



Date: 29 May 2024

Namibia Special risks Insurance Limited (NASRIA)
Independence Avenue Erf 333
Namlex Chambers 5th floor

Clarification to Bidders

Project Name: Appointment of service providers for leasing, maintenance, support and repair of multifunctional copiers and printers for a period of 3 years to NASRIA.

Reference: NCS/RFQ/ NASRIA -01/2024

Subject: Clarification on Rental of Copy Machines

Dear Prospective Bidders,

Thank you for your interest in our tender.

We have noticed an error in the bidding document. The corrected requirement can be found under clarifications below.

Additionally, there should be a provision for printing codes to facilitate tracking and control management. Assessment will be based on this requirement.

Issue: On page 15, page 19 and Page 34 and the letter of invitation

Clarification:

- We require the rental of copy machines for a period of 3 years, with the possibility of extending the contract for an additional 2 years.
- 4 sets of Printers:
 - 2X Printers in color
 - 2X Printers in black and white

Specifications of the printers are as follows:

NAME OF MODEL:

SPEIFICATIONS FOR 2 X DEVICES: Mono		<u>BIDDER's RESPONSE (KINDLY COMPLETE)</u>
MONO CHROME LASER MULTIFUNCTIONAL		
Copy Speed/Print Speed :- Black/White A4 Size	45ppm	
Recommended Monthly Volume	15 000	
Copy size	A3,A4 and A5	
Paper Capacity	Min 550 x 3 Sheets + Bypass Tray 100 Sheets	
Paper Weight	55 - 300gsm	
Memory Standard	5GB (Std. 128GB SSD)	
Automatic document feeder	Yes	
Automatic double-sided copying	Yes	
Page Description Language	Adobe Postscript 3, PCL6	
Reduction/enlargement	25% - 400 %	
Print resolution (minimum) 600 x 600 dpi	Yes	
Scanning (Mono & Colour)	Yes	
Secure Printing - Wih Codes	Yes	
Monthly Rent (Indicate escalation % per annum) Each	N\$ % Escalation per Annum	
Copy Charge including Drum and Developer (indicate escalation % per annum) - Mono (Black & White)	Yes / No Please circle corect answer	1-15,000 @ cent per copy 15,000+ @ cent per copy
Copy Charge including Drum and Developer (indicate escalation % per annum) - Colour	Yes / No Please circle corect answer	1-15,000 @ cent per copy 15,000+ @ cent per copy
*Service cost include labour, parts, traveling expenses	Yes / No Please circle correct answer	
Indicate if a back-up photocopier with similar feature will be installed during off-site repairs	Yes / No Please circle correct answer	
TOTAL EXPENDITURE for 36 months for 1 Device	N\$	
TOTAL EXPENDITURE OVER 36 MONTHS for 2 Devices	N\$	

NAME OF MODEL:

SPEifications for 2 x DEVICES: Mono & Color		BIDDER'S RESPONSE (KINDLY COMPLETE)
MONO & COLOR LASER MULTIFUNCTIONAL		
Copy Speed/Print Speed :- Black/White A4 Size	31ppm	
Copy Speed/Print Speed :- Color A4 & A3 Size	21ppm	
Recommended Monthly Volume	15 000	
Copy size	A3,A4 and A5	
Paper Capacity	Min 550 x 3 Sheets + Bypass Tray 100 Sheets	
Paper Weight	55 - 300gsm	
Memory Standard	5GB (128GB SSD)	
Automatic document feeder	Yes	
Automatic double-sided copying	Yes	
Page Description Language	Adobe Postscript 3, PCL6	
Reduction/enlargement	25% - 400 %	
Print resolution (minimum) 600 x 600 dpi	Yes	
Scanning (Mono & Colour)	Yes	
Booklet Finisher (Saddle Stitch Capacity 15 Sheets)(80gsm), (Stapling Capacity 50 Sheets) (80gsm)	Yes	
Secure Printing - With Codes	Yes	
Monthly Rent (Indicate escalation % per annum) Each	N\$ % Escalation per Annum	
Copy Charge including Drum and Developer (indicate escalation % per annum) - Mono (Black & White)	Yes / No Please circle correct answer	1-15,000 @ cent per copy 15,000+ @ cent per copy
Copy Charge including Drum and Developer (indicate escalation % per annum) - Colour	Yes / No Please circle correct answer	1-15,000 @ cent per copy 15,000+ @ cent per copy
*Service cost include labour, parts, traveling expenses	Yes / No answer Please circle correct	
Indicate if a back-up photocopier with similar feature will be installed during off-site repairs	Yes / No answer Please circle correct	
TOTAL EXPENDITURE for 36 months for 1 Device	N\$	
TOTAL EXPENDITURE OVER 36 MONTHS for 2 Devices	N\$	

If you require any further information or additional clarifications, please do not hesitate to contact us at:

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