



Request for Sealed Quotations for Goods

**SUPPLY AND DELIVERY OF COMPUTERS, & PRINTERS TO OSHAKATI
TOWN COUNCIL.**

Procurement Reference No: G/RFQ/OSHTC-12/2024/2025

BID SUBMISSION:

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Prospective bidders should take note that this procurement process is exclusively reserved for qualifying bidders falling in any of the following categories only, **namely, Micro, Small, and Medium Enterprises, Women-owned Enterprises, Youth-owned Enterprises, Previously Disadvantaged Person-owned Enterprises, and Suppliers providing employment to Namibians.**
- Deadline for request for clarifications from Prospective Bidders: **Friday 28 February 2025**
- Closing Date and Time of Bids: **Friday 07 March 2025 @ 12h00**
- Bidders must submit their bids in the bid box.
- Cost: Free and to be downloaded from the Oshakati Town Council website www.oshtc.na

Name of Bidder: _____

Email address: _____

Contact Number: _____

BID AMOUNT EXCL. VAT	
VAT	
TOTAL BID INCL VAT	

Procurement Management Unit
Oshakati Town Council
Private Bag 5530
Oshakati
Namibia

Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Goods

Procurement Ref No	FEB_RFQ_12
RFQ Reference Number	G/RFQ/OSHTC-12/2024/2025
Description of Goods	SUPPLY AND DELIVERY OF COMPUTERS, & PRINTERS TO OSHAKATI TOWN COUNCIL.
Closing Date & Time	Friday, 07 March 2025 @ 12h00
Quotation Submission Address	Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,
Validity Period of Quote	90 Days (from closing date)
Lead Time	Forty -Five (45) Days
Incoterm	DDP

- a) This is a hard quotation request and responses must be submitted to the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- c) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your submission response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document.
- d) If any clarification is required, kindly contact the Procurement officers below in writing.
- e) The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- f) Please note that this is a Request for Quotation only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only.
- g) Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Timoteus Amunyela
Designation	Procurement Officer	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/539
Email	lovisas@oshtc.na/ procurementunit@oshtc.na	tamunyela@oshtc.na



19 February 2025

Letter of Invitation

Company Name: _____

Postal Address: _____

Dear Sirs/Madam

**RE: SUPPLY AND DELIVERY OF COMPUTERS, & PRINTERS TO OSHAKATI TOWN COUNCIL.
BID REF NO. G/RFQ/OSHTC-12/2024/2025.**

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder Procurement of Construction Materials for Sanitary Facilities at Onawa Township - Oshakati Town Council. This RFQ constitutes a solicitation and contract agreement.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document.
3. Queries, if any, should be addressed to the Procurement Officials on the front page.
4. Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

Lovisa Samuel

Deputy Secretary of Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Form of bid

This is a hard copy bid submission and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

Bidders are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

4. Validity of Quotations

The Quotation validity period shall be **90** days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or

exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; **(Valid at the deadline of submission of bid)**

- (e) A certified copy of a valid “Fitness Certificate” from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))**
 - Based on the Exclusive Preference qualification requirements stated in Section III - Evaluation Criteria, (Table 3), does the bidder qualify for any of the following categories? **Namely: Micro, Small, and Medium Enterprises (MSME); Women-owned Enterprises; Youth-owned Enterprises; Previously Disadvantaged Person-owned Enterprises; or Suppliers providing employment to Namibians**
 - **Bidders are requested to declare under any of the categories to qualify for the exclusive Margin of Preference, as per the Code of Good Practice Evaluation Criteria stated in the document, using the 'Declaration in Respect of Exclusive Preferences' form template attached as Annexure A**
 - All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws as contemplated in section 138(2) of the Labour Act, 2007.

7. Validity of Document

Any bid document, as a condition for its validity:

- a) Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all signed or initiated.
- b) Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c) All corrections made shall be crossed out and initialled next to the correction.

8. Capability of Bidders

The Bidder warrants that it has/will have the capacity to deliver the Supply, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) In the case of a bidder offering to supply goods under the eventual Contract or PO, which the bidder did not manufacture or otherwise produce or where the bidder obtained the goods from another source, the bidder has been duly authorized by the manufacturer or producer of the goods to supply the goods in the Republic of Namibia.
- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or PO.
- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or PO.
- d) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably require as to their ability to provide the goods.

9. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

10. Sample View

On request.

11. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

12. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

13. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document.

14. Delivery

Delivery is within **Forty-Five (45) days** after acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

15. Tests and Inspections

The following tests and inspections will be conducted on the goods at delivery:

- a) Verification for quantity and Quality provided.
- b) Confirmation of Goods by confirming correct specification as indicated in pricing schedule.
- c) Visual inspection of goods for damages and defects.

16. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Friday, 07 March 2025

Closing time: 12:00

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

17. Opening of Quotations

Quotations will be opened internally by Oshakati Town Council immediately after the closing time referred to instruction 16 above. A record of the Quotation Opening Report stating the name of the bidders, and the amount quoted will be available to any bidder on request within three working days of the Opening.

18. Evaluation of Quotations

The Oshakati Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

19. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Oshakati Town Council's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

Additional Criteria
<p>a) Two (2) Customers' reference letters with contact details of same/similar goods supplied</p> <p>b) The reference letters should contain the following information as a minimum:</p> <ul style="list-style-type: none"> • Client Name • Client contact details • The list of goods supplied • value of the items supplied engage <p>For the Reference Letter to be Authentic it must be signed and sealed by the client. It should be certified Copy &</p> <p>c) Bidder must include a comprehensive company profile.</p> <p>NB: Goods is to be delivered based on purchase order and no advanced payment</p>

20. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

21. Margin of Preference

21.1. Preference to compliant and responsive bids will be given in order of the following:

Bidders applying for the Margin of Preference shall submit, evidence of:

Category	Margin of preference	Documentary evidence
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1%	- SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	- Ds of all shareholders - -Founding statement/company registration indicating ownership structure/shareholder certificate - - declaration indicating the percentage of Namibian female ownership
Youth owned	2	- IDs of all shareholders

enterprise		- - Founding statement/company registration indicating ownership structure/shareholder certificate - - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2	- IDs of all shareholders - - Founding statement/company registration indicating ownership structure/shareholder certificates - - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1	- declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens	1	- declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

Margin of Preference will be applied as per formula below:

$$A = \frac{MP \times BP}{100}$$

in which formula

- “A” represents the amount to be determined;
- “MP” represents the total percentage of all margins of preferences granted in respect and
- “BP” represents the bid price.

22. Language

- Bidder responses shall be submitted in the English language.

23. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services, shall be selected for award and required to submit the sample of same wheelie bin (item), shall be selected for award of contract.

Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI:

The Oshakati Town Council would reserve the right to terminate the contract if the samples submitted by the recommended bidder does not conform to the basic requirements and specifications.

24. Performance Security

No performance security is required.

25. Notification of Award and Debriefing

Oshakati Town Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount, and post a notice of award on its website within seven (7) days.

26. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

27. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

G/RFQ/OSHTC-12/2024/2025

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, except for the qualified deviations [Bidder may delete this phrase in case of no deviation] and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct 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 the Quotation is **days** from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract prior to the expiry date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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

Appendix to Quotation Letter

**BID SECURING DECLARATION
(Section 45 of 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 period of validity;**
- (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 in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so 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:

Capacity of:.....

Name:

(Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder])

Dated on _____ day of _____, _____

Corporate Seal

[Note*: In case of 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

Witten 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 of:.....

Procurement Description:

.....

Anticipated Contract Duration:

Location where work will be done, good/services 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 fully 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 to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but 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) in relations to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

COMPUTERS/LAPTOPS

Procurement Ref No. G/RFQ/OSHTC-05/2022/2023

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price	Delivery (weeks/days)
A*	B*	C*	D*	E	F	
1	EliteBook 630 G11 13.3inch G11 Notebook PC with Intel® Core™ Ultra 5 processor 135U, Integrated Intel® Graphics, vPro® Enterprise, and WWAN - 900X6AV, 8 GB RAM, 256GB PCIe NVMe SSD	7	Per item			
2	EliteBook 630 G11 13.3inch G11 Notebook PC Windows 11 pro, with Intel® Core™ Ultra7 processor 135U, 512 GB PCIe® NVMe™ SSD Value 12 , Integrated Intel® Graphics, vPro® Enterprise, and WWAN - 900X6AV, 16GB DDR5-5600 (1 x 16 GB) MT/s RAM 13	1	Per item			
3	Business style Laptop bag 14" Messenger Computer Bag Business Travel Shoulder Briefcases Crossbody Laptop Bag, Grey Colour	8	Per item			
4	Tower Desktop PC (system Unit only) 14 Generation Intel® Core™ i3 processor 16GB DDR4 Ram, Windows 11pro 64bit, keyboard + Mouse	3	Per item			
5	27" Conferencing Monitor	7	Per item			
6	Tower Desktop pro PC (system Unit only) 14th Generation Core™ i7 processor 16 GB Ram, 512 GB PCIe 2230 NVMe SSD, NVIDIA GeForce RTX 4060 8GB Windows 11pro 64bit, keyboard + Mouse	2	Per item			
7	All-in-one Color Laser Printer (print, scan, copy)	5	Per item			
8	4-in-1 A3 Color laser printer (print, scan, copy)	2	Per item			
9	Shredder Machine	1	Per item			
				Other additional costs		
				Subtotal		
				VAT @ %		
				Total		

NB: Please Attach Company Template
Quotation

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1.

EliteBook 630, 13.3 inch G11 Notebook PC

Technical Specs

Windows 11 pro, Intel® Core™ i5-1235U (1.300Mhz, 10 core(s) 12 Logical process, 64-bit based, 8 GB LPDDR5-4800 MHz RAM; Memory soldered down, 256GB SSD.. see system info below.

HP EliteBook 630 G11 Notebook PC with Intel® Core™ Ultra 5 processor 135U, Integrated Intel® Graphics, vPro® Enterprise, and WWAN - 900X6AV



Operating system	Windows 11 Pro 64 - HP recommends Windows 11 Pro for business
Base features	HP EliteBook 630 G11 Notebook PC with Intel® Core™ Ultra 5 processor 135U, Integrated Intel® Graphics, vPro® Enterprise, and WWAN - 900X6AV
High Efficiency Video Coding (HEVC) Disclaimer	Hardware acceleration for CODEC H.265/HEVC (High Efficiency Video Coding) is disabled on this platform.
ENERGY STAR compliance	Included in Current Configuration ENERGY STAR Qualified Configuration
Out-of-Band management	Intel® vPro™ Technology Enabled
Display	13.3" diagonal Anti-Glare WUXGA (1920x1200) UWVA IPS WLED display, Low Power, Low Blue Light, 400 nits, for 5MP IR Webcam
Webcam	Integrated 5MP IR webcam with wide field of view and dual-microphone array
Memory	8 GB DDR5-5600 SO-DIMM memory (1 DIMM)
Internal storage	256 GB PCIe NVMe SSD
Keyboard	HP Standard Keyboard, spill-resistant, Durakey keyboard, Backlit - Clickpad with multi-touch gesture support - For NFC

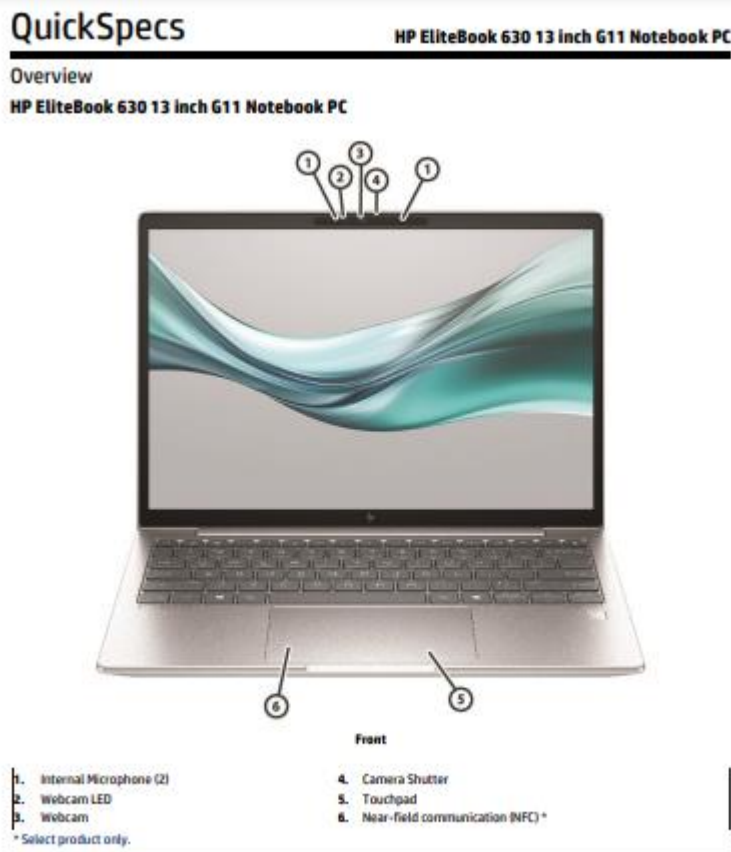
Wireless technology	Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card - vPro
HP mobile broadband	HP 4000 4G LTE Advanced Pro WWAN
Finger print reader	No Fingerprint Reader
AC adapter	65-watt AC Adapter, Straight USB-C connector, nPFC
Battery	3-cell, 56 WHr Long Life, Fast-Charge Battery (Internal and not replaceable by customer. Serviceable by warranty.)
Audio Features	Audio by Poly Studio, dual stereo speakers with discrete amplifiers, integrated dual array microphones
External I/O Ports	2 Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 HDMI 2.1; 1 stereo headphone/microphone combo jack; 1 RJ-45
Warranty	One-year limited warranty (1/1/0)
Weight	Starting at 2.9 lb

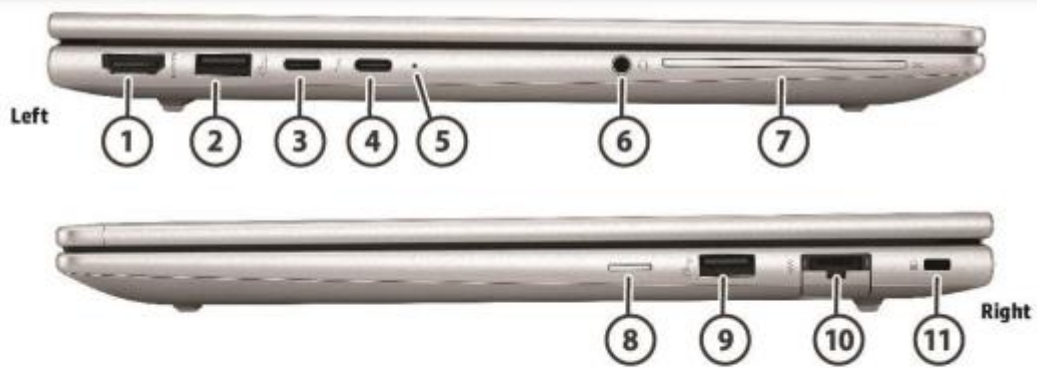
2.

HP EliteBook 630 13 inch G11 Notebook PC

For full specs

visit: <https://h20195.www2.hp.com/v2/GetDocument.aspx?docname=c08915792>





Sides

- | | |
|--|--|
| 1. HDMI 2.1 | 8. Nano SIM card slot (Optional) |
| 2. Super Speed USB Type-A 5Gbps signaling rate Power charging | 9. Super Speed USB Type-A 5Gbps signaling rate Data only |
| 3. Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™2.1) | 10. RJ45 Ethernet port |
| 4. Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™2.1) | 11. Security lock slot (Integrated) |
| 5. Power Indicator LED | |
| 6. Headphone/mic combo jack | |
| 7. Smart Card Reader (Optional) | |

Display:

33.8 cm (13.3") diagonal, WUXGA (1920 x 1200), Bent, LCD, UWVA, anti-glare, WLED + Low Blue Light, 400 nits, low power, sRGB 100% 8,9

GRAPHICS:

Integrated Intel® Graphics

Touch

33.8 cm (13.3") diagonal, WUXGA (1920 x 1200), Bent, LCD, touch, UWVA, anti-glare, WLED, 300 nits, NTSC 45%^{8,9,11}

Display Size (Diagonal)

33.8 cm (13.3")

Screen to Body Ratio

86.90%

Aspect Ratio

16.10

Max Hinge Open Angle

177±3°

8. HD content required to view HD images.

9. Resolutions are dependent upon monitor capability, and resolution and color depth settings.

10. HP Sure View Reflect integrated privacy screen is an optional feature that must be configured at purchase and is designed to function in landscape orientation.

AUDIO/MULTIMEDIA

Audio

Audio by Poly Studio
 2 Integrated stereo speakers
 2 Integrated dual array microphones

Speaker Power

2W/4ohm per speaker

Camera

SMP+Infrared camera ¹⁹
 FHD camera ¹⁹

Sensors

Ambient Light Sensor ²⁰
 Hall Effect Sensor
 Thermal Sensor
 HP Tamper Lock

19. Sold separately or as an optional feature.

20. Select product only (Privacy panel SKU)

NETWORKING/COMMUNICATIONS

Ethernet

Intel® I219-LM GbE, vPro® ¹⁴
 Intel® I219-V GbE, non-vPro® ¹⁴

WLAN

Intel® AX211 Wi-Fi 6E Bluetooth® 5.3 wireless card vPro WLAN ¹⁵
 Intel® AX211 Wi-Fi 6E Bluetooth® 5.3 wireless card WLAN ¹⁵

WWAN

HP 4G LTE-A Pro Cat16 WWAN eSIM ¹⁶

LPWAN

Qualcomm® 9205 LTE-M (CAT-M1 fSVC)¹⁷

NFC

NFC Mirage WNC XRAV-1

Miracast

Native Miracast Support ¹⁸

KEYBOARDS/POINTING DEVICES/BUTTONS & FUNCTION KEYS**Keyboard**

HP Standard Keyboard, spill-resistant, backlit, Durakey keyboard. ²¹

HP Standard Keyboard, spill-resistant, Privacy, backlit, Durakey keyboard. ²¹

HP Standard Keyboard, spill-resistant keyboard.

Pointing Device

Clickpad with multi-touch gesture support

Microsoft Precision Touchpad Default Gestures Support

Multi-touch gesture support

Function Keys

ESC: System Information

F1 - Display Switching

F2 - Blank or SureView On/Off

F3 - Brightness Down

F4 - Brightness Up

F5 - Blank or Backlit Toggle

F6 - Audio Mute

F7 - Volume Down

F8 - Volume Up

F9 - Mic Mute

F10 - Play and Pause

F11 - HPX key

F12 - Home key

Security FeaturesSecured-Core PC Enable ⁴⁰

Windows Hello Enhanced Sign-In Security (ESS)

HP Wolf Security for Business which includes:⁴¹HP Sure Admin ⁴²HP Sure Click ⁴³HP Sure Recover ⁴⁴HP Sure Run ⁴⁵

HP Sure Sense

HP Sure Start ⁴⁶

HP Tamper Lock

Security TPM

Model: STM ST33KTPM2X32CKE2

TCG TPM 2.0

Version: 1.769

FIPS 140-2 Compliant: Yes

Model: Nuvoton NPCT760HABYX

TCG TPM 2.0

Version: 7.2.3.1

FIPS 140-2 Compliant: Yes

BIOSAbsolute Persistence Module ⁴⁷

BIOS Update via Network

HP BIOSphere Gen6 ⁴⁸

HP DriveLock & Automatic DriveLock

HP Fingerprint Sensor ⁴⁹HP Secure Erase ⁵⁰

HP Wake on WLAN

SOFTWARE AND SECURITY**Software**Adobe Offer ²³

Bing Search for IE11

Buy Microsoft Office (Sold separately)

HP Connection Optimizer

HP Easy Clean²⁴

HP Easy Clean Keyboard Driver

HP Hotkey Support

HP Mac Address Manager

HP Notifications

HP PC Hardware Diagnostics UEFI

HP PC Hardware Diagnostics Windows

HP Power Manager with Battery Health Manager²⁵

HP Privacy Settings

HP Services Scan ²⁶HP Smart Support²⁷HP Support Assistant ²⁸

HSA Fusion for Commercial

HSA Telemetry for Commercial

Miro Offer ²⁹myHP³⁰Poly Lens³¹**Manageability Features**HP Client Catalog (download) ³²HP Client Management Script Library (download) ³³HP Cloud Recovery ³⁴HP Connect for Microsoft Endpoint Manager ³⁵HP Driver Packs (download) ³⁶HP Image Assistant (download) ³⁷HP Manageability Integration Kit (download) ³⁸HP Patch Assistant (download) ³⁹

WEIGHTS & DIMENSIONS

Product Weight

Starting at 1.31 kg / 2.90 lb with 56Whr battery

Starting at 1.29Kg/ 2.86 lb with 48Whr battery

400nits LP LBL [LG 133WU /FHD Camera/U15/ 48.8whr Bat/ WLAN Only/ N-Backlit KB/ Non-FPS/ Non-Smartcard/ Non-NFC/ One DIMM/ SSD2280/ Plastic D Cover. Weight will vary by configuration. Does not include power adapter. ⁵⁶

Product Dimensions (W x D x H)

303.1 mm (W) x 215.1 mm (D) x 10.9mm (front) / 17.0 mm (rear)

11.93 in x 8.47 in x 0.43 in (front) / 0.67 in (rear)

Maximum height 19.9mm (Plastic); 20.9mm (Metal)

Pallet Dimensions (W x D x H)

12" to 15" boxes (305mm height): 1200mm x 1000mm x 1080mm⁵⁷

PORTS/SLOTS

Left Side

2 Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™2.1) ⁵⁸

1 Super Speed USB Type-A 5Gbps signaling rate Power charging

1 HDMI 2.1 ⁵⁹

1 Headphone/mic combo jack

1 Smart Card Reader (Optional)

Right side

1 Super Speed USB Type-A 5Gbps signaling rate Data only

1 RJ45 Ethernet port

1 Nano SIM card slot (Optional)

1 Security lock slot (Integrated)

POWER

Power Supply

HP Standard 65W USB Type-C® adapter ⁵¹

HP Standard 65W USB Type-C® Halogen Free adapter ⁵¹

Battery

HP Long Life 3 cell 56Whr Polymer ^{52,53}

HP Long Life 3 cell 48Whr Polymer ^{52,53}

Battery Recharge Time

Supports battery HP Fast Charge: approximately 50% in 30 minutes ⁵⁴

Power Cord

3-wire plug - 1m ⁵¹

Battery Life

Battery life Up to 14 hours and 40 minutes with 56whr battery (HP Long Life 3-Cell, 56 Whr Polymer, UMA graphic, Intel Ultra 7 U15, Display set to 250 nits display (on a 400-nit display), 2*8GB DDR5 memory, 256 GB SSD) Up to 13 hours and 10 minutes with 48whr battery (HP Long Life 3-Cell, 48 Whr Polymer, UMA graphic, Intel Ultra 7 U15, Display set to 250 nits display (on a 400-nit display), 2*8GB DDR5 memory, 256 GB SSD) ⁵⁵

3. Business Style Laptop Bag 14 inches x 8

(Messenger Computer Bag Business Travel Shoulder Briefcases Crossbody Laptop Bag)



4. Tower Desktop PC x 3

Tower Desktop PC (system Unit only)

14 Generation Intel® Core™ i3-13100 4C 3.4 GHz 3200MHz 60w processor
16GB DDR4 Ram, Windows 11pro 64bit, keyboard + Mouse

Processor family	14th Generation Intel® Core™ i3 processor
Processor	Intel® Core™ i3 (up to 4.3 GHz with Intel® Turbo Boost Technology,)
Chipset	Intel® H670
Graphics	Integrated, Intel® UHD Graphics 730
Memory	16 GB DDR4 x 1
Memory Slots	2 DIMM
Wireless	Realtek RTL8822CE 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 wireless card
Audio	Realtek ALC3867 codec, universal audio jack with CTIA headset support, audio line-out rear ports (3.5 mm), multi-streaming capable
Expansion slots	2 M.2; 1 PCIe 3 x1; 1 PCIe 4 x16 ^{4 5 6} (1 M.2 slot for WLAN and 1 M.2 2242/2280 slot for storage.)
Ports	Front 4 USB Type-A 5Gbps signaling rate; 1 headphone/microphone combo Rear 4 USB 2.0 Type-A; 1 HDMI; 1 RJ-45; 1 VGA; 1 power connector; 1 line in; 1 line out; 1 Serial (optional)

Internal drive bays	Two 3.5" HDD
Optical drive	HP 9.5 mm Slim DVD-Writer
Power	180 W external power adapter, up to 90% efficiency, active PFC ^[7]
Security management	Padlock loop; Trusted Platform Module (TPM) 2.0; Integrated accessories cable lock; Slim cable lock ^[8, 9, 10]
Sustainable impact specifications	15% post-consumer recycled plastic; 80 Plus® Gold power supplies available ^[11]
Manufacturer Warranty	1 year (1/1/1) limited warranty includes 1 year of parts, labor and on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.

5. **Monitor x7 27" Conferencing Monitor**

68.47cm(27inch) build in speaker & webcam, 1 x HDMI,, 1x LAN, USB ports etc

Specs link: https://www.dell.com/en-us/shop/dell-27-video-conferencing-monitor-p2724deb/apd/210-bgmf/monitors-monitor-accessories#techspecs_section

Or

<https://www.hp.com/us-en/shop/pdp/hp-e27m-g4-qhd-usb-c-conferencing-monitor#techSpecs>



Tech Specs

Technical Information

Diagonal Viewing Size	27"	Panel Type	In-Plane Switching (IPS) technology	Viewing Angles	178° vertical / 178°horizontal
Display Screen Coating	Anti-glare treatment of front polarizer (3H) hard-coating	Maximum Preset Resolution	QHD (2560 x 1440) at 60 Hz	Aspect Ratio	16:9
Pixel Pitch	0.2331 mm x 0.2331 mm	Pixel Per Inch (PPI)	109	Brightness	350 cd/m ² (typ)
Contrast Ratio	1,000:1 (typical)	Backlight Technology	LED	Response Time	5ms gray to gray (fast) 8ms gray to gray (normal)

Contact Us

Color Gamut	Color Depth	Low Blue Light
99% sRGB	Up to 16.7 million	Yes, TÜV-certified ComfortView Plus
Flicker-free	Interfaces	Adjustability
Yes, TÜV-certified Flicker-free	<ul style="list-style-type: none"> • 1x HDMI (HDCP 1.4) • 1x DP 1.4 (HDCP 1.4) • 1x DP-out with MST • 1x RJ45 • 1x 3.5mm combo headphone with microphone jack • 1x USB 3.2 Gen1 Type-C (Alt mode with DP 1.4 upstream, up to 90W power delivery) • 1x USB 3.2 Gen1 Type-B upstream • 2x USB 3.2 Gen1 Type-A downstream • 1x USB 3.2 Gen1 Type-C downstream with up to 15W power delivery 	Height, tilt, swivel, and pivot
		Contact Us

Alternative

Display type	IPS; LCD
Display features	On-screen controls; Anti-glare; Height Adjust/Tilt/Swivel/Pivot; Integrated speakers; Webcam; HP Eye Ease
Onscreen controls	Exit; Information; Management; Power control; Input control; Menu control; Brightness+; Image; Color
Native resolution	QHD (2560 x 1440)[1,8]
Resolutions supported	640 x 480; 720 x 400; 800 x 600; 1024 x 768; 1280 x 720; 1280 x 800; 1280 x 1024; 1440 x 900; 1600 x 900; 1600 x 1200; 1680 x 1050; 1920 x 1080; 1920 x 1200; 2560 x 1400; 2560 x 1440
Contrast ratio	1000:1

Brightness	300 nits
Pixel pitch	0.2331 mm x 0.2331 mm
Response time	5ms GtG (with overdrive)
DisplayPort™	1 DisplayPort™ 1.2 1 DisplayPort™ 1.2-out
Audio Port	1 x 3.5 mm Audio Jack (Audio In/Out Combo)
HDMI Port	1 HDMI 1.4
USB A	4 SuperSpeed USB Type-A 5Gbps signaling rate
USB Type-C® Video Input	1 SuperSpeed USB Type-C® 5Gbps signaling rate (up to 65W USB Power Delivery, Alt Mode DisplayPort™ 1.2)
Ethernet Port	1 RJ-45 (10/100/1000 Mbps)
HDCP	Yes, DisplayPort™ and HDMI
Sustainability Impact	Low Halogen; Outside box and corrugated cushions are 100% sustainably sourced and recyclable; Contains Ocean-Bound plastic
Energy efficiency	EPEAT® Gold
Webcam	Yes, 5MP
VESA Mounting	100 mm x 100 mm
Power supply	100 - 240 VAC 50/60 Hz
Dimensions (W X D X H)	24.13 x 1.85 x 15.61 in
Weight	18.78 lb
Warranty	3 year (3/3/0) limited warranty includes 3 years of parts and labor. No on-site repair. Terms and conditions vary by country. Certain restrictions and exclusions apply.
What's In the box	Monitor; Warranty card; Product notice; Quick Setup Poster; 1 USB Type-C® to Type-C cable; AC power cord

6. Tower Desktop PC x 2

Tech Specs & Customization

14th Generation Intel® Core™ i7-14700)

16 GB DDR4-3200 PC4 SO-DIMM memory (1 DIMM)
 512 GB PCIe 2230 NVMe SSD, NVIDIA GeForce RTX 4060 8GB
 Windows 11pro 64bit, keyboard + Mouse

Operating System	Windows 11 Pro
CPU Model	Core i7
CPU Speed	5.6 GHz
Graphics Card	Dedicated
Graphics	NVIDIA GeForce RTX 4060 Ti
Memory Storage Capacity	512 SSD
Specific Uses For	Business
Personal computer design type	Computer Tower
Ram Memory	16 GB x 1

- Intel Core i7-14700K at 3.40GHz with TURBO BOOST to 5.60GHz (EXTREME-power processor)
- 16 GB of RAM (ULTRA performance)
- 512 GB SSD drive; Windows 11 Pro
- NVIDIA GeForce RTX 4060 Ti Graphics Card with 8 GB GDDR6 dedicated memory & boosting up to a MASSIVE 24GB total video RAM
- Realtek Wi-Fi 6 (2x2) and Bluetooth 5.3, Ethernet RJ45, 1 x USB Type-C 5Gbps, 2 x USB Type-A 10Gbps, 2 x USB Type-A 5Gbps, 4 x USB 2.0 Type A

7.

All-in-one color laser printer (scan, copy, print, fax) x 5

Technical specifications

Number of user	1-5 Users
Functions	Print, copy, scan and wireless
Print	
Technology	Laser
Duplex print options	Manual (driver support provided)
Speed ¹	Black (normal, A4): Up to 18 ppm; Colour (normal, A4): Up to 4 ppm
First page out ²	Black (A4, ready): As fast as 12.4 seconds
Resolution	Black (best): Up to 600 x 600 dpi; Black (normal): Up to 600 x 600 dpi; Colour (best): Up to 600 x 600 dpi; Colour (normal): Up to 600 x 600 dpi
Cartridges number	4 (1 each black, cyan, magenta, yellow)
Standard print languages	SPL
Scan	
Type	Flatbed
Technology	Contact Image Sensor (CIS)
Scan to	PDF
Resolution	Hardware: Up to 4800 x 4800 dpi; Optical: Up to 600 x 600 dpi; Enhanced: Up to 19,200 dpi
Max scanning size	Flatbed: 216 x 297 mm
Grayscale levels	256
Bit depth	10-bit (colour)
File format	PDF, JPG, TIFF
Input modes	Front-panel scan, copy, HP MFP scan software, user application via TWAIN or WIA
Scanner advanced features	Scan to WSD (network support only); Book Scanning; Poster Stitching for multiple scan; Text Converting; Scan to E-Book; Existing File to E-Book
Twain version	Version 1.9
Copy	
Speed ³	Black (normal, A4): Up to 18 cpm; Colour (normal, A4): Up to 4 cpm
First copy out	Black (A4): As fast as 12.6 seconds; Colour (A4): As fast as 32.1 seconds
Max copies	Up to 999 copies
Copier reduce/enlarge	25 to 400%
Copier setting	Copies; Original Size; Reduce/Enlarge; Darkness; Original Type; Collation; 2-Up; 4-Up; ID Copy; Adjust Background; Auto Fit Copy; Colour Mode
Copier smart software features	Automatic adjusting background; Extended layout (2-up, 4-up, ID copy); expanded contrast adjustments (11 different settings); Scale from one paper size to another (Letter>A4, AutoFit)
Display	2-Line LCD
Control panel	2-Line LCD; 13 Buttons (Power, Cancel, Start (Mono/Colour), Navigation (Menu, OK, Back, Left, Right), ID Copy, Contrast, Scan to, Wireless); LED indicator lights (Power, Status, Wireless)
Duty cycle⁴	Up to 20,000 pages
Recommended monthly page volume⁵	100 to 500 pages
Connectivity	
Connectivity (standard)	Hi-speed USB 2.0 port, Fast Ethernet 10/100Base-Tx network port, Wireless 802.11 b/g/n
Network capabilities	Via built-in 10/100 Base-TX networking
Wireless capability	Yes, built-in Wi-Fi 802.11 b/g/n
Mobile printing capability ⁶	Apple AirPrint™; Mobile Apps; Google Cloud Print™; Wi-Fi® Direct Printing; Mopria™ Certified
Supported network protocols	Via built-in networking solution: TCP/IP, IPv4, IPv6; print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), WSD; discovery: SLP, Bonjour, WS-Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Stateful via DHCPv6); management: SNMPv1/v2/v3, HTTP
Security management	Password-protected network embedded Web server; enable/disable Network ports; SNMPv1 community password change; SNMPV2&V3; IPSec; Filtering : MAC, IPv4, IPv6
Media	
Paper handling	Input: 150-sheet input tray; Output: 50-sheet output bin
Type	Plain, Light, Heavy, Extra Heavy, Coloured, Preprinted, Recycle, Labels, Bond, Glossy
Weight (Supported)	60 to 220 g/m ²
Sizes (Supported)	Tray1: A4; A5; A6; B5 (JIS); Oficio 216 x 340, 76 x 148.5 to 216 x 356 mm
Processor speed	800 MHz
Memory	Standard/Maximum: 128 MB

Compatible operating systems	Windows®: 7 (32/64 bit), 2008 Server R2, 8 (32/64 bit), 8.1 (32/64 bit), 10 (32/64 bit), 2012 Server, 2016 Server
Minimum system requirements	PC: Windows 7 or newer, Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher, 1 GB RAM, 16 GB HDD
Environmental	
Acoustic	Acoustic power emissions (active, printing): 6.5 B(A) (printing at with Mono mode); 6.1 B(A) (printing at with Colour mode); Acoustic power emissions (active scan): 6.2 B(A) (Scanning at 18 ipm with ADF only)
Operating environment	Operating temperature range: 10 to 30° C; Recommended operating temperature: 15 to 27° C; Operating humidity range: 10 to 80% RH (non-condensing); Recommended operating humidity range: 20 to 70% RH (non-condensing); Storage temperature range: -20 to 40° C
Energy savings feature technology	HP Auto-Off Technology; Power save
Power specifications	Power supply type: Internal (Built-in) power supply; Power supply required: 110-volt input voltage: 110 to 127 VAC, 50/60 Hz and 220-volt input voltage: 220 to 240 VAC, 50/60 Hz; Power consumption: ⁷ 300 watts (Active Printing), 38 watts (Ready), 1.9 watts (Sleep), 0.2 watts (Manual off); 0.2 watts (Auto off/Manual on); Typical Electricity Consumption (TEC): ⁸ 0.876 kWh/Week (BA), 1.093 kWh/Week (ES)
Warranty features	One-year limited hardware warranty; For more info please visit us at support.hp.com
Dimension ⁹	406 x 363 x 288.7 mm
Weight ¹⁰	12.94 kg

8. All-in-1 wide format Color laser printer x 2 (print A4-A3)

Say hello to the wide format professional colour inkjet printer for your growing business from the World's #1 Printer Company, paired with the easiest-to-use print app. Print and scan up to A3 with extra performance features.^{1,2}

Technical specifications

Functions	Print, copy, scan
Print technology	HP Thermal Inkjet
Print speed	Black (A4, ISO): Up to 22 ppm; Colour (A4, ISO): Up to 18 ppm; Draft black (A4): Up to 34 ppm; Draft colour (A4): Up to 34 ppm
First page out	Black (A4, ready): As fast as 12 sec; Colour (A4, ready): As fast as 13 sec
Print resolution	Black (best): Up to 1200 x 1200 rendered dpi; Colour (best): Up to 4800 by 1200 optimized dpi on HP Advance Photo Paper 1200 by 1200 dpi input
Monthly duty cycle	Up to 30,000 pages A4; Recommended monthly page volume: 250 to 1500
Printer smart software features	Color mode: Color/Grayscale using black only/Grayscale using CMYK black, Two-sided Printing: none/Flip on long edge/Flip on short edge, Pages per sheet: 1,2,4,6,9,16, Pages per sheet Layout: Right then Down/Down then Right/Left then Down/Down then Left, Page Borders: On/Off, Print Quality: Normal/Draft/Best/Maximum dpi, Copy count, Collate, Orientation: Portrait/Landscape, Paper Size, Paper Source, Media Type, Booklet printing: Off/Left Binding/Right Binding, Watermarks, Page order: Front to Back/Back to Front, HP EasyColor: Off/Conservative/Automatic, Borderless printing: Off/On, Presets
Standard print languages	HP PCL 3 GUI, HP PCL 3 Enhanced
Print area	Print margins: Top: 3.3 mm, Bottom: 3.3 mm, Left: 3.3 mm, Right: 3.3 mm; Maximum print area: 297 x 431.8 mm
Borderless printing	Yes (up to A3/11 x 17-in)
Number of supplies	4 (1 each black, cyan, magenta, yellow)
Multitasking supported	Yes
Duplex printing	Automatic
Copy speed	Black (A4, ISO): Up to 18 cpm; Colour (A4, ISO): Up to 13 cpm
Copier specifications	Copier settings: Copies; Size; Quality; Tray Selection; Lighter/Darker; Paper size; Resize; Paper Type; Two-sided; ID Copy, Collate; binding Margin; Enhancement; Crop; Copy preview; Maximum number of copies: Up to 99 copies; Copy resolution: Up to 600 dpi; Reduce/Enlarge: 25 to 400%
Scan speed	Normal (A4): Up to 8/6 ipm (B&W/Color 200 ppi); Duplex (A4): Up to 14/11 ipm (B&W/Color 200 ppi)
Scan file format	Scan File Type supported by Software: Bitmap (.bmp), JPEG (.jpg), PDF (.pdf), PNG (.png), Rich Text (.rtf), Searchable PDF (.pdf), Text (.txt), TIFF (.tif)

Scanner specifications	Scanner type: Flatbed, ADF; Scan input modes: Front-panel scan, copy or from software; Twain version: Version 2.4; Scan size maximum (flatbed): 297 x 432 mm; Scan size maximum (ADF,metric): 216 x 356mm; Optical scan resolution: Up to 1200 dpi
Scanner advanced features	Smart Task Shortcuts; Scan to Cloud destinations: Dropbox, Google Drive, OneDrive; OCR (Optical Character Recognition); Auto Correct; Smart File Naming; Save as Text File
Scannable area	Maximum media size (flatbed): 297 x 432 mm; Maximum media size (ADF): 216 x 356mm
Bit depth/ Grey scale levels	24-bit / 256
Digital sending	Standard: Scan to PC; Scan to Memory Device; Scan to email
Fax	Not Supported
Processor speed	1.2 GHz
Connectivity	Standard: 1 Ethernet; 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.11 a/b/g/n/ac (dual band)
Wireless	Yes, with built-in dual-band Wi-Fi 802.11 a/b/g/n/ac and a self-heal solution
Mobile printing capability	Chrome OS; HP Smart app; Apple AirPrint™; Mobile Apps; Wi-Fi® Direct Printing; Mopria™ Certified
Network capabilities	Yes, via built-in Ethernet; Wireless 802.11 a/b/g/n/ac
Hard disk	Not Supported
Memory	Standard: 512 MB
Number of paper trays	Standard: 2
Media types	Plain; HP EcoFFICIENT; HP Premium Presentation Matte 120g; HP Tri-fold Brochure Glossy 180g; HP Brochure Matte 180g; HP Brochure Glossy 180g; HP Advanced Photo Papers; Light 60-74g
Media size	Custom (metric): Tray 1: 76 x 127 to 297 x 420 mm; Tray 2: 210 x 297 to 297 x 420 mm Supported (metric): A4; A5; A6; B5 (JIS); Envelope (DL, C5, C6, Chou #3, Chou #4); Card (Hagaki); A3

9.

Shredder x 1

Small Office/Home Office Shredder



AUTO REVERSE
Advanced Jam Prevention
Stops and reverses paper if a jam occurs



SAFESENSE TECHNOLOGY
Superior Safety
Stops shredding when hands touch the paper opening




SILENT SHRED
Ultra-Quiet
Offers ultra-quiet performance for shared workspaces.



SLEEP MODE
Energy Efficient
Energy saving feature shuts down the shredder after 2 minutes of inactivity



Specifications:

Model No.	g2Cs
Mfr. No.	1719201
Sheet Capacity	18 Sheets
Cut Type	Cross-Cut
Security Level	P-4
Cut Size	5/32" x 1 1/2"
Usage	Personal
Run Time (min)	30 on / 50 off
Bin Capacity	7 Gallons
Bin Type	Pull-Out
Throat Width	9"
Dimensions	22.5" H x 14.9" W x 11.1" D
Also Shreds	
Warranty	2-year product and service; lifetime on cutters

THE WORLD'S TOUGHEST SHREDDERS®

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/OSHTC-12/2022/2023**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
SECTION A			
1	EliteBook 630 G11 13.3inch G11 Notebook PC with Intel® Core™ Ultra 5 processor 135U, Integrated Intel® Graphics, vPro® Enterprise, and WWAN - 900X6AV, 8 GB RAM, 256GB PCIe NVMe SSD		
2	EliteBook 630 G11 13.3inch G11 Notebook PC Windows 11 pro, with Intel® Core™ Ultra7 processor 135U, 512 GB PCIe® NVMe™ SSD Value 12 , Integrated Intel® Graphics, vPro® Enterprise, and WWAN - 900X6AV, 16GB DDR5-5600 (1 x 16 GB) MT/s RAM 13		
3	Business style Laptop bag 14" Messenger Computer Bag Business Travel Shoulder Briefcases Crossbody Laptop Bag, Grey Colour		
4	Tower Desktop PC (system Unit only) 14 Generation Intel® Core™ i3 processor 16GB DDR4 Ram, Windows 11pro 64bit, keyboard + Mouse		
5	27" Conferencing Monitor		
6	Tower Desktop pro PC (system Unit only) 14th Generation Core™ i7 processor 16 GB Ram, 512 GB PCIe 2230 NVMe SSD, NVIDIA GeForce RTX 4060 8GB Windows 11pro 64bit, keyboard + Mouse		
7	All-in-one Color Laser Printer (print, scan, copy)		
8	4-in-1 A3 Color laser printer		
9	Shredder Machine		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity *www.oshtc.na* except where modified by the Special Conditions below.

SECTION VII: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/OSHTC-12/2024/2025

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Oshakati Town Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Oshakati Town Council Civic Centre
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>Oshakati Town Council, Procurement Management Unit Sam Nuyoma Drive, Private Bag 5530 ,Oshakati Att: Anna-Liisa Korea Head of Procurement +264 65 229500/535/536 procurementunit@oshtc.na +264 65 229500/535/536</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
Disputes GCC 10.2	No adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with arising out of the contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within Thirty (30) working days after receiving the purchase order. The documents to be furnished by the Supplier are: (a) signed delivery note. (b) Tax invoice showing the goods' description, quantity, unit price, and total amount.
Price Adjustment GCC 15.1	The price charge for the goods supplied and related services performed shall not be adjustable
Terms of Payment GCC 16.1	Full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than 30 days (30) after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) The payment-delay period after which the Purchaser shall pay interest to the Supplier shall be 60 days. iii) The interest rate to be applied in the case of late payments is the Prime Rate of Commercial banks in Namibia as stated on the website of the Bank of Namibia
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than following completion date. N/A

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	<p>All packages, cases, crates, etc. are to be marked with Supplier's name and the applicable contract/agreement/PO number. Labelling of the packing cases must be in the English language for easy identification of the Goods.</p> <p>The Supplier shall package and deliver the Goods in packing cases for safe transportation, delivery, loading, offloading, and storage in accordance with internationally accepted standards such as those of IATA (International Air Transport Association)</p>
Insurance GCC 24.1	<p>The insurance coverage shall be as specified in the Incoterms. The Goods shall be delivered: DDP to the Oshakati Town Council Civic Centre.</p>
Transportation GCC 25	<p>Responsibility for transportation of the Goods shall be as specified in the Incoterms. The goods must be delivered DDP Oshakati Town Council</p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be conducted by: Mr. Timoteus Amunyela</p> <ul style="list-style-type: none"> • Visual inspection to ensure compliance specification and size.
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at: Oshakati Town Council Civic Centre.</p>
Liquidated Damages GCC 27.1	<p>Liquidated damages for the whole contract are N/A</p>
Warranty GCC 28.3	<p>The period of warranty shall be as per manufacturer's standard warranty;</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Oshakati Town Council.</p>
Repair and Replacement GCC 28.5	<p>The supplier shall repair/ replace the defective good or parts therefore within Seven (7) working days.</p> <p>All defects to the goods shall be repaired/replaced at the cost of the suppliers.</p>

EVALUATION CRITERIA

MANDATORY DOCUMENTS		Yes	No
Section A	Company Documentations		
	1. Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths,);		
	2. Certified copies of the shareholders/ members identification documents.		
	3. Original or certified copy of a valid good Standing Tax Certificate or the equivalent in the bidder's area of jurisdiction (certified by i.e. police, commissioner of oaths, (Valid at the deadline of submission of bid) ;		
	4. Original or certified copy of a valid good Standing Social Security Certificate (applicable to Namibian registered companies only) (certified by i.e. police, commissioner of oaths); (Valid at the deadline of submission of bid) ;		
	5. A certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; (Valid at the deadline of submission of bid) ;		
	6. A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid)		
BID FORMS		Yes	No
SECTION B	1. Bid Securing Declaration Form is Duly filled in, duly signed, dated and stamped by an Authorised person and no alterations or amendments has been made to the Bid Securing Declaration Form.		
	2. Bid Submission Form (Quotation Letter) is duly filled in, duly signed, and dated and clearly indicating the bid validity period of 90 days		
	3. Specifications and Compliance Sheet. duly filled in, duly signed, and dated		
	4. List of Goods and Price Schedule (duly filled in, duly signed, and dated		
	5. Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees) duly filled in, duly signed, dated and stamped.		
	6. Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
	7. Has the Original copy of the bid been typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder		

	8. Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be initialled.		
Section C	Technical Specification	Yes	No
	<p>a) Two (2) Customers' reference letters with contact details of same/similar goods supplied. The reference letters should contain the following information as a minimum:</p> <ul style="list-style-type: none"> • Client Name • Client contact details • The list of goods supplied • value of the items supplied <p>For the Reference Letter to be Authentic it must be signed and sealed by the client. It should be a certified Copy.</p> <p>d) Bidder must include a comprehensive company profile.</p>		

Table 4: Financial Evaluation

Oshakati Town Council shall select bid for award to the lowest arithmetically corrected evaluated, substantially, responsive bidder. However, the final award will be determined after the application of Margin of Preference as per **Section I (18)**.

(a) Margin of Preference

Excusive Preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacture	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
	Total	10%

1.1. The applicable margins of preference and their application methodology are as follows:

**A=MP x BP in which formula
100**

- (a) “A” represents the amount to be determined:
- (b) “MP” represents the total percentage of all margins of preferences granted in respect
- (c) “BP” represents the bid price.

Contract Agreement

THIS AGREEMENT made on the _____ day of _____ between _____ (hereinafter “**the Employer**”), of the one part, and _____ hereinafter “**the Contractor**”), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date

Annexure A: Declaration in Respect of Exclusive Preferences

1. Micro, Small and Medium/ Owned Enterprises Declaration/Youth Owned Enterprise Declaration/Previously Disadvantaged Person (PDP) owned enterprises Declaration in terms of Paragraph 9(3) and Annexure 6 of the Code of good practice.

I/We declare under oath that the company's total **equity owned by:**

- Namibian (MSME) is** (insert percentage)
- Namibian women is** (insert percentage)
- Namibian youth is** (insert percentage)
- Namibian PDPs is** (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

No.	Full Legal Name	Identification Number	Nationality	Gender	Age	PDP Category	%Share
Total Share							

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

NB: The following documents should be attached as supportive documentation.

- MSME – Certified copy of the SME registration Certificate

- Women owned Enterprises- IDs of all shareholders and Founding statement/company registration indicating ownership structure/shareholder certificate. In case of a Trust, Trust Deed indicating the beneficiary(s).
- Youth owned enterprise - IDs of all shareholders and Founding statement/company registration indicating ownership structure/shareholder certificate. In case of a Trust, Trust Deed indicating the beneficiary(s).
- Previously Disadvantaged Person owned enterprise -- IDs of all shareholders and Founding statement/company registration indicating ownership structure/shareholder certificate. In case of a Trust, Trust Deed indicating the beneficiary(s).

Signature of the bidder:

Owners Name:

Signature of Witness:

Full Name of witness:

2. Suppliers providing employment to Namibians Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company employs 50% or more Namibian citizens, and the following are all the names of the said employees:

No	Full Legal Name	Identification Number	Nationality	Occupation



Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Signature of the bidder:

Owners Name:

Signature of Witness: _____

Full Name of witness: _____



ENVELOP COVER

**SUPPLY AND DELIVERY OF COMPUTERS, & PRINTERS TO OSHAKATI TOWN COUNCIL
PROCUREMENT REF NO: G/RFQ/OSHTC-12/2024/2025**

DELIVERY ADDRESS FOR:
Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500

closing date: Friday, 07 MARCH 2025 @ 12h00

FROM:

COMPANY NAME: _____

CONTACT PERSON _____

P. O. BOX: _____

CONTACT NUMBER: _____

EMAIL: _____