



# **Procurement Management Unit**

## **EXECUTIVE SUMMARY OF BID EVALUATION REPORT** **for**

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**Appointment of a Service Provider for the Leasing, Support and Maintenance of New Multifunctional Copiers and Printers for a Period of 36 Months to the Namibia Qualifications Authority (Time-Based)**

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**Procurement Reference Number:**  
**NCS/RFQ/NQA-05/2025/26**

**Namibia Qualifications Authority**  
**Private Bag 13247**  
**Windhoek**  
**Namibia**

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**Executive Summary of Bid Evaluation Report  
(Section 55 (8))**

**Project:** Appointment of a Service Provider for the Leasing, Support and Maintenance of New Multifunctional Copiers and Printers for a Period of 36 Months to the Namibia Qualifications Authority (NQA)

**Reference number:** NCS/RFQ/NQA-05/2025/26

1. Procurement method used: Request for Sealed Quotation
2. Date of Invitation to Bids: 18 June 2025
3. Date of Submission of Bids: 25 July 2025
4. Date and place of opening of bids: 30 July 2025, NQA c/o S. Shihungileni and Dr. Kulz Street, Windhoek
5. Number of bids received by closing date: Nine (09)
6. Responsive bids: Three (3)

No.	Bidder's Name	Pricing at Bid Opening N\$	Responsive or not responsive (Yes/ No)	Reasons why bidder is successful/ Not Successful
1.	Green Enterprise Solutions (Pty) Ltd	N\$751,545.18	No	The bidder has complied with HP printer but not with Brother printer.
2.	Minolco Namibia	N\$1,353,368.74	No	The bidder has not indicated the printer's name and model provided on price activity.
3.	Performance Development Centre	N\$1,685,427.13	No	The bidder has not attached the training certificate on Bizhub model.
4.	Essential Investment CC	N\$751,545.18	No	The bidder has not attached a Fitness certificate as required in the bidding document ITB 4(k).
5.	Bluesky Technologie (Pty) Ltd	N\$2,869,572.00	No	The bidder has not attached training Certificate for the technicians.
6.	Teknage Investment CC	N\$412,969.44	No	The bidder's quotation is invalid and incomplete (total copy price not included). Not financially viable.
7.	Schoemans Office Solutions	N\$1,534,357.45	Yes	Bidder is responsive.
8.	G-Tech Office Equipment CC	N\$2,423,085.00	Yes	Bidder is responsive.
9.	Namibian Office Equipment Co. (Pty) Ltd. t/a Nashua	N\$2,493,710.50	Yes	Bidder is responsive.



**7. Price comparison for bids that are substantially responsive:**

No.	Bidder's Name	Price at Bid opening (N\$)	Bid price after correction (N\$)	Price after adjustments (N\$)	Price after Margin of preference (If applicable)	E. Rank
1.	Schoemans Office Solutions	N\$1,534,357.45	N/a	N/a	N/a	1
2.	G-Tech Office Equipment CC	N\$2,423,085.00	N/a	N/a	N/a	2
3.	Namibian Office Equipment Co. (Pty) Ltd. t/a Nashua	N\$2,493,710.50	N/a	N/a	N/a	3

**8. Best Evaluated Bid:**

Schoemans Office Solutions has been identified as the best evaluated bidder for the Appointment of a Service Provider for the Leasing, Support, and Maintenance of New Multifunctional Copiers and Printers for a period of 36 months to the Namibia Qualifications Authority (NQA).

The bid was selected for being the lowest evaluated substantially responsive offer that met the requirements as outlined in the bidding documents, in accordance with Section 55(1) of the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended.

The contract is awarded for a duration of 36 months, with a total contract value of N\$1,534,357.45.

  
**Ms. Harmoni Beukes**  
**Acting Chief Executive Officer**



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