/or servicing of multi-copy printers or similar printing equipment. The references should preferably demonstrate experience with maintenance arrangements of at least twelve (12) months. Each reference shall include the client's name, contact person, telephone number and/or email address, contract period and a brief description of the services provided;
- k)** The Bidder's registered nature of business must be relevant to the supply, installation, servicing and/or maintenance of multi-copy printers, photocopiers, printing equipment or related office automation equipment. The Bidder shall submit its company registration documents or founding statement as evidence of its principal business activities.

3. Bid Security/Bid Securing Declaration

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

4. Delivery

Delivery shall be 30 Days after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable.*

6.1 The following tests and inspections will be conducted on the goods at delivery:

Upon delivery, installation and commissioning of the multi-copy printer, the Purchaser shall conduct inspections and functional tests to verify that:

- The **make and model** delivered correspond with the Bidder's approved offer and the specifications in the bidding document;
- The equipment is **new, unused and free from visible defects or damage**;
- The printer complies with the required **technical specifications and functionality**;
- **Black-and-white and colour printing** functions operate correctly;
- **Scanning functions** operate correctly;
- Print quality, print speed and other specified performance requirements are satisfactorily demonstrated;
- All required **accessories, components, software and supporting equipment** have been supplied;
- The equipment is properly **installed, configured and connected** to the Purchaser's systems, where applicable;
- The **meter/counter reading** is functional and can accurately record copies and scans;
- The equipment is successfully **tested and commissioned** and is ready for operational use; and
- The Supplier provides the required **warranty documentation, user manuals, maintenance/service documentation and other relevant documents**.

The Purchaser may require the Supplier to correct or rectify any defect, non-conformity or installation issue identified during inspection and testing before the Goods are accepted.

Final acceptance shall be subject to satisfactory completion of the required inspection, testing and commissioning.

4.1 Delivery Commitment

I, ... (**Bidder's Name**), hereby confirm that, **if awarded this bid**, I will deliver the required items **within 30 calendar days** from the **date of award**.

Signature: _____

Name: _____

Position: _____

Date: _____

5. 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.

6. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *located at Erf 7574, Haus Schenk, Eugene Marais Street, Windhoek, Game Products Trust Fund* not later than **16 October, 10h30am** Quotations by post or hand delivered should reach **Haus**

Schenk, Eugene Marais Street, Windhoek, Game Products Trust Fund by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered
7. Opening of Quotations Quotations will be opened internally by the Public Entity within 24 hours after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.
8. 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.
9. Technical Compliance Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's 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.
10. Prices and Currency of Payment Prices shall be fixed in Namibian Dollars.
11. Margin of Preference N/A
12. 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. 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 Agreement and General Conditions of Contract.
13. Performance Security N/A
14. Notification of Award and Debriefing The Public Entity shall 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 its website within 30 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.

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

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 1: 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 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the 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 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./Fax	

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

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

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

Procurement Ref 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]

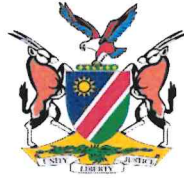
Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

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**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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.

Bidder Contact Details

Bidders are required to provide details of the person responsible for this quotation and for all correspondence regarding this tender:

Name of Contact Person:	
Designation/Position:	
Company / Organization Name:	
Postal Address:	
Physical Address (if different):	
Email Address:	
Telephone / Mobile Number:	
Fax Number (if applicable):	

Notes:

- All communications regarding this tender will be directed to the contact person provided above.
- Bidders must ensure that this person is authorized to act on behalf of the company regarding all matters relating to this RFQ.
- Any change in the contact person after submission should be communicated immediately in writing to the Public Entity.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement of Multi Copy Printer for GPTF and Maintenance for a period of five years
Procurement Ref No. G/RFQ/GPTF-64/2026/2027

Lot A: Procurement of Multi Copy Printer for GPTF(Not Hire)

Item No	Description	Quantity	Unit of Measure	Unit Price	Total Price Vat Excluded
1	Digital MultiFunctional Office System (Colour) Specification: * Document Feeder: (Up to 140 Sheets at 80 g/m) * Paper Feed: 2 x 500 sheets A3 paper trays + 150 sheet bypass Tray Standard System Memory: 4 GB * 25cpm Digital Copier & 25 ppm Network/USB Printer in Colour or Black and White * Network Scanner in Colour * Numeric Keypad * Scan to Network TWAIN, E-Mail, FTP, SMB, HDD, WSD & USB Host * Duplex Unit (Double Sided Copies) * Hard Disk Drive Unit (320 Gig) * 9 "Colour LCD Touch Panel * Electronic Sorting • Stand	1	MTR		
				Subtotal	
				Vat 15%	
				Total Cost	

•
•
•
•
•

• **Lot B: Maintenance for a period of five years**

Instructions to Bidders:

The Bidder shall complete all applicable fields below. The quoted **Cost per Copy (CPC)** shall include all costs associated with the provision of the maintenance service, including consumables, toner, spare parts, labour, servicing and call-outs, unless specifically stated otherwise.

YEAR 1

Category	Estimated Copies/Scans per Month	Bidder's CPC (N\$)	Bidder's Monthly Cost (N\$)	Months	Bidder's Annual Cost (N\$)
Black	10,000			12	
Colour	10,000			12	
Scans	2,000			12	
TOTAL – YEAR 1					N\$ _____

YEAR 2

Category	Estimated Copies/Scans per Month	Bidder's CPC (N\$)	Bidder's Monthly Cost (N\$)	Months	Bidder's Annual Cost (N\$)
Black	10,000			12	
Colour	10,000			12	
Scans	2,000			12	
TOTAL – YEAR 2					N\$ _____

YEAR 3

Category	Estimated Copies/Scans per Month	Bidder's CPC (N\$)	Bidder's Monthly Cost (N\$)	Months	Bidder's Annual Cost (N\$)
Black	10,000			12	
Colour	10,000			12	
Scans	2,000			12	
TOTAL – YEAR 3					N\$ _____

YEAR 4

Category	Estimated Copies/Scans per Month	Bidder's CPC (N\$)	Bidder's Monthly Cost (N\$)	Months	Bidder's Annual Cost (N\$)
Black	10,000			12	
Colour	10,000			12	
Scans	2,000			12	
TOTAL – YEAR 4					N\$ _____

YEAR 5

Category	Estimated Copies/Scans per Month	Bidder's CPC (N\$)	Bidder's Monthly Cost (N\$)	Months	Bidder's Annual Cost (N\$)
Black	10,000			12	
Colour	10,000			12	
Scans	2,000			12	
TOTAL – YEAR 5					N\$ _____

FIVE-YEAR PRICE SUMMARY

Description	Bidder's Amount (N\$)
Total – Year 1	
Total – Year 2	
Total – Year 3	
Total – Year 4	
Total – Year 5	
Any other cost:	
TOTAL CONTRACT PRICE FOR FIVE (5) YEARS	N\$

BIDDER'S DECLARATION

I/We confirm that the above prices are complete and include all costs necessary to provide the required multi-copy printer maintenance services for the five-year contract period, except for any exclusions expressly stated below.

Exclusions, if any:

Bidder's Name: _____

Authorised Representative: _____

Signature: _____

Date: _____

- **Note:**
Company will be responsible for services and maintenance for a period of 72 months equivalent to Five (5) Years.
Provide Cartridges for the period of the Service Level Agreement
Printer will be procured and not Hired,

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/GPTF-64/2026/2027

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.

2	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Digital MultiFunctional Office System (Colour) Specification: * Document Feeder: (Up to 140 Sheets at 80 g/m) * Paper Feed: 2 x 500 sheets A3 paper trays + 150 sheet bypass Tray Standard System Memory: 4 GB * 25cpm Digital Copier & 25 ppm Network/USB Printer in Colour or Black and White * Network Scanner in Colour * Numeric Keypad * Scan to Network TWAIN, E-Mail, FTP, SMB, HDD, WSD & USB Host * Duplex Unit (Double Sided Copies) * Hard Disk Drive Unit (320 Gig) * 9 "Colour LCD Touch Panel * Electronic Sorting Stand		

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

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. G/RFQ/GPTF-64/2026/2027 except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/GPTF-64/2026/2027**

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

Subject and GCC Clause Reference	Special Conditions
Purchaser GCC 1.1(h)	The Purchaser is: Game Products Trust Fund (GPTF)
Site / Final Destination GCC 1.1(m)	The Site/final destination for delivery, installation and commissioning of the Goods is: Game Products Trust Fund, Windhoek, Namibia , or such other location as may be designated by the Purchaser.
Incoterms Edition GCC 4.2(b)	Incoterms shall not apply. The Bidder's quoted price shall be on a delivered, installed and commissioned basis and shall include all costs associated with delivery to the Purchaser, installation, commissioning and making the equipment fully operational.
Notices GCC 8.1	Any notice shall be sent to the following address: Game Products Trust Fund – Procurement Management Unit For the attention of: Chief Executive Officer PO Box 27707, Windhoek, Namibia Email: procurement@gptf.org.na / info@gptf.org.na Tel: 061 240 100 . For the Supplier, the address and contact details shall be those stated in the Contract Agreement.
Disputes GCC 10.2	The Parties shall first endeavour to resolve any dispute through amicable consultation and negotiation . Where the dispute cannot be resolved amicably, it shall be dealt with in accordance with the applicable laws and dispute-resolution procedures of the Republic of Namibia.
Delivery, Installation and Commissioning GCC 13.1	The printer shall be delivered, installed, configured, tested and commissioned within thirty (30) calendar days from the date of the Purchase Order or Letter of Acceptance, unless otherwise specified in the

	Contract. The Supplier shall provide a signed delivery note, installation/commissioning report and any relevant manufacturer documentation.
Maintenance Services GCC 13.1	The Supplier shall provide maintenance and support services for a period of five (5) years from the date of successful installation and commissioning. The maintenance service shall include servicing, labour, spare parts, toner/consumables and other items expressly included in the Bidder's quoted Cost Per Copy (CPC), unless otherwise stated in the Contract.
Price Adjustment GCC 15.1	The prices for the printer and the Cost Per Copy (CPC) shall be fixed for the applicable contract year . Any annual adjustment expressly permitted under the bidding document shall be limited to the applicable contract year and shall be clearly stated in the Price Schedule. No adjustment shall be permitted unless provided for in the Contract.
Terms of Payment GCC 16.1	Payment for the printer shall be made following delivery, installation, commissioning and acceptance of the equipment, upon submission of a valid invoice and the required supporting documentation. Maintenance/CPC services shall be invoiced based on the actual number of copies and scans recorded by the machine , subject to verification and acceptance by the Purchaser.
Terms of Payment GCC 16.3	Payments shall be made within thirty (30) days after receipt of a correct invoice and certification/acceptance by the Purchaser, subject to the applicable financial and procurement requirements.
Exchange Rate GCC 16.4(a)	The prices shall not be adjustable due to fluctuations in exchange rates .
Payment Period GCC 16.5	The Supplier shall submit invoices supported by the relevant delivery/acceptance documentation. For monthly maintenance/CPC charges, the invoice shall be supported by the machine's meter reading or other verifiable usage report indicating the number of black-and-white copies, colour copies and scans recorded during the billing period.
Performance Security GCC 18.1	No performance security is required , unless otherwise stated in the bidding documents.
Discharge of Performance Security GCC 18.4	Not Applicable (N/A).
Packing GCC 23.2	The printer and all associated equipment shall be properly packaged and protected against damage during transportation and handling. The Supplier shall be responsible for any damage arising from inadequate packaging or handling prior to acceptance.
Insurance GCC 24.1	The Supplier shall be responsible for any insurance required for the Goods during transportation and until delivery, installation and acceptance by the Purchaser.
Transportation GCC 25	The Supplier shall be responsible for all transportation and delivery costs to the Purchaser's premises. The quoted price shall include all costs necessary to deliver the printer to GPTF, install it and make it fully operational.
Inspection and Test GCC 26.1	The Purchaser shall inspect and test the printer upon delivery, installation and commissioning. The inspection shall include verification of the equipment against the technical specifications, functionality, print quality, scanning functionality, accessories, software/configuration

	requirements and other requirements specified in the bidding documents.
Location of Inspection and Tests GCC 26.2	The inspection, installation, testing and commissioning shall be conducted at Game Products Trust Fund, Windhoek , or another location designated by the Purchaser.
Liquidated Damages GCC 27.1	In the event of delayed delivery, installation or commissioning attributable to the Supplier, liquidated damages shall apply in accordance with the applicable GCC and shall be calculated at the rate specified therein, subject to the maximum limit prescribed by the Contract.
Warranty GCC 28.3	The printer shall be covered by a minimum manufacturer's warranty of three (3) years or the manufacturer's standard warranty, whichever is more favourable to the Purchaser . The warranty shall cover defects in materials, workmanship and equipment functionality in accordance with the manufacturer's warranty terms. The five-year maintenance agreement shall operate in addition to the warranty requirements stated herein.
Warranty Destination GCC 28.3	For purposes of the warranty, the place of final destination shall be Game Products Trust Fund, Windhoek, Namibia . Where on-site repair is not reasonably possible, the Supplier shall be responsible for the collection, repair and return of the equipment, unless otherwise agreed.
Repair and Replacement GCC 28.5	The Supplier shall respond to reported faults within one (1) business day and shall undertake repair within a reasonable period agreed with the Purchaser, taking into account the nature and severity of the fault. Where a fault cannot reasonably be repaired within the agreed period, the Supplier shall provide an appropriate replacement or alternative solution at no additional cost to the Purchaser, where covered under the warranty or maintenance agreement.

SCHEDULE 2**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		

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

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

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

#	Item	Submitted (Yes/No)	Remarks
1	Completed and signed Quotation Letter (Section II)		
2	List of Goods and Price Schedule (Section III)		
3	Specifications and Compliance Sheet (Section V)		
4	Bid Security or signed Bid Securing Declaration		
5	Valid Company Registration Certificate		
6	Original/certified valid Good Standing Tax Certificate		
7	Original/ certified valid Good Standing Social Security Certificate		
8	Certified copy of Affirmative Action Compliance Certificate or proof of exemption		
9	Certificate indicating SME status (if applicable)		
10	Proof of previous experience / references		
11	Product datasheets, catalogues, or technical brochures of all item 1-28		
12	Delivery Commitment		
13	Any additional supporting documents requested in the RFQ		
14	Completed Bidder Contact Details Form		
15	Did the bidder offer a 120 bid validity period?		

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.

Procurement

From: Chasesales1@lunaig.com
Sent: Thursday, 17 September 2026 12:37 pm
To: Procurement
Cc: Martha Ndove
Subject: Re: GPTF Diaries Samples

Good day,

All of the above is well noted.

Thank you for your understanding and patience.

Regards,
Maria

On 14 Sep 2026, at 10:44 PM, Procurement <Procurement@gptf.org.na> wrote:

Dear Maria,

Procurement has taken note of your communication.

Please note that the Purchase Order (PO) is now significantly overdue, and the previously committed delivery dates have not been met despite several engagements and attempts by the Fund to assist in facilitating delivery.

The Game Products Trust Fund (GPTF) expects suppliers to honour their contractual commitments and deliver within the agreed timelines. Where a supplier repeatedly fails to deliver despite reasonable opportunities and engagements, the Fund may take appropriate action in accordance with the Public Procurement Act No. 15 of 2015, as amended, and the applicable contractual provisions.

If your company is unable to fulfil the Purchase Order, you are required to formally communicate this to the Fund without further delay. In such circumstances, the Fund may consider cancellation of the PO and pursue other appropriate procurement measures to obtain the required items from a supplier capable of delivering within the required timeframe.

Final Delivery Deadline

The Fund hereby formally notifies your company that all items under the Purchase Order must be delivered on or before 30 September 2026 at 17:00.

Failure to meet this final deadline may result in the cancellation of the Purchase Order, without further extension, and the Fund reserves its rights in respect of any applicable contractual or procurement remedies. No payment will be processed for goods that have not been duly delivered and accepted by the Fund.

We trust that your company will treat this matter with the urgency it requires and ensure full compliance with the above deadline.

Kind regards,
Merlin

From: Chasesales1@lunaig.com <Chasesales1@lunaig.com>
Sent: Monday, 14 September 2026 12:35 pm
To: Procurement <Procurement@gptf.org.na>
Cc: Martha Ndove <mndove@gptf.org.na>
Subject: Re: GPTF Diaries Samples

Dear Ms. Ester,

Please find attached proof of our current production progress. The diaries are almost done.

Unfortunately, I am working with a difficult supplier myself. I have already poured a lot of money into this project, and I have to see it through. Once the books are complete, I will deliver them immediately.

I hope your office accepts this, and I offer my sincere apologies for the inconvenience.

Best regards,

Maria

On 14 Sep 2026, at 12:31 PM, chasesales1@lunaig.com wrote:

Dear Ms. Ester,

Please find attached proof of our current production progress. The diaries are almost done.

Unfortunately, I am working with a difficult supplier myself. I have already poured a lot of money into this project, and I have to see it through. Once the books are complete, I will deliver them immediately.

I hope your office accepts this, and I offer my sincere apologies for the inconvenience.

Best regards,

Maria

<image001.jpg>

<image002.jpg>

On 7 Sep 2026, at 10:55 AM, chasesales1@lunaig.com wrote:

Good day Ms. Ester,

I hope you are well.

I am writing to provide an urgent update regarding the delivery of your diaries.

Our supplier in South Africa has experienced a production delay and will now only finish the diaries on Thursday, 10 September 2026. I have attached the email screenshot from the supplier for your reference.

Because we require two working days for cross-border transit from South Africa to Namibia, our final delivery date to you must move to next week Wednesday, 16 September 2026.

I know this extension is not ideal, but my hands are tied due to these supplier logistics. I sincerely apologize for missing our agreed deadline and for the inconvenience this causes.

Thank you for your understanding.

Kind regards,
Maria
<image001.jpg>

On 31 Aug 2026, at 9:18 AM, Procurement
<Procurement@gptf.org.na> wrote:

Good day Maria,

Thank you for the update. We acknowledge your commitment to deliver the diaries by **9 September 2026**.

Kindly ensure that the order is delivered as committed, with no further delays.

Kind regards,
Ester

From: Chasesales1@lunaig.com
<Chasesales1@lunaig.com>
Sent: Friday, 28 August 2026 4:38 pm
To: Procurement <Procurement@gptf.org.na>
Cc: Martha Ndove <mndove@gptf.org.na>
Subject: Re: GPTF Diaries Samples

Good day Ms. Ester,

I hope you are well.

I am writing to provide an update regarding the diary production and delivery and to address the concerns raised regarding the delay.

Firstly, I sincerely apologise for the delay in fulfilling the order and for the frustration and inconvenience this has caused. I fully understand your concerns, particularly given the time that has passed since the tender was awarded.

The delay was further extended because the material we initially sourced for the diaries did not meet the required standard. We had to order an entirely new material that was more suitable for the specifications and requirements of the diaries. Unfortunately, sourcing the correct material took considerably longer than anticipated, which resulted in a further delay to production.

I am pleased to confirm that the correct material has now been secured and the diaries are currently in production.

The diaries are being printed in accordance with the specifications and instructions provided, taking into consideration the requirements and reservations identified from the two samples previously submitted. Our focus is on ensuring that the final product is produced to the required standard and in line with the agreed specifications.

I am committing to the delivery of the diaries by Wednesday, 9 September 2026.

We sincerely value the opportunity to fulfil this tender and appreciate your patience throughout the process. We remain committed to completing the order and delivering the diaries to the required standard within the stated timeframe.

Once again, please accept my sincere apologies for the delay and the inconvenience caused. We appreciate your understanding and look forward to bringing the order to completion.

Thank you

Kind regards,

Maria

On 30 Jul 2026, at 11:42 AM,
chasesales1@lunaig.com wrote:

Good day Ms. Ester,

Thank you for your feedback regarding the diary samples.

We completely understand your concerns regarding the green color deviation.

Please note that we have already completed printing the internal pages of the diaries. Because production is so far advanced, canceling the tender at this stage is not a viable option for either party.

To resolve this issue, we are immediately sourcing alternative materials and color options that precisely align with your approved artwork and organizational specifications. We are fully committed to meeting

your expectations for the final product.

We will revert shortly with the updated material samples for your approval.

Kind regards,

Maria

On 30 Jul 2026, at
9:46 AM,
procurement@gptf.org.na wrote:

Dear Maria,

Thank you for
sharing the diary
samples.

After reviewing the
provided images, we
would like to
highlight that the
green colour used
on the sample does
not align with our
requirements. We
specifically
requested a colour
that matches our
approved artwork,
logo, and
organisational
colours to ensure
consistency with the
GPTF brand identity.

The approved initial
artwork serves as
the required
standard, and any
deviation from the
approved design

would not meet our expectations.

Should the diaries not be produced in line with the approved artwork specifications, we may have to consider cancelling the tender, as the final product would not meet the required specifications.

We appreciate your assistance and look forward to your feedback on how this can be resolved.

Kind regards,
Ester

From:

Chasesales1@lunaig.com
<Chasesales1@lunaig.com>

Sent: Wednesday, 29
July 2026 12:44 pm

To:

procurement@gptf.org.za

Cc:

mndove@gptf.org.za

Subject: GPTF Diaries
Samples

Dear
Ms.
Ester,

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Could you please review the attached sample images and let us know if we have your approval to proceed with this cover style?

Best regards,

Maria

<image001.jpg>
<image002.jpg>
<image003.jpg>

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