



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

PROCUREMENT MANAGEMENT UNIT

Request for Sealed Quotations

Non-Consultancy Services

SUPPLY AND DELIVERY OF RECORD MANAGEMENT EQUIPMENT

PROCUREMENT REFERENCE NO: NCS/RFQ/NPM-05-2026-2027

BIDDER'S NAME:

PHYSICAL ADDRESS:

CONTACT PERSON:

CONTACT DETAILS:

EMAIL ADDRESS:

Cost: Free

ISSUING DATE: 24 August 2026

CLOSING DATE: 14 September 2026

AT 10H00 AM,

**To be deposited in the Tender Box located at the Administration Building,
Ground Floor, Office Number, G55
No bid will be accepted after 10H00 AM.**

**Namibia Institute of Public Administration and Management
27 Paul Nash Street Olympia, Windhoek, Namibia
Tel: +264 61 296 4700, Fax +264 61 296 4819,
procurement@nipam.na**

Letter of Invitation

To:

.....

Procurement Reference Number: NCS/RFQ/NPM-05-2026-2027

24 August 2026

Dear Sir/Madam,

REQUEST FOR QUOTATIONS FOR RECORD MANAGEMENT EQUIPMENT

The Namibia Institute of Public Administration and Management (NIPAM) seeks suitable service providers to supply a document scanner for its Record Management System. The scanner is required to support the digitisation, indexing, and management of records and must comply with the technical specifications outlined in the bidding documents.

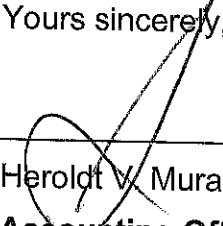
Requests for clarification should be received five (5) working days before the bid submission deadline.

Bids must be delivered to 27 Paul Nash Street, Olympia, NIPAM, on or before **14 September 2026, 10:00 AM**. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person on **14 September 2026, 10:15 AM**. All bids must be accompanied by a signed *Bid-Securing Declaration form*.

Queries, if any, should be addressed to procurement@nipam.na

Please prepare and submit your bid as per the instructions outlined in the bidding document.

Yours sincerely,



Heroldt V. Murangi (PhD)
Accounting Officer

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Institute of Public Administration and Management reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item or
- (b) to accept or reject any bid and
- (c) to cancel the bidding process and reject all bids at any time before the contract is awarded.

2. Preparation of Bids

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

- (a) The Bid Letter in Section II with its annexure for the Bid Securing Declaration.
- (b) The Price Schedule in Section III
- (c) The Evaluation and Qualification Criteria in Section IV
- (d) the Specifications and Compliance Sheet in Section V, and
- (e) any other attachment deemed appropriate.

Before preparing your bid, you are advised to carefully read the complete Invitation for Bids document, including the Special Conditions of Contract in Section VI. The standard forms in this document may be retyped for completion, but the bidder is responsible for accurately reproducing them.

3. Validity of Bids

The bid validity period shall be 90 days from the submission deadline.

4. Eligibility Criteria

To be eligible to participate in the bidding process, you should:

- (a) Have a valid certified company Registration Certificate.
- (b) Have an original, valid, and good-standing Tax Certificate.
- (c) Have an original, valid, good-standing Social Security Certificate.
- (d) Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an 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) Sign all pages of the bidding document.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30** days after acceptance of the Purchase Order. Deviation in the delivery period shall be considered reasonable if it is justified.

7. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to NIPAM, with the bidder's name written on the back of the envelope.

8. Submission of Bids

Bids should be deposited in the Bid Box located at the Administration Building, Ground Floor, Office Number G55, not later than **14 September 2026 at 10:00 am**. Late bids will be rejected. Bids received by fax or email will not be considered.

9. Opening of Bids

Bids will be opened by the NIPAM at Erf 27, Paul Nash Street, Olympia, Windhoek, Namibia, on **14 September 2026 at 10:15 am**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Bids

The Namibia Institute of Public Administration and Management shall have the right to request clarifications during the evaluation. Substantially responsive offers shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

11. Technical Compliance

The Specifications and Compliance Sheet outlines the minimum specifications required for the service. The service offered must meet these specifications; however, no credit will be given for exceeding them.

12. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars.

13. Award of Contract

The bidder, having submitted the lowest evaluated responsive bid and qualified to supply the service required, shall be selected for the contract award. The award of the contract shall be issued by Purchase Order or Service Level Agreement (SLA) after acceptance of the price in accordance with the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Notification of Award

The purchaser shall award the contract to the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents requirements, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

SECTION II: BID LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it on the first page of your bid with the price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. If your bid is not authorised, it will be rejected.]

Bid addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
The subject matter of procurement:	

We offer to supply the items listed in the attached List of Services and Price Schedule per the defined specifications, *except for the qualified deviations. The bidder may delete this phrase in case of no deviation*] and under the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we can participate in this bidding exercise and meet the eligibility criteria in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 to *[forfeiture of the security amount/disqualification on the grounds mentioned in the BD]*.

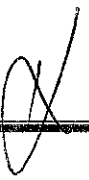
The validity period of our bid is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that our quoted price in the List of Services and Price Schedule are fixed and firm and will not be subject to revision or variation if we are awarded the contract before the expiration **date** of the bid validity.

From the date of issue of Purchase Order/ Letter of Acceptance, the delivery period offered is shown in the List of Services items and Price Schedule.

Bid Authorised by:

Name of Bidder		Company's Address and Seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Email	



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

Date:

Procurement Ref No.:

To:

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 validity period.
- (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 following the terms and conditions outlined in the bidding document, should I/We* be successful bidders or
- (d) Failure to provide security for the performance of the procurement contract if required 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 the 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 the person signing the Bid Securing Declaration]

Duly authorised to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

Corporate Seal (where appropriate)

[Note*: In a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.





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, 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, service 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 thoroughly 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 by such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which includes but is 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) concerning the goods and services procured under this contract.

SECTION III: PRICE SCHEDULE

QUOTATION FOR: SUPPLY AND DELIVERY OF RECORDS MANAGEMENT EQUIPMENT

A	B	C	D	E	F	G	H	I
NO	Description of Service	Quantity	Unit of measure	Price per unit N\$ ¹	Total Price Excl. VAT	VAT Amount N\$	Total price, incl. VAT	Delivery (days)
	Workforce DS-870 A4 Sheet-fed Scanner	1						
	Workforce DS-70000 Scanner	1						
	ZD420t – 4 inch Barcode Printer	1						
	LS2208/1D Laser Barcode Scanner	1						
	Total Amount							
NAME:		POSITION:						
NAME OF BIDDER:								

[Signature]

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

1. Evaluation Criteria

This section contains the criteria NIPAM will use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

2. Evaluation Methodology

Evaluation will be conducted by an ad hoc Bid Evaluation Committee (BEC) in accordance with the criteria stated in Tables 1, 2, and 3, in three phases.

Phase 1: Mandatory Documents Evaluation

The eligibility criteria will be assessed based on a **Yes** or **No**. The bidders who score a **Yes** for all the required (mandatory) documents, as stated in **TABLE 1**, will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

Bidders will be assessed against the additional information provided in terms the specifications set for technical aspects. The Bid Evaluation Committee will review the information provided and assess its relevance. A score will be allocated as per the weights stated therein. The total technical evaluation is out of **100%**. Each response will be assessed against criteria groups and given weightings (as a percentage) based on their importance to NIPAM.

For a bidder to proceed to the next phase (phase 3 – financial evaluation), the bidder must score 100%

Phase 3: Financial Evaluation

The most economically advantageous bid from the lowest evaluated substantially responsive bidder who meets all the specifications will be considered for award.

The bidder who fully complies with all bid requirements, whose past performance reputation and financial capability are deemed acceptable by NIPAM, and who has offered the most advantageous pricing cost based on the criteria stipulated in the bidding document, will be considered for award.

NIPAM is not obliged to award the contract to the bidder who submitted the lowest quotation. The procurement contract will be awarded to the bidder who has submitted the lowest evaluated substantially responsive bid and meets the qualification criteria specified in the bidding document.

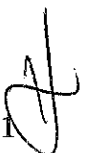


Table 1: Mandatory Documentation and eligibility criteria

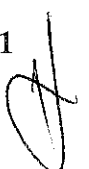
Note: Bidders who fail to comply with mandatory and relevant additional requirements stated below will be disqualified.

Document Description	Yes/No
A valid certified copy of a Company Registration Certificate or Registration of a defensive name, if applicable (certified copies);	
An original/certified copy of a valid Good Standing Tax Certificate from NAMRA.	
An original/certified copy of a valid Good Standing Social Security Certificate;	
Completion of Written Undertaking as Contemplated in Section 138(2) of the Labour Act, 2007;	
A valid certified copy of the 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. <i>(if the Affirmative Action Compliance Certificate submitted is over 12 months from the date of issue, the bidder must furnish a confirmation letter from the Employment Equity Commission indicating that the bidder did submit the report for the period following the date when the certificate was issued.)</i>	
Sign all pages of the bidding document.	
Additional Required Documents	
A certified copy of an identity document (ID) or a certified copy of a valid passport of a representative	
Bid Securing Declaration;	
Joint Venture Partner Information Form (only in the event of a Joint Venture)	
Completed Price Activity Schedule;	
SME Certificate (if the bidder is registered as an SME) Non-SMEs will not be disqualified	

Table 2: Technical Evaluation

The suppliers are requested to submit a quotation that justifies the specifications as provided in the requirements specification or scope of service.

Bidder are required to score 100% in their technical evaluation to qualify and proceed to the financial stage.			
Description	Scoring Notes	Score	Weight
Ability to Perform the Technical Scope of Requirements	Meet the Scope of requirements for each equipment:		100%
	Workforce DS-870 A4 Sheet fed Scanner	30%	
	Workforce DS-70000 Scanner	30%	
	ZD420t – 4 inch Barcode Printer	20%	
	LS2208/1D Laser Barcode Scanner	20%	
	Partially comply or don't comply with the scope of requirements.	0%	
TOTAL			100%



3. FINANCIAL EVALUATION CRITERIA

3.1. Financial Evaluation Criteria

The Formula to be used will be as follows for the Quotation score:
 $(\text{Budgeted Amount} / \text{Quotation Amount}) * 100$

Financial Scored

The financial/Quotation amount will be scored as follow:
Price 30%

The final score will be based upon the following weightage formula:
 $[(\text{Technical Score}) * 30\%] + [(\text{Quotation Score}) * 70\%]$

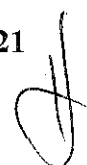
****The Exclusive Price Preference Formula will be applied in the Code of Good Practice on Preferences. (Refer to the Manual) to determine the successful bidder.**

3.2 Exclusive Preference to Local Suppliers

The applications of exclusive preferences to local suppliers will be completed after the above evaluation phases. Only bidders who have passed will be considered at this stage following Sections 70(1) and 72 of the Public Procurement Act, Act No. 15 of 2015, and No. 3 of 2022 as Amended together with the Code of Good Practice of the said act.

Categories of Bidders	Margin of Preference	Documentary Evidence
Manufacturer	2%	- Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet local content as determined in Annexure ^ as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	- 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%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - Declaration indicating the percentage of Namibian PDP ownership
Suppliers providing environmental protection	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	- Declaration that the bidder employs 50% or more Namibian citizens
Total	10%	



SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

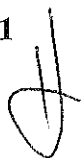
Procurement Reference Number: **NCS/RFQ/NPM-05/2025 – 2026**

[Bidders should complete columns C and D with the services' specifications. Also, state "comply" or "not comply" and give details of any non-compliance/deviation from the specification required. Attach detailed technical literature if needed. Authorised 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1			

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	



SCOPE OF REQUIREMENTS

The Namibian Institute of Public Administration and Management (NIPAM) is strengthening its information governance framework as part of ongoing institutional reforms. A key milestone in this process has been the approval of the revised File Plan, which modernises the classification, retention, and lifecycle management of institutional records.

To fully support this modernised records management framework and transition from paper-based to digital processes, NIPAM is implementing an Electronic Document and Records Management System (EDRMS).

To operationalise the EDRMS and ensure consistent, high-quality digital capture of documents, NIPAM requires appropriate document scanners capable of bulk digitisation, automated capture, and seamless integration with the new system.

1. The bidder shall procure the equipment listed in the table below

Equipment	Quantity	Specification
Workforce DS-870 A4 Sheet fed Scanner	1	1200 x 1200 Dpi Input: 30 bits Colour/ 10bits Ready Scan Led Technology Monochrome: 65 pages/Min Colour: 65 pages/Min ADF Capacity: 100 Sheets
Workforce DS-70000 Scanner	1	Flatbed scanner, Sheetfed Scanner Optical resolution: 600 dpi Colour Depth: 48 bits/ 16 bits Monochrome Light Source: Ready Scan LED technology ADF Capacity: 200 Sheets Daily Duty Cycle 8000 Pages Paper format: Executive, Legal, Letter, A4, A3
ZD420t – 4 inch Barcode Printer	1	Resolution: 203 dpi/8 dots per mm Maximum Print Speed: 6 in./152 mm per Sec Maximum Label Length: 39.0 in./15mm to 4.65 in./118 mm Media Types: Roll-fed or fan folded. Die cut or continuous with or without black mark, continuous receipt paper, tag stock, and wristbands Barcode Ratios: 2:1 and 3:1
LS2208/1D Laser Barcode Scanner	1	Label and Liner width: 50mm Label and liner length: 14mm Gap between labels: 3mm Labels Holder Diameter: 25mm Label size: 50mm*15mm Scanner type: Bi-directional Connectivity: USB

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be entered into after a signed Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), for the **Supply and Delivery of Records Management Equipment**.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/NPM-05-2026-2027

The Conditions of Contract shall be subject to the following:

Clause	Contract data
Effectiveness of Contract GCC 1.1	The contract shall be deemed to come into effect on the date of signing and shall remain in force for (0) years.
Purchaser GCC 1.1 (h)	The purchaser is: Namibia Institute of Public Administration and Management (NIPAM)
Site GCC 1.1(m)	The site/ destination for delivery of the Service is: NIPAM 27 Paul Nash Street Olympia Windhoek
Delivery and Documents GCC 13.1	The Service is to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note.
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 16.4	The currency of payment shall be the currency of the order specified in the List of Services, Price Schedule, and Product details in the Statement of Requirements.
Performance Security GCC 18.1	No performance security is required
Warranty GCC 28.3	The minimum period of warranty/shelf life shall be 3 years

Clause	Contract data
GCC 1.3.1 Intended Completion date	Unless terminated earlier according to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within the agreed time frame.
GCC 1.6.1 Issue of Notices	For notices, the purchaser's address shall be: Attention: Procurement Street: 27 Paul Nash, Olympia, Windhoek Floor/ Room number: Ground Floor, Office No: G55 City: Windhoek Telephone: 0612964700 Facsimile number: N/A The Authorized Representative of the Service Provider is: Name: _____ Contact Details: _____ Email Address: _____
GCC 2.6 Insurance and Liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional (for security services only) Liabilities insurance covers shall be prorated to the contract amount if the award is made on a split basis regarding limits indicated in ITB 13.1 (e
GCC 2.7 Reporting Obligation	The Service Provider shall report to the Manager: ICT Contact No. +264 61 2964700

