

REPUBLIC OF NAMIBIA
NATIONAL ASSEMBLY

Tel: (065) 244 800 Private Bag 13323 Windhoek Email: parliament@parliament.na

BID OPENING REGISTER

Supply and delivery of EDRMS Equipment

G/RFQ/03 - 18/2022/2023

27 December 2022

31 January 2023

01 February 2023

Procurement Reference No:

Date of Advertisement:

Closing Date:

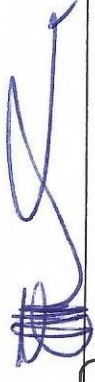



Opening Date:

No	Company Name	Bidding amount (excluding server price)	Bid securing declaration	Company Registration Certificate	Good Standing Certificate: Tax	Social Security Good standing	Affirmative Action
1	Digital Edge Investment cc	N\$ 260 712.74	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
2	Bluesky Technologies cc	N\$ 171 346.55 Not everything quoted for	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
3	Green Enterprise Solutions (pty) Ltd	N\$ 271 086.05 Not everything quoted for	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
4	Ngodji One Trading cc	N\$ 228 516.80	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
5	Nzaluane Investment cc	N\$ 472 075.00	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid
6	Virtua Technologies	N\$ 174 032.32	Signed & stamped	Submitted	Submitted and valid	Submitted and valid	Submitted and valid

Supply and delivery of EDRMS Equipment

EN

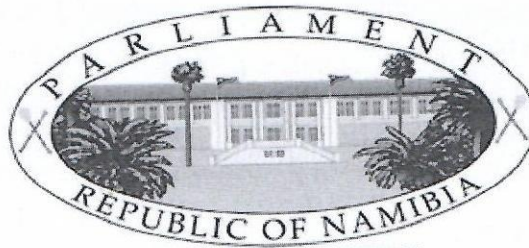
ATTENDANCE LIST OF MEMBERS OF THE PROCUREMENT MANAGEMENT UNIT

	Name	Signature
1.	Ementha Mabasa	
2.	Linda Pieterse	
3.	VICTORIA VICTOR	
4.	Rosemary C Uusvi	
5.		



Supply and delivery of EDRMS Equipment

EN



NATIONAL ASSEMBLY

PROCUREMENT MANAGEMENT UNIT

Tel: (061) 288 2541
Fax: (061) 226899
Enquiries: Rosemary Uusizi

Private Bag 13323
Windhoek

08 DECEMBER 2022

**The Accounting Officer
National Assembly**

Dear Ms Kandetu

**REQUEST FOR RECOMMENDATION TO USE THE REQUEST FOR SEALED
QUOTATIONS PROCUREMENT METHOD AS PER THE PUBLIC PROCUREMENT
ACT ,2015 ACT NO. 15 OF 2015), SECTION 36 (1) TO PROCURE EDRMS EQUIPMENT**

The aim of this request is to seek the recommendation from the Procurement Committee and the approval of the Accounting Officer to purchase EDRMS equipment for use at the National Assembly using the Request for Sealed Quotation procurement method.

The National Assembly got its file plan approved by the Office of the Prime Minister. In order for the registry office of the national Assembly to function properly a few equipment need to be acquired to ensure the implementation of an organized and efficient filing system at registry office. Attached is a Request Form from the User Department: General Services (Registry).

Open National Bidding as per Public Procurement Act, 2015 (Act No. 15 of 2015), Section 27 (4) cannot be applied in this procurement because it is too costly and requires sufficient time, hence the reason PMU opted to use the Request for Sealed Quotation procurement method.

Emeritha Mofuka
Head: Procurement Management Unit

PROCUREMENT COMMITTEE MEMBERS

~~APPROVED / NOT APPROVED~~

Date

1. ~~Deputy Chairperson~~ / Alternate Ali-za

8/12/2022

~~APPROVED / NOT APPROVED~~

Date

2. Member / ~~Alternate~~

[Signature]

08/12/2022

~~APPROVED / NOT APPROVED~~

Date

3. Financial Advisor

Vote No: 03020220300

Ex-Officio member

08/12/2022

Date

4. Secretary

[Signature]

08.12.2022

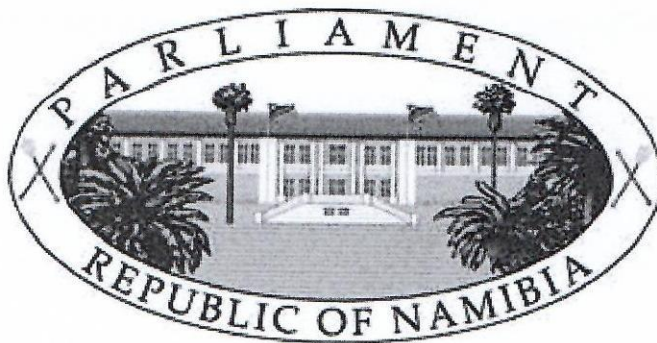
~~APPROVED / NOT APPROVED~~

[Signature]

Chairperson / ~~Deputy Chairperson~~

PROCUREMENT COMMITTEE





PROCUREMENT REQUEST PROCUREMENT MANAGEMENT UNIT

TITLE: PURCHASING OF EDRMS EQUIPMENT

Prepared: I. MAKILI

Approved: E. Mubvumba

Signature: [Signature]

Signature: [Signature]

Date: 05/12/2022

Date: 05-12-2022

USER DEPARTMENT

HEAD OF DEPARTMENT

Note: Procurement request(s) must be take into account the procurement timelines.

1. USER DEPARTMENT

1.1 Requesting user department: **General Services: Registry**

1.2 User department planned for the procurement: ☐ Yes / ☐ No **If no, justify:**

No

2. BACKGROUND

The National Assembly recently got its file plan approved by Office of the Prime Minister and few staff members were appointed as key users of the Electronic Records Managements System (EDRMS). In order for the registry of the National Assembly to function properly, documents need to be sorted, indexed, referenced and filled as per the approved file plan. The process of filling includes:

- Sorting documents according to their subjects, dates, months and years.
- Documents are further recorded in the control sheets dating from previous years into recent years.
- Folders are then further opened, named and references (indexing) accordingly.
- Folders are then closed and packed in filling cabinets according to their references.
- Duplicated documents are then shredded to ensure that information is not leaked as some documents can highly sensitive.

3. SPECIFICATIONS/TERMS OF REFERENCE/STATEMENT OF WORKS

Item	Quantity
Heavy duty shredder	X3
4-inch desktop printer	X1
Barcode reader	X2
Heavy duty Epson color document scanner	X2
Canon image formula	X3
Server	X1

Specifications attached

4. CONTRACT TERM

The proposed contract term is *once off*

5. SOURCE OF FUNDING

FINANCIAL DETAILS:	
Account code:	03020220300
Current balance on account as at: 06-12-2022	110 116
Amount requested for the procurement (if available)	


FINANCIAL ADVISOR

06/12/2022
DATE & STAMP

6. CURRENT/PREVIOUS SUPPLIER(S)

N/A

7. SUPPORT DOCUMENTS

N/A

Specifications

Canon imageFORMULA DR-M160II

Specifications

GENERAL PRODUCT INFORMATION

Type

Desktop Type Sheet Fed Scanner

Scanning sensor unit

CMOS CIS 1 Line Sensor

Optical resolution

600dpi

Light source

RGB LED

Scanning side

Front / Back / Duplex

Interface

USB 2.0 (USB 3.0 compatible)

Dimensions (WxDxH)

Tray Closed : 280mm (W) x 172 (D) x 178 (H) mm

Tray Opened: 280 (W) x 606 (D) x 366.4 (H) mm

-

Weight

Approx. 3.2kg

Power requirements

AC100 - 240V (50/60Hz)

Power consumption

Scanning 27W or less, Sleep Mode 1.8W or less, Power Turned Off less than 0.5W

Operating environment

10 - 32.5 °C (50 - 90.5 °F), Humidity: 20 - 80% RH

Environmental compliance

RoHS and ENERGY STAR

SCANNING SPEED (200DPI)

Black and White

60ppm / 120ipm

Colour

60ppm / 120ipm

Output resolution

150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi

Colour mode

Black & White/Error Diffusion/ Advanced Text Enhancement (Windows only), Advanced Text Enhancement II, 8-bit Greyscale (256-Level), 24-bit Colour

Suggested Daily Duty Cycle

Approx 7,000 scans/day

Width

50.8 - 216mm

Length

54 - 356mm

Thickness

27 - 209g/m² (0.04 - 0.25mm)

Long document mode

3000mm Max (selectable in MS Windows control panel)

Card scanning

Width: 53.9mm Length: 85.5mm Thickness: 0.76mm (Embossed Card is supported)

Paper separation

Retard Roller Method

Feeder capacity

75 Sheets (A4, 80g/m²)

Others

Automatic Page Size Detection, Deskew, 3- Dimensional Colour Correction, Colour Dropout (RGB), Colour Enhancement (RGB), Auto Colour Detection, Shading Correction, MultiStream, Preset Gamma Curve, Skip Blank Page, Folio Mode, Scan Area Setting, Patch Code, Batch Separation with white blank sheet (Windows only), Edge Enhancement, Moire Reduction, Prevent Bleed Through/Remove Background, Contrast Arrangement, Colour Drift, Adding Black Margin Mode, Colour Elimination, Background Smoothing, Shadow Cropping, Auto Resolution Setting, Stretch Adjustment of Sub-Scanning Direction, Double Feed Release, Thin Paper Mode, Double Feed Detection (Ultrasonic Sensor/ By Length), Separation Retry

Windows

ISIS / TWAIN Driver (Windows XP / Vista / 7 / 8 / 8.1 / 10)

CaptureOnTouch Pro

CapturePerfect

eCopy PDF Pro Office

Kofax VRS

Mac

TWAIN Driver

CaptureOnTouch
CONSUMABLES

Exchange Roller Kit
ACCESSORIES

A4 Flatbed 102
A3 Flatbed 201
2D Code Module
NA10 or WA10 Network Adapter

Epson WorkForce DS-60000 Color Document Scanner

Specifications Scanner:

Scanner Type: Flatbed color image scanner **Photoelectric Device:** 600 dpi color CCD 4 line sensor (RGB and black) **Optical Resolution:** 600 dpi **Maximum Resolution:** 600 dpi **Color Bit Depth:** 16-bits per pixel internal / 8-bit external **Optical Sensor:** 600 dpi color CCD 4 line sensor (RGB & Black) **Maximum Scan Area:** 11.7" x 100" with ADF, Flatbed 11.7" x 17" **Light Source:** ReadyScan@ **Scanning Speed:**

200 dpi

- B/W: Up to 40 ppm / 80 ipm with ADF
- Color: Up to 40 ppm / 80 ipm with ADF

300 dpi

- B/W: Up to 30 ppm / 60 ipm with ADF
- Color: Up to 30 ppm / 60 ipm with ADF

600 dpi

- B/W: Up to 15 ppm / 30 ipm with ADF
- Color: Up to 7.5 ppm / 15 ipm with ADF

Automatic Document Feeder:

Capacity:200 pages (75 g/m²)**Type:**Sheet fed 1-pass duplex scanning;
Hinge: Free stop, 15 mm max lift
Paper Supply: Face up load, face down eject**Document Sizes:**A4, Letter, Legal, B5, A5,
Max. Size: 11.7" x 100" (ADF) 11.7" x 17" flatbed,
Min. Size: 2.7" x 4.7" (ADF)**Paper Weight:**35 g/m² — 128 g/m²
less than 4" x 6": 60 g/m² – 190 g/m²

General:

Operating Systems:

- Windows® 8
- Windows 7
- Windows Vista®
- Windows XP
- Windows XP Professional x64 Edition
- Mac OS® X 10.5.x, 10.6.x, 10.7.x, 10.8.x

Temperature:41° to 95° F (5° to 35° C)**Humidity:**
Operating

- 10 – 80% (no condensation)

Storage

- 10 – 85% (no condensation)

Dimensions:25.2" x 18.5" x 11.3" (W x D x H)**Weight:**59.2 lb

ZD420 4-INCH DESKTOP PRINTERS

SPECIFICATIONS

Standard Features

- Print methods: Thermal Transfer or Direct Thermal
- ZPL and EPL programming languages
- 5 status icon, 3 button user interface
- USB 2.0, USB Host
- OpenACCESS™ for easy media loading
- Dual-wall frame construction

- ENERGY STAR qualified
- ZebraDesigner Essentials – easy label design tool free at www.zebra.com/zebradesigner
- Two-year standard warranty

Physical Characteristics

Dimension	ZD420d: 8.69 in. L x 6.98 in. W x 5.93 in. H 220.8 mm L x 177.5 mm W x 150.7 mm H ZD420t: 10.5 in. L x 8.0 in. W x 7.5 in. H 267 mm L x 202 mm W x 192 mm H
Weight	ZD420d: 3.6 lbs./1.6 kg ZD420t: 5.3 lbs./2.4 kg

Printer Specifications

Operating System	Link-OS®
Resolution	203 dpi/8 dots per mm Optional 300 dpi/12 dots per mm Resolution can be factory installed or changed on site via accessory kits. Resolution can be changed from 300 dpi to 203 dpi, as well as from 203 dpi to 300 dpi
Memory	512 MB Flash; 256 MB SDRAM for factory installed network connectivity options 512 MB Flash; 128 MB SDRAM for printers without factory installed network connectivity options

Maximum Print Width	4.09 in./104 mm for 203 dpi 4.27 in./108 mm for 300 dpi
Maximum Print Speed	6 in./152 mm per second (203 dpi) 4 in./102 mm per second (300 dpi)
Media Sensors	Full width, moveable reflective/black mark sensor; multi-position transmissive/gap sensor
Firmware	ZPL II; EPL 2; XML; ZBI

Media and Ribbon Characteristics

Maximum Label Length	39.0 in./991 mm
Media Width	0.585 in./15 mm to 4.65 in./118 mm
Media Roll Size	Maximum outer diameter: 5.00 in./127 mm Core inner diameter: 0.5 in. (12.7 mm) and 1.0 in. (25.4 mm) standard, 1.5 in. (38.1 mm), 2.0 in. (50.8 mm) and 3.0 in. (76.2 mm) using optional adapters
Media Thickness	0.003 in. (0.08 mm) min.; 0.0075 in. (0.1905 mm) max.

Media Types	Roll-fed or fan-fold, die cut or continuous with or without black mark, tag stock, continuous receipt paper, and wristbands
Ribbon Outside Diameter	2.6 in./66 mm (300 m); 1.34 in./34 mm (74 m)
Ribbon Standard Length	984 ft. (300 m); 244 ft. (74 m)
Ribbon Ratio	1:4 media to ribbon (300 m) 1:1 media to ribbon (74 m)
Ribbon Width	1.33 in./33.8 mm — 4.3 in./109.2 mm
Ribbon Core I.D.	300 meter ribbon 1 in./25.4 mm 74 meter ribbon 0.5 in./12.7 mm

Operating Characteristics

Operating Temp.	40° to 105° F/4.4° to 41° C
Storage Temp.	-40° to 140° F/-40° to 60° C
Operating Humidity	10% to 90% non-condensing

Storage Humidity	5% to 95% non-condensing
Electrical	Auto-detectable (PFC Compliant) 100-240VAC, 50-60Hz; ENERGY STAR qualified; optional 2750 mAh battery

Options and Accessories

Media Handling	Field installable dispenser — label peel and present with label present sensor; field installable cutter
Communications	Field installable RS-232 auto-sensing Serial, DB-9; Factory installed or field installable Ethernet — 10/100 internal; factory installed wireless dual radio: 802.11ac Wi-Fi and Bluetooth 4.1; Bluetooth Low Energy included as standard on network connected models
Battery	Provides power to the printer to support a full shift of printing at maximum print speed; supports all media handling options.
Real Time Clock	Real time clock included as standard on network connected models
Keyboard Display Unit	ZKDU keyboard display units for stand-alone printing solutions

Media Locking Cabinet	Mechanical lock with 2 keys; Kensington® lock slot; available on ZD420d Healthcare only
Carrying Case	Carrying case with shoulder strap and handles makes it easy to bring your desktop printer (ZD420 and ZD620 Series) to the point of application.
Mounting Plate	Optional accessory to secure ZD Series printers to countertops or shelves
Enclosed Power Supply	Attached power supply accessory for cord-free installation

IDEAL 2604 Shredder

Technical specifications

Volume

125 litres (cabinet)
100 litres (shred bin)

Power

230V/50Hz**

Motor capacity

640 Watt single phase motor

Product characteristics

SPS – (Safety Protection System) package: patented, electronically controlled, transparent safety flap in the feed opening as additional safety element; EASY-SWITCH – intelligent control element indicating the operational status of the shredder with varying colour codes and back-lit symbols; automatic reverse and power cut-off (avoids paper jams); automatic stop if the shred bin is full; electronic door protection via a magnetic proximity switch; double motor protection; ZERO ENERGY standby mode: Complete, automatic disconnection from power supply after 15 minutes. Photo cell controlled automatic start and stop. High-quality, paper clip proof cutting shafts from special hardened steel with lifetime guarantee (not applicable for models with 0.8 x 12 mm micro cut or 0.8 x 5 mm super micro cut). Patented ECC - Electronic Capacity Control – indication of the used sheet capacity during shredding process. Strip cut model and 4 x 40 mm cross cut model suitable for shredding the most common CDs/DVDs. Quiet but powerful single phase motor for continuous operation. Sturdy Twin Drive System with fully closed gear box housing. High-quality wooden cabinet, mobile on castors. Convenient environmentally- friendly shred bin (no disposable shred bags required).

Dimensions Weight

926x495x470mm(HxWxD) 48 kg