



REPUBLIC OF NAMIBIA ZAMBEZI REGIONAL COUNCIL



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Ngoma Street
ZRC Office Park

Private Bag 5002
Katima Mulilo

Enquiries: Shikoyeni

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Date: 11 NOVEMBER 2025

NOTICE FOR BIDDIER SELECTED OF AWARD (Sections 55 (4) of Act) As Amended (Regulation 38 (1))

PART A

NOTICE TO BIDDER SELECTED FOR AWARD

To: **NAMIBIA OFFICE EQUIPMENT CO. (PTY) LTD T/A NASHUA**
P.O Box 22185
Windhoek
NAMIBIA
061 320 6111

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF ONE (1) RISO MACHINE COMCOLOR, PROCUREMENT REFERENCE NUMBER G/RFQ/ZRC-42/2025/2026

- (a) Kindly note that in terms of Section 55 (5) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended, you have been selected for the award of **procurement of Riso Machine Comcolor** to the Zambezi Regional Council, Directorate of Education, Innovation, Youth, Sports, Arts and Culture, under sub-section (4) of that Section. The procurement value is an amount of **N\$64 331.00**.
- (b). You are informed that in the absence of any application for reconsideration of the selection for the award referred to in paragraph (a) within **7 days** of this notice; the Accounting Officer of Zambezi Regional Council will award the contract to you.
- (c) The period of seven (7) days referred to starts **on 24 November 2025** and ends on **2nd December 2025**.
- (d) Please confirm your acceptance of the award in writing seven days of receiving this notice to the Accounting Officer of Zambezi Regional Council.

All official correspondence must be addressed to the Chief Regional Officer

PART B

NOTICE TO BIDDER NOT SELECTED FOR AWARD

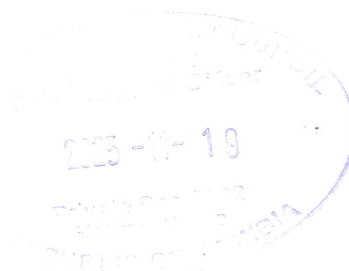
NO.	NAME OF BIDDER	ADDRESS
1.	Maxes Office Machine	P.O Box 5088 Windhoek, Namibia

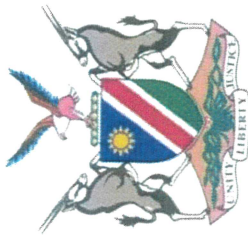
- (a) Kindly note that a bidder whose particulars are specified in PART A has been selected for the award of the **Procurement for the supply and delivery of one (1) Riso machine Comcolor** for Zambezi Regional Council, Directorate of Education, Innovation, Youth, Sports, Arts and Culture.
- (b) The price offered by the bidders referred to in paragraph (a) is **N\$64 331.00**.
- (c) The **criteria** and **Specification** used to select for the award to bidder referred to in paragraph (a) is set out in the bid document reference number: **G/RFQ/ZRC-42/2025/2026**.
- (d) Kindly note that if you are not satisfied with the selection for the award made by the Zambezi Regional Council, you may make an application for the reconsideration of the selection for award in terms of Section 54 (4) of the Procurement Act, 2015 (Act No. 15 of 2015) as amended, within **7 days** of this notice, and in the absence of an application for the reconsideration, the Accounting Officer of Zambezi Regional Council will award the Company selected for the award.
- (e) The period of seven (7) days referred to starts on the **24 November 2025** and ends on **2nd December 2025**.

We hope you find this to be in order.

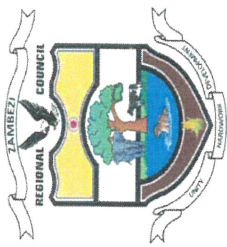
Thank you


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MS. REGINAH NDOPU – LUBINDA
CHIEF REGIONAL OFFICER





**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Tel: +264 66 261700

Fax: +264 66 252650

Enquiries: Mr. A. Shikonyeni

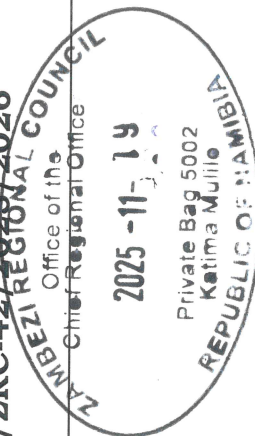
Ngoma Street
ZRC Office Park

Private Bag 5002
Katima Mulilo

Our Ref: G/RFQ/ZRC-42/2025/2026

EXECUTIVE SUMMARY FOR REQUEST FOR SEALED QUOTATION (RFQ) REPORT IN TERMS OF SECTION 55 (8) PUBLIC PROCUREMENT ACT, 2015 (ACT NO. 15 OF 2015) AS AMENDED.

REPORT FOR THE PROCUREMENT COMMITTEE FOR BID: PROCUREMENT OF ONE (1) RISO MACHINE COMCOLOR FOR THE DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE, ZAMBEZI REGION, PROCUREMENT REFERENCE NUMBER G/RFQ/ZRC-42/2025/2026



1. Scope of Contract

The Bidders were invited by Zambezi Regional Council, Directorate of Education, Innovation, Youth, Sports, Arts and Culture through the zambezirc.gov.na website for the **Procurement of one (1) Riso Machine Comcolor.**

2. Procurement Method used

Request for Sealed Quotation.

3. Date of Invitation of Bids

15 July 2025

4. Closing date for submission of bids

05 August 2025 at 10H00

5. Date and place of opening of bids.

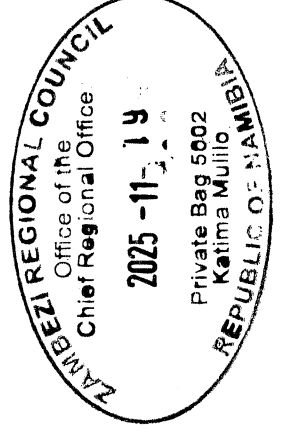
05 August 2025, Zambezi Regional Council, Directorate of Education, Innovation, Youth, Sports, Arts and Culture, Building ground floor immediately after closing time (10H00 am).

6. Number of bids received by closing date

2 (two) bidders.

7. Responsive of bids

One (1) bidder.



No. of bidder's offer	Bidder's name	Bid price in Namibia dollars (N\$)		Responsive or not responsive (Yes/No)	Reason why bid is not responsive
		Vat excluded	Vat included		
1.	NAMIBIA OFFICE EQUIPMENT CO. (PTY) LTD. T/A NASHUA	55 940.00	64 331.00	YES	RESPONSIVE BIDDER.
2.	Maxes Office Machine	558 973.91	642 820.00	No	NOT RECOMMENDED Not lowest responsive bidder.

11. BEST EVALUATED BID

After a thorough scrutiny of checks base on the criteria reflection on the Annexure, Bid Evaluation Committee recommended **Namibia Office Equipment Co. (PTY) Ltd. t/a Nashua** to be awarded the contract for a total amount of **N\$64 331.00 (VAT Inclusive)** because it is the responsive bid and complied with the obligatory and specification and the contract will be delivered within the period specified in the bidding document.

Thank you


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MRS. REGINA NDOPU-LUBINDA
CHIEF REGIONAL OFFICER: ZAMBEZI REGIONAL COUNCIL
ZAMBEZI REGION

