

NATIONAL ASSEMBLY

PROCUREMENT MANAGEMENT UNIT

Tel: (061) 288 2516

Reference: 5/7/3

Reference number: NCS/RFQ/03-13/25/26

Enquiries: Ms. S. Hailapa

Private Bag 13323

Windhoek

23 March 2026

NOTICE FOR SELECTION OF AWARD

SECTION 55 OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015
REGULATION 38 (1) OF THE PUBLIC PROCUREMENT ACT, 15 OF 2015

PART A

LEASING OF FOUR (4) DIGITAL PHOTOCOPIER FOR A PERIOD OF 36 MONTHS: PROCUREMENT REFERENCE NUMBER: NCS/RFQ/03-13/25/26.

TO: Namibia Office Equipment Co. (Pty) Ltd

P.O. Box 22185

Windhoek

Contact: 061 320 6111

- a) Kindly note that in terms of Section 55 of the Public Procurement Act, 2015 (Act No. 15 of 2015), you have been selected for **Leasing of four (4) Digital Photocopier for a period of 36 Months: Procurement Reference Number: NCS/RFQ/03-13/25/26.**
- b) You are informed that in the absence of any application for review of the selection of award referred to in paragraph (a) within seven (7) days of this notice, the Accounting Officer of National Assembly will award the contract to you.
- c) The period of seven (7) days referred to in paragraph (b) starts on 24 March and ends on 31 March 2026.

PART B

NOTICE TO BIDDERS NOT SELECTED FOR AWARD

No.	Name of bidder
No	Name of Bidder

1.	Agregate Trading CC
2.	Teknag Investment CC
3.	Partition Technologies CC
4.	G-Tech Office Equipment CC

d) Kindly note that, bidder (s) whose particulars are specified in PART A has been selected for award.

e) The price offered by the bidders referred to in paragraph (a) is as below:

Name of bidder	Description of works	Amount
Namibia Office Equipment Co. (Pty) Ltd	Leasing of four (4) Digital Photocopier for a period of 36 Months: Procurement Reference Number: NCS/RFQ/03-13/25/26	N\$ N\$ 460 476.46 (INCL VAT)

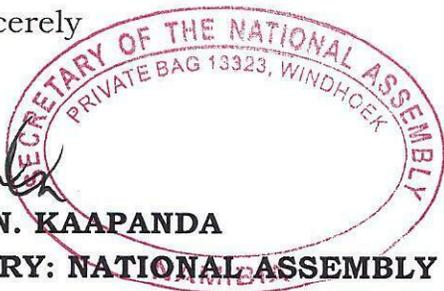
(g) The criteria used to select for award of the bidder referred to in paragraph (a) is set out in the bid document reference number: **(NCS/RFQ/03-13/25/26)**.

h) Kindly note that if you are not satisfied with the selection of award made the Public entity, you may make an application for the review of the selection made within 7 days of this notice, and in the absence of an application for review, the Accounting Officer of National Assembly will award to the selected bidder.

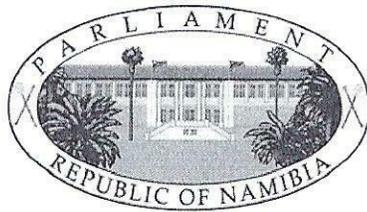
i) The period of seven (7) days referred to in paragraph (b) starts on **24 March and ends on 31 March 2026**

Yours Sincerely


ESTHER N. KAAPANDA
SECRETARY: NATIONAL ASSEMBLY



LEASING OF FOUR (4) DIGITAL PHOTOCOPIER FOR A PERIOD OF 36 MONTHS: PROCUREMENT REFERENCE NUMBER: NCS/RFQ/03-13/25/26



National Assembly

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24 March 2026

PROCUREMENT MANAGEMENT UNIT

NOTICE OF PROCUREMENT AWARD/EXECUTIVE SUMMARY OF BID EVALUATION REPORT

(Section 55 (8) & Regulation 39 (1))

TO: ALL BIDDERS

**SUBJECT: LEASING OF FOUR (4) DIGITAL PHOTOCOPIER FOR A PERIOD OF 36
MONTHS: PROCUREMENT REFERENCE NUMBER: NCS/RFQ/03-13/25/26.**

PROCUREMENT REFERENCE NUMBER: NCS/RFQ/03-13/25/26

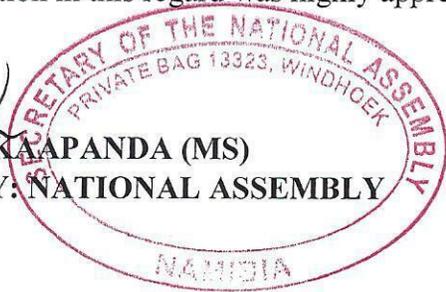
- 1. Scope of Contract:** Leasing of four (4) Digital Photocopier for a period of 36 Months
- 2. Procurement method used:** Request for Sealed Quotations
- 3. Date of invitation of bids:** 11 December 2025
- 4. Closing date for submission of bids:** 08 January 2025
- 5. Date of opening of bids:** 12 January 2026
- 6. Number of bids received by closing date:** Five (5)
- 7. Splitting of contract as per the lowest evaluated cost per item applicable (Yes/No):**
No
- 8. Number of responsive bids:** Five (5)

- 9. Number of none responsive bids:** none (0)

#	Bidder's Name	Amount quoted EXL VAT	Responsive (Yes/ No)	Reasons why bid is not responsive	Contact awarded (Yes/ No) and contract value
1.	Agregate Trading CC	N\$ 536 544.00	Yes	Not the lowest responsive bid	No
2.	Teknag Investment CC	N\$ 628 014.00	Yes	Not the lowest responsive bid	No
3.	Partition Technologies CC	N\$ 590 400.00	Yes	Not the lowest responsive bid	No
4.	G-Tech Office Equipment CC	N\$ 459 673.04	Yes	Not the lowest responsive bid	No
5.	Namibia Office Equipment Co. (Pty) Ltd	N\$ 400 414.32	Yes	None	Yes (N\$ 460 476.46) inclusive of VAT

10. Your participation in this regard was highly appreciated.


ESTHER N. KAAPANDA (MS)
SECRETARY: NATIONAL ASSEMBLY



23.03.2026

DATE