



REPUBLIC OF NAMIBIA



OMUSATI REGIONAL COUNCIL

OFFICE OF THE CHIEF REGIONAL OFFICER

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Erf 1080 Namaungu Street
Private Bag 523
OUTAPI

1 September 2022

NOTIFICATION OF AWARD

(Section 55(5) of Act)
(Regulation 39(1))

To: Canocopy (Pty) Ltd
Bid Reference No: NCS/ONB/ORC-07/2021/22
Address: P.O. Box 2119
WINDHOEK

NCS/ONB/ORC-07/2021/22 – RENTAL, SUPPLY, DELIVERY, INSTALLATION, SERVICING & REPAIRING OF PHOTOCOPIER MACHINES NON-CONSULTANCY SERVICES TIME-BASED - OMUSATI REGIONAL COUNCIL (HEAD OFFICE AND ALL CONSTITUENCIES AND SETTLEMENTS)


1. You are hereby notified in terms of Section 55(5) of the Public Procurement Act, 2015 (Act No. 15 of 2015), that you are awarded Bid, Reference No: NCS/ONB/ORC-07/2021/22: Rental, Supply, Delivery, Installation, Servicing & Repairing of Photocopier Machines, Non-Consultancy Services Time-based; **Nineteen (19) Photocopier Machine**: 27 PPM MFP Black and White copy, print, scan with fax unit, fax receiving tray, fax option , credenza, surge protector, paper sizes A4 & A3 and network port) to Omusati Regional Council Head Office, Constituency and Settlement Offices. The contract amount is **Two hundred fifty-seven thousand, six hundred forty dollar and thirty-four cents (N\$257,640.34 incl 15% vat) at a rate of N\$0.08 (incl 15% vat) cents per copy per year for the period of thirty-six (36) months.**
2. Kindly, accept the Award in writing and confirm the delivery address for the Regional Council to send the Contract Agreement and notices. The authorised representative and witness must sign and return the Contract Agreement to Omusati Regional Council within

thirty (30) days of receipt of the Contract Agreement which is effective from **5 September 2022 to 4 October 2022**.

3. Canocopy (Pty) Ltd must ensure that the authorised representative and witness have initialled all the pages of the Contract Agreement.
4. This Notification of Award shall constitute a binding Contract until a formal contract is executed.
5. Failure to sign the Contract Agreement within 30 days, Omusati Regional Council may select another bidder from amongst the remaining valid bids.
6. The Regional Council wishes you the best and looking forward to the timely and quality service.

Authorized Signature
Name and Title of Signatory
Name of Public Entity

:
:
:


Gervasius Kashindi, Accounting Officer
Omusati Regional Council





Republic of Namibia



OMUSATI REGIONAL COUNCIL

Ref: 9/2/18/12

01 September 2022

PROCUREMENT MANAGEMENT UNIT

EXECUTIVE SUMMARY OF BID EVALUATION REPORT

BID NO. NCS/ONB/ORC-07/2021/22: RENTAL, SUPPLY, DELIVERY, INSTALLATION, SERVICING & REPAIRING OF PHOTOCOPIER MACHINES NON-CONSULTANCY SERVICES TIME-BASED - OMUSATI REGIONAL COUNCIL FOR THE PERIOD OF THREE (3) YEARS

Scope of Contract	Rental, Supply, Delivery, Installation, Servicing & Repairing of Photocopier Machines Non-Consultancy Services Time-Based - Omusati Regional Council
1. Procurement method used	Open National Bidding
2. Date of Invitation of Bids	15 March 2022
3. Closing date for submission of bids	19 April 2022
4. Date and place of opening of bids	19 April 2022, at 11h00, Omusati Regional Council Main Hall
5. Number of bids received by closing date	8

6. Responsiveness of bids:

	Name of Bidder	Pricing at Bid Opening N\$	Responsive or not responsive (Yes/No)	Reasons why bid is not responsive
1.	Essential Investment cc	632,301.67	No	<u>No</u> power of attorney
2.	Canocopy (Pty) Ltd	479,556.49	Yes	Responsive
3.	Performance Development Centre	2,144,620.03	No	Offered period of validity of the bid is <u>not</u> in line with period stipulated in ITB 16.1
4.	Minolco (Pty) Ltd	546,835.49	No	1. Statement of tools or equipment <u>not</u> provided 2. Statement of average annual manpower and managerial staff for the last three (3) years <u>not</u> provided
5.	Hash Procurement cc	550,620.00	Yes	Responsive
6.	Namibian Office Equipment Co (Pty) Ltd t/a Nashua Namibia	565,136.02	No	Statement from the bank up to 31 March 2022 <u>not</u> provided
7.	G Tech Office Equipment cc	711,600.00	No	Statement of liabilities and assets, and profit and loss <u>not</u> provided
8.	Schoemans Office Systems (Pty) Ltd	452,760.00	No	Statement from the bank up to 31 March 2022 <u>not</u> provided

7. Price comparison for bids that are substantially responsive.

	Name of Bidder	Prices per Year N\$
1.	Canocopy (Pty) Ltd	479,556.49
2.	Hash Procurement cc	550,620.00

8. Best Evaluated Bid

Canocopy (Pty) Ltd to supply 19 x Photocopier Machines, and
Hash Procurement cc to supply 5 x Photocopier Machine

Sincerely,


02/09/2022
Gervasius Kashindi
CHIEF REGIONAL OFFICER
NO. 2

