

Request for Sealed Quotations for Non-Consultancy Services

**Provision of Leasing and Installation of Three (3) new
Multifunctional Office Printers for the EIF, with
Maintenance, and Technical Support for a period of Thirty-
Six (36) Months**

Procurement Reference No: NCS/RFQ/EIF-02/2025

Name of Bidder		
E-mail Address		
Postal Address		
Contact Phone Number	Work:	Mobile:
Contact Person		
Bidding amount (Incl. VAT) + Contingency		

**Client: Environmental Investment Fund of Namibia (EIF),
Physical Address: 8933 Heinitzburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,
P.O. Box 28157,
Auas Valley, Windhoek,
Tel: +264 61 431 7700**



Letter of Invitation

NCS/RFQ/EIF-02/2025

23 September 2025

Dear Prospective Bidder,

Provision of Leasing and Installation of Three (3) new Multifunctional Office Printers for the EIF, with Maintenance, and Technical Support for a period of Thirty-Six (36) Months

The Environmental Investment Fund of Namibia (EIF) invites you to submit your best quote for the items described in detail hereunder.

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

This Request for Quotations (RFQ) is open to all bidders who are qualified, registered and capable as per the requirements specified in this document.

Queries, if any, should be addressed to **Procurement Management Unit (PMU) contact person is Ms. Justina Andreas, Assistant Procurement Officer , 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia** Tel +264 61 431 7733/38/45, Email Procurement@eif.org.na.

Kindly take note of bid closing date and time of submission: **Monday, 13 October 2025 at 12h00 a.m.**

Request for clarifications should be received within three (3) days prior to the deadline set for submission of bids.

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,



David Hamukwaya

Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

Request for clarifications should be received within two (2) days prior to the deadline set for submission of bids.

1. The Environmental Investment Fund of Namibia (EIF) reserves the right:

The Environmental Investment Fund of Namibia (EIF) reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and or split the contract to different bidders according to services required, or
- (b) To accept or reject any quotation; or to cancel the quotation process; and
- (c) Reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration where applicable;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) Complete the Company Shareholding Information form on page 10.

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 180 days from the date of bid submission deadline.

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

- (a) Have a certified copy of either:
 - (i) Certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;

Section II: Quotation Letter

- (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.
 - (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;
- (b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid good Standing Tax Certificate**, as certified by the Commissioner of Oath.
- (c) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a **valid good Standing Social Security Certificate**, as certified by the Commissioner of Oath.
- (d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath.
- (e) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.
- (f) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- (g) Submit completed and signed Bid-securing Declaration.
- (h) Manufacture's Authorization Certificate/Letter., Bidder must indicate whether they are the manufacture or accredited representatives in Namibia, or the direct importer, who import directly from the manufacture.
- (i) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date and the deadline for the submission or thereafter, shall be disqualified.
- (j) Each page of the bid document must be signed (where applicable) and initialled by such person (s) legally authorised to sign on behalf the company.

Section II: Quotation Letter

NOTE: Bidders who do not submit “All” the above-mentioned mandatory documents will be disqualified irrespective of submitting the lowest quotations

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of three (3) years with the option to renew for a period of two (2) years) if satisfactory.

7. Services Completion Period

The completion period for services shall be continuous after acceptance/issue of Purchase Order. Deviation in completion period shall not be considered.

8. Documents to be submitted

Bidders shall submit along with their quotations documents giving company’s profile, past experience and evidence of similar services provided together with customers/clients reference details/letters. We will also do reference verification.

9. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to The Environmental Investment Fund of Namibia (EIF) with the Bidder’s name at the back of the envelope.

10. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Environmental Investment Fund of Namibia (EIF), 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben Gurirab Streets, Klein Windhoek, Windhoek, Namibia, not later than Monday 13 October 2025. Quotations by post or hand delivered should reach Environmental Investment Fund of Namibia (EIF), Offices at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben Gurirab Streets, Klein Windhoek, Windhoek, Namibia, by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

11. Opening of Quotations

Quotations will be opened internally by the Environmental Investment Fund of Namibia (EIF) immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration, the absence and present of mandatory documents reflected in Section 50 (2) (a-e) of the Public Procurement Act, 2015 (Act No. 15 of 2015) will be put on the website of the Environmental Investment Fund of Namibia (EIF) and available to any bidder on request within three working days of the Opening.

12. Evaluation of Quotations

The Environmental Investment Fund of Namibia (EIF) shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

13. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Environmental Investment Fund of Namibia (EIF). However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

14. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed included in the prices quoted.

15. Margin of Preference

15.1 The applicable margins of preference and their application methodology are as follows (refer to the Code of Good Practice):

Category	Margin of reference	Documentary evidence
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- 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 percent	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian /oath ownership

Section II: Quotation Letter

PDP owned enterprise	2 percent	IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Service rendered by Namibian citizens	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	7%	

15.2 Bidders applying for the Margin of Preference shall submit, upon request, evidence of: Documentary evidence as stated in column three of the table listed in 14.1 above.

The margin of Preference will be applied as per the formula below:

$A = \frac{MP \times BP}{100}$, in which the formula

- a) “A” represents the amount to be determined:
- b) “MP” represents the total percentage of all margins of preferences granted in respect and
- c) BP” represents the bid price.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract.

17. Performance Security

Not applicable

18. Notification of Award and Debriefing

The Environmental Investment Fund of Namibia (EIF) shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Environmental Investment Fund of Namibia (EIF) shall attend to all requests for debriefing made in writing within seven days (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:	Environmental Investment Fund of Namibia (EIF)
Procurement Reference Number:	NCS/RFQ/EIF-02/2025
Subject matter of Procurement:	PROVISION OF LEASING AND INSTALLATION OF THREE (3) NEW MULTIFUNCTIONAL OFFICE PRINTERS FOR THE EIF, WITH MAINTENANCE, AND TECHNICAL SUPPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead disqualification on the grounds mentioned in the BD. The validity period of the Quotation is _____ 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		

Section II: Quotation Letter

Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Section III: List of Goods and Price Schedule

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Provision of Leasing and Installation of Three (3) new Multifunctional Office Printers for the EIF, with Maintenance, and Technical Support for a period of Thirty-Six (36) Months

Procurement Ref No.: NCS/RFQ/EIF-02/2025

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
	MULTIFUNCTIONAL (PRINTER) PHOTOCOPIERS								
2.	Rental Fees Year 1: subtotal excl. VAT	3							
3.	Rental Fees Year 2: subtotal excl. VAT	3							
4.	Rental Fees Year 3: subtotal excl. VAT	3							
				Other additional costs					
				Subtotal					

Section III: List of Goods and Price Schedule

<p style="color: red;">NOTE: the rental fee must include all necessary cost including maintenance, warranty and servicing of the machines.</p> <p>BIDDER SHOULD PROVIDE A BREAKDOWN OF TOTAL COST, WELL DETAILED</p> <p>Priced Activity Schedule Authorised By: [insert company seal]</p>			
		VAT @15%	
		Total VAT Inclusive	
NAME OF SIGNATORY:	POSITION:	SIGNATURE:	DATE:
COMPANY NAME:	ADDRESS:		

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

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

Date•.....

Procurement Ref No.: NCS/RFQ/EIF-02/2025

To: Environmental Investment Fund of Namibia (EIF)

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/M.¹e* 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)



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour 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:.....

Section III: List of Goods and Price Schedule

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.*

Section III: List of Goods and Price Schedule

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: **NCS/RFQ/EIF-02/2025**

Name of shareholders and the percentage shares owned:

[illegible]

Section III - Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

Evaluation Criteria

In addition to the eligibility criteria specified in Clause ITB4 of Section I 'Instruction to Bidders' (ITB) the following margin of preference and evaluation criteria shall apply:

1. Evaluation

In addition to the eligibility criteria listed in ITB 4 the following criteria shall apply:

a) Request for Quotation

- This bid is in terms of the **Public Procurement Act 15 of 2015**, and it is limited to the following:
 - Supply and installation of the system through request for quotations.
 - If the estimated value of work does not exceed the prescribed threshold.

b) Range of Bid

- Only bids that fall within a range of 10% below or 10% above the estimated construction cost, including provisional sums, contingencies, escalation and VAT, will be adjudicated.

c) Evaluation Criteria

- Quotations will be evaluated based on eligibility criteria and value for quote. The quote with the lowest value will be selected to execute the work.

d) Financial Evaluation

- The bidder offering the lowest responsive bid will be considered for award.

Stage 1: Eligibility and Legal Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Namibian Police of the Company Registration Certificate.		
2.	A valid original/Certified Copy of Good Standing Tax Certificate from the Receiver of Revenue (NamRA);		
3.	A valid original/Certified Copy of Good Standing Certificate from Social Security Commission;		
4.	A valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
5.	A duly completed and signed - 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 if it is awarded the contract or part thereof.		
6.	A valid fitness certificate from the authority in which the business is registered and operating from.		
	OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE		

NB: Any bid found non-compliant to this section will not be evaluated further.

Stage 2: Technical Evaluation

The **Technical Score** will be calculated for each Tender in accordance with the following formula:

$$T_s = (T_1 + T_2 + T_3 + T_4 + T_5 + T_6)$$

Where the various elements of the equation are defined and derived as follows:

TYPICAL TECHNICAL SCORE TABLE

ITEM	NON-PRICE ATTRIBUTES TECHNICAL / CAPACITY/ PDN ATTRIBUTES	MAX. POINTS	CLAUSES IN SEC I: ITB
T1	Compliance with Technical Specifications (20 Marks) <ul style="list-style-type: none"> The proposed multifunction printers must meet or exceed the required specifications (I-SENSYS X C1530i II Series or equivalent). Key areas: <ul style="list-style-type: none"> System Type & Compatibility (A3 Colour MFP, OS compatibility – Windows, macOS, Linux) Features (print, copy, scan, send, duplex, touchscreen panel, connectivity, security features) Scalability (expandable paper capacity, upgrade options) Standards Compliance (ENERGY STAR®, ISO/IEC data security standards) 	20 Points	
	Certification from Dealer or Manufacturer: (10 Points) <ul style="list-style-type: none"> Authentic Proof certification from Manufacturer or approved registered Reseller or Dealer. (With authentic proof attached) 	10 Points	
T2	Installation, Configuration, and Commissioning Plan (15 Marks) <ul style="list-style-type: none"> Detailed methodology and plan covering: <ul style="list-style-type: none"> Delivery & installation of 3 printers Configuration to organizational network Integration with ICT environment Timeline for deployment Testing, acceptance, and handover procedures Maintenance schedule and periodic inspections 	15 Points	
T3	Support & Maintenance Services (15 points) <ul style="list-style-type: none"> Comprehensive support and maintenance covering: <ul style="list-style-type: none"> Service Level Agreement (SLA) with guaranteed response times Onsite & remote support availability Availability of spare parts and consumables Warranty coverage for leased equipment Replacement policy in case of downtime Use of eco-friendly consumables 	15 Points	

T4	End-User Training (10 points) <ul style="list-style-type: none"> - End-User Training – Quality and scope of training for staff. - Technical Training – Basic operational training for end-users for in-house ICT/staff. - Provision of User Manuals – Clear manuals and configuration documentation. 	10 Points	
T5	Relevant Experience (15 points) <ul style="list-style-type: none"> - Relevant Experience – Demonstrated experience in supply/lease and support of multifunction printers of similar scale - Qualified Personnel – Provide CVs and Qualifications of technical staff (3-5 year and above) - Reference letters- Experience in Supplying, Maintaining and Servicing Multifunctional Photocopiers not less than Five (5) years (provide 2 references letters) 	15 Points	
	Financial Stability & Risk Mitigation (15 points) <ul style="list-style-type: none"> - Financial capacity to deliver without disruption - Proof of company's stability (audited financials, bank reference, etc.) - Risk mitigation strategies for continuity of service 	10 Points	
T6	Value-Added Services (5 points) <ul style="list-style-type: none"> - Future proofing (scalability and upgrade options) - Network optimization and integration advice - Additional innovative features (e.g., mobile print, cloud integration, usage monitoring tools) 	5 Points	
TS	Technical Score	100	

Note: With reference to the Technical Score Table above, Bidders are required to fill in all the relevant Bidding Forms in Section II and to submit certified copies of supporting documentation that will enable the Evaluators to verify (and award points regarding) the above-mentioned attributes. Bidders who achieve a Technical Score of less than 70 will be deemed to be non-compliant and will be disqualified from any further evaluation.

Stage 3: Financial Evaluation

3.1 The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the contract shall be selected for award of contract

SECTION IV: 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/EIF-02/2025**

[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)
A*	B*	C	D
1	Multifunctional Black& white, Colour Printer (Photocopier)	<ul style="list-style-type: none"> • Maintenance and Servicing • Repairs and Technical support • Supply, delivery and install • Consumable supply • Performance Monitoring • Machine replacement and upgrades • Training and Support • Reporting and Documentation 	
3		Fully functional photocopier with minimal downtime	

* 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:

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-GCC** on the website of the Public Entity (*insert website address*) except were modified by the Special Conditions below.

SECTION VII: 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 were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/EIF-02/2025**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: The Environmental Investment Fund of Namibia
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is: Physical Address: 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, P O Box 28157, Auas Valley, Windhoek,
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	Any notice shall be sent to the following addresses: Physical Address: 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, For the Supplier, the address and contact name shall be: <i>(Insert Address)</i>
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Supplier Invoice and; (c) The Original Purchase Order
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be Provision Of Leasing, Hiring, Maintenance, Support, Supply and Installation of New Multifunctional Three (3) Printers for a Period of Three (3) Years</p>
Insurance GCC 24.1	<p>..... <i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i></p>
Transportation GCC 25	<p>The Goods shall be delivered on time at; shortlisted bidders will be notified through Notification letters</p> <p>The following tests and inspections will be carried conducted on the goods at delivery:</p>
Location of Inspection and Tests GCC 26.2	<p>Shortlisted bidders will be notified through Notification letters for physical inspection.</p>
Liquidated Damages GCC 27.1	<p>Liquidated damages for the whole contract are 5% per day. The maximum number of liquidated damages for the whole contract is 5% of the final contract price.</p>
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 180 days</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be:</p> <p>EIF HEAD OFFICE</p>

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
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.: **NCS/RFQ/EIF-02/2025**

Description	Attached (Please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Complete the Company Shareholding Information form on page 10.	
(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;	
Have an original or a certified copy (certified by a commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act. 1963 (Act No. 16 of 1963)), of a valid good Standing Tax Certificate, as certified by the Commissioner of Oath	

Have an original or a certified copy (certified by a commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act. 1963 (Act No. 16 of 1963)), of a valid	
good Standing Social Security Certificate, as certified by the Commissioner of Oath	
Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath	
Written undertaking as contemplated in section 138 (2) of the Labour Act	
Detailed Company Profile	
Letter of Bank Confirmation	
Basic Electronics Certification, CompTIA A+ Network Certifications	
Valid certified copy or an original SME certificate	
Three (3) reference letters	

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.

Annexure 1**TERMS OF REFERENCE****for****Provision of Leasing and Installation of Three (3) new Multifunctional Office Printers for the EIF, with Maintenance, and Technical Support for a period of Thirty-Six (36) Months
NCS/RFQ/EIF-02/2025****1. Background**

The Environmental Investment Fund of Namibia (EIF) is the premier mobiliser of funding for environment-gearred investments in Namibia. The Fund aims to effectively raise financial resources both domestically and internationally for projects and programmes that contribute to environmentally and technologically sound and climate-resilient growth. Established in 2001 and operational since 2012, the Fund operates in Windhoek, Namibia. EIF 's operations rely on efficient and reliable document processing capabilities to support its administrative and operational activities. To meet these demands, EIF requires the leasing, hiring, maintenance, support, supply, and installation of three (3) multifunctional printers (photocopiers). The contract will ensure that EIF has access to high-quality equipment and responsive technical support over the next three years.

2. Objectives

The objective of this service contract is to ensure that EIF has access to reliable and efficient multifunctional photocopiers for its operational needs. The service provider will be responsible for:

- Leasing and hiring photocopiers that meet EIF's functional and capacity requirements.

- Providing comprehensive maintenance and support services to ensure minimal downtime.
- Supplying, installation and configuration of new multifunctional photocopiers as required.
- Ensuring cost-effectiveness through energy-efficient equipment and optimized operational costs.

3. Scope of Work

The scope of work encompasses the following tasks:

a) Leasing of Photocopiers

Provide three multifunctional photocopiers for a three-year lease, ensuring they meet the following minimum specifications:

- High-speed printing, scanning, and copying capabilities.
- User-friendly interfaces and secure document handling.
- Compatibility with existing network infrastructure.

Please note that copier must just meet the requirements however, Bidders should be authorised service providers for the brand they are bidding for, and they must provide proof, below are the specifications for the three (3) multifunctional photocopiers as per the table below:

MULTIFUNCTIONAL PRINTER (PHOTOCOPIERS)

Description	Printing Speed	Quantity
--------------------	-----------------------	-----------------

Printing Speed	Colour & B/W: Minimum 30 ppm (A4), 15 ppm (A3)	3 Units
Colour / B&W	Full Colour and Black & White	
General Use	High-volume office environment, suitable for A3 and A4 paper sizes	

GENERAL FEATURES

- Print, Copy, Scan, Send, Store (Optional Fax)
- Automatic Document Feeder (ADF)
- Duplex (double-sided printing and copying)
- Finishing: Stapling (via optional inner finisher)
- Secure Print & User Authentication
- Mobile printing support
- Touchscreen

GENERAL SPECIFICATIONS

Model Type	A3 Colour Multifunction Printer (Canon i-SENSYS X C1530i II Series or equivalent)
Functions:	Print, Copy, Scan, Send, Store, Optional Fax
Technology	Laser Printing
Control Panel	7-inch Colour Touchscreen LCD
Memory	4 GB RAM (or higher)
Hard Drive	256 GB SSD (encrypted)
Connectivity	USB 2.0, Ethernet (RJ-45), Wi-Fi, Mobile Printing Support

Power Consumption ENERGY STAR® compliant, low energy consumption with sleep mode

Warn-Up-Time Approx. 4 seconds from sleep mode

PRINTING SPECIFICATIONS

Print Speed 30 pages per minute (A4, Colour & B/W)

Resolution Up to 120x 1200dpi or 1800dpix 600dpi

Duplex Printing Automatic as standard

Print Functions Secure Print, Watermark, Poster Printing, Booklet Printing, Stapling (optional finisher), Collation

Monthly Duty Cycle Up to 300,000 pages or similar or less

COPYING SPECIFICATIONS

Copying Speed Same as print speed: A4 – 30 cpm; A3 – 15 cpm

Resolution Up to 600 × 600 dpi

Reduction/Enlargement 25% – 400%

First Copy Out Time 4-6 seconds black, 6-8 seconds color

Special Features ID Copy, 2-in-1 / 4-in-1 Copy, Duplex Copy, Finishing (Stapling with optional unit)

SCANNING SPECIFICATIONS

Scan Speed Up to 200-300 ipm (A4, Duplex, Colour)

Resolution 600 × 600 dpi

Document Feeder Automatic Document Feeder (up to 200 -300 sheets) per job

Formats Supported PDF, Compact PDF, JPEG, TIFF, XPS

Scan To Email, SMB/FTP, USB, Cloud Storage, User Box

PAPER HANDLING

Input Capacity Standard: 650 sheets; Max expandable to 2,000+ sheets

Paper Sizes Supported A3, A4, A5, B5, Custom Sizes

Media Types	Plain, Heavy, Recycled, Coloured, Labels, Transparencies, Glossy, Levels, Envelopes and Heavy cards stock up to 300 gsm
Output Capacity	Up to 250 -500 sheets (standard tray)
Duplexing	Automatic for all supported sizes

IMENSIONS AND WEIGHT

Dimensions	Approx. 565 × 687 × 880 mm
Weight	Approx. 74–80 kg (depending on configuration)

EXTRA ADVANED FEATURES

User Authentication	Secure login (PIN, Card-based, or Active Directory)
Energy Efficiency	ENERGY STAR®, low TEC value
Document Finishing Options	Stapling (corner/double), Collating, Booklet (with optional finisher), Hole punching
Security Features	HDD Encryption, Secure Print, User Access Control, Data Erase

User box specification

- Storage capacity: up to 50 GB user box storage
- Functions: store, retrieve, etc.
- Access: user authentication for security and code, organized file management.
- 3,00 documents or 10,000 pages
- Public
- Personal with password or authentication
- Group with authentication

- Secure print
- Encrypted PDF print
- Reprint
- Combination
- Download
- Sending (email/FTP/SMB
- Copy box to box

b. Maintenance and Technical Support

Delivering ongoing maintenance and technical support to ensure uninterrupted functionality, including:

- Scheduled preventive maintenance every six months.
- Prompt corrective maintenance for breakdowns, with a response time not exceeding 24 hours for critical issues.
- Replacement of defective parts and consumables, such as toner cartridges and imaging drums.

c. Supply and Installation of New Photocopiers

Install new equipment when required, ensuring:

- Proper configuration and integration with EIF's systems.
- User training for staff to maximize efficiency.
- Testing and commissioning of devices to verify full functionality.

d. Support Services

Provide a dedicated support team for:

- Troubleshooting hardware and software issues.
- Addressing user concerns promptly.
- Offering periodic updates on technological advancements for improved functionality.

e. Energy Efficiency and Cost Optimization

Provide solutions that promote energy savings, such as eco-mode settings, and offer recommendations for reducing operational costs.

f. Reporting and Documentation

Maintain detailed records of all services performed, including:

- Preventive maintenance logs and corrective actions taken.
- Usage reports for tracking performance and efficiency.
- Recommendations for upgrades or system improvements.

g. Deliverables

The service provider is expected to deliver:

- Quarterly Maintenance Reports:** Summarizing services performed, issues resolved, and parts replaced.
- Emergency Breakdown Reports:** Detailing the nature of breakdowns and corrective actions taken.
- Usage and Performance Reports:** Providing insights into equipment efficiency and recommendations for optimization.

4. Duration of Contract

The service contract will span three (3) years, subject to an annual review of performance. Renewal for subsequent years will be based on satisfactory delivery of services and compliance with the agreed terms.