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## NATIONAL ASSEMBLY

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# SMALL VALUE PROCUREMENT

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## PROCUREMENT OF ONE (1) MULTI-COLOUR PRINTER FOR THE OFFICE OF THE DEPUTY SPEAKER

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**Procurement Reference No: G/IQ/03-150/25/26**

National Assembly. Private Bag 13323, Windhoek, Namibia, Tel: 061-2882517,  
Email: [procurement.na@parliament.na](mailto:procurement.na@parliament.na)

|                                          |  |
|------------------------------------------|--|
| <b><i>Company Name:</i></b>              |  |
| <b><i>Total Bid Price (Incl Vat)</i></b> |  |
| <b><i>Contact Number</i></b>             |  |
| <b><i>Email Address:</i></b>             |  |

**Closing date & time: 24 October 2025 at 10H00**

## INFORMAL QUOTATION (GOODS)

Procurement Ref. No G/IQ/03-150/25/26

To: All Bidders

The National Assembly hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, or addressed to Ms Saima Hailapa at Tel No 288 2568, Cell phone No 0811 601827 at Parliament-National Assembly, Private Bag 13323, Windhoek, at Love street, Parliament Building in a sealed envelope marked Quotation Reference No **G/IQ/03-150/25/26**. Your quotation should reach the National Assembly on or before **24 October 2025 at 10H00**.

Full Name of Head of Procurement Management Unit: .....

Date: 14/10/2025

Signature: Ementha Mofokar

| Item No | Description                          | Quantity * | Unit of Measure | Rate NS | Amount without VAT - NAD | VAT NAD | Make & Model | Country of Origin |
|---------|--------------------------------------|------------|-----------------|---------|--------------------------|---------|--------------|-------------------|
| 1.      | • HP Colour LaserJet Pro MFP 3301fdw | 1          |                 |         |                          |         |              |                   |
|         | <b>TOTAL</b>                         |            |                 |         |                          |         |              |                   |

Remarks: (\*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) The National Assembly requests delivery within 30 days as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*) ..... days from date of placement of order.
- (c) The following tests and inspections will be carried conducted on the goods at delivery:  
[public entity to list detailed test and inspection procedure]
- (d) Validity of offer: 1 day as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date: .....

Bidder's signature and seal .....

(Please see overleaf)

## **Specifications:**

### **Key Features:**

- Print Speed: Up to 26 pages per minute (ppm) for both colour and black-and-white documents. PCMAG
- Print Resolution: Up to 600 x 600 dpi for both black and colour prints. hp.com+2HP Support+2hp.com+2
- Automatic Duplex Printing: Enables efficient double-sided printing.
- Paper Handling: Equipped with a 250-sheet main input tray and a 100-sheet output tray. americanprintmart.com+2HP Support+2PCMAG+2
- Automatic Document Feeder (ADF): 50-sheet capacity with single-pass duplex scanning, allowing for efficient double-sided scanning. Digital Trends+1PCMAG+1
- Scanner Resolution: Flatbed scanner supports up to 1,200 dpi, while the ADF supports up to 300 dpi. PCMAG+2Digital Trends+2HP Support+2
- Connectivity Options: Includes dual-band Wi-Fi, Ethernet, USB 2.0, Wi-Fi Direct, and a USB-A port for direct printing from or scanning to USB drives. PCMAG+2HP Support+2Digital Trends+2
- Display: Features a 4.3-inch colour touchscreen for intuitive navigation. PCMAG
- Operating System Compatibility: Compatible with Windows 10 and 11, macOS 12 (Monterey) through macOS 15 (Sequoia), Linux, Android, and iOS. HP Support
- Security Features: Offers role-based access control, secure Wi-Fi protocols, and administrative controls to enhance security. hp.com
- Energy Efficiency: ENERGY STAR® certified and EPEAT® Silver registered, contributing to energy savings. hp.com

### **Physical Specifications:**

- Dimensions: Approximately 16.46 x 16.5 x 13.44 inches (W x D x H). hp.com
- Weight: Approximately 37.7 pounds. hp.com

### **Considerations:**

- The printer has a relatively high cost per page, particularly for colour prints. PCMAG
- The output tray has a modest capacity of 100 sheets, which may require frequent emptying in high-volume environments. PCMAG
- There is no option to expand paper capacity with additional trays. PCMAG

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** National Assembly

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

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, d2015**

#### 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.*

## **General Terms and Conditions Applicable**

### **1. Purchaser**

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

### **2. Supplier**

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

### **3. Rights of the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

### **4. Eligibility Criteria**

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

- a) Have a valid company Registration Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- b) Have an original valid good Standing Tax Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- c) Have an original valid good Standing Social Security Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963);
- d) Have a valid certified copy of Affirmative Action Compliance Certificate, or certified copy certified by the Commissioner of Oath appointed in terms of the justices of the peace and Commissioner of Oath Act 1963 (Act of no.16 of 1963), 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 (for Bids reserved for SMEs);
- f) Submit bid valid security/Submit signed Bid-securing Declaration;
- g) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
- h) All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid;
- i) The principle business should be in line with the nature of service required;
- j) Complete all spaces provided and initial each page of the standard bidding document;
- k) The bidder must submit a detailed quotation on its company letter head, in addition to Section III List of Goods and Price Schedule;
- l) Submit certified identity copies of the shareholders

**5. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

**6. Prices**

Prices shall be quoted in Namibia Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

**7. The Contract**

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

**8. Purchase order**

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

**9. General Conditions of Contract**

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the National Assembly website.

**10. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**11. Payment**

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.



| <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                        | <b>Attached</b> | <b>Not Attached</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| <b>Eligibility Criteria, to be eligible to participate in this exercise, you should:</b>                                                                                                                                                                                                                                                                                                                  |                 |                     |
| Duly completed Quotation Letter                                                                                                                                                                                                                                                                                                                                                                           |                 |                     |
| Duly completed List of Goods and Price Schedule                                                                                                                                                                                                                                                                                                                                                           |                 |                     |
| Duly completed Specification and Compliance Sheet                                                                                                                                                                                                                                                                                                                                                         |                 |                     |
| Have a valid Company Registration Certificate/ good standing of company Registration certificate specifying shareholders or Certified copy by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) clear indicate ownership;                                                                                                     |                 |                     |
| Have an original valid Good Standing Tax Certificate by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) certificate must be valid as at the date of bid submission;                                                                                                                                                         |                 |                     |
| have an original valid good Standing Social Security Certificate or a printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. |                 |                     |
| 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                                                                                                                                                                     |                 |                     |
| have a certificate indicating SME Status (for Bids reserved for SMEs);                                                                                                                                                                                                                                                                                                                                    |                 |                     |
| Submit a duly completed signed and stamped Bid-securing Declaration.                                                                                                                                                                                                                                                                                                                                      |                 |                     |
| 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;                                                               |                 |                     |
| The bidder must submit a detailed quotation on its company letter head clearly stating the banking details on it, in addition to Section III List of Goods and Price Schedule.                                                                                                                                                                                                                            |                 |                     |