



Republic of Namibia



## OFFICE OF THE AUDITOR-GENERAL

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WINDHOEK  
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Our Ref: G/RB/04-03/2025

Your Ref:

Enquiry: M. van der Berg

**31 March 2026**

### **NOTICE TO BIDDERS NOT SELECTED FOR AWARD IN TERMS OF (SECTION 55 (4) OF ACT NO.15 OF), REGULATION 38 (1)**

**Bid Reference No.: G/RB/04-03/2025 – Supply and Delivery of Toners/Cartridges for a period of 36 months**

Kindly note that **Namib Office Supplies** is the successful bidder for the award.

The price offered by the bidder is an amount of N\$ **56,300.76**

The criteria used to select the successful bidder is set out in the bid document reference number: **G/RB/04-03/2025**.

Kindly note that if you are not satisfied with the selection for the award made by the Office, you may make an application for the review of the selection within 7 working days of this notice, and in the absence of an application for review, the Accounting Officer will award the contract to the bidder selected for the award.

The period of 7 working days starts on **31 March 2026 and ends on 10 April 2026**.

**Ms. IMELDA HUMMEL**  
**ACTING DEPUTY AUDITOR-GENERAL**





# **Procurement Policy Unit**

**(Established under section 6 of the Public Procurement Act 2015)**

**Procurement Reference No: G/RB/04-03/2025**

**STANDARD FORM FOR**

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

**(Issued in terms of section 7 (1) (i) of the Public Procurement Act, 2015)**

**Office of the Auditor-General,  
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## Executive Summary of Bid Evaluation Report

Scope of Contract	Supply and Delivery of Toner Cartridge		
Procurement method used	National Bidding		
Procurement number	G/RB/04-03/2025		
Period	36 Months (3 years)		
Date of invitation of bids	30 January 2026		
Bid evaluation date	13 March 2026		
Closing date of submission of bids	26 February 2026		
Date and opening	26 February 2026		
Number of bids received	3		

  

No	Bidder name	Price	Responsive as per evaluation stage			Reasons why bidder is not responsive
			Qualifying criteria	Eligibility criteria	Price Evaluation and comparison	
1	Denu Stationers	51,57520	No	Not meet evaluation criteria	Not meet evaluation criteria	failed to provide the mandatory documents required for qualification criteria, which include certified ID documents, a banking confirmation letter, and fitness certificate
2	Namib Office Supplies	56,300.76	yes	yes	Considered	Responsive: Met all required criteria
3	Bravia Ink Technology Supplies	56,906.60	No	Not meet evaluation criteria	Not meet evaluation criteria	Failed to submit the required fitness certificate.

**1. METHODS OF EVALUATION AND SELECTION**

The bids were examined and evaluated in three (3) stages namely Qualifying Criteria, Eligibility Criteria, and Bid pricing Criteria. Through this method technical proposal of all were considered and selected accordingly.

**2. BEST EVALUATED BID**

Namib Office Supplies Cc with an amount of N\$ 56,300.76

**3. RECOMMENDATION**

The Bid evaluation committee recommended **NAMIB OFFICE SUPPLIES CC** as the most responsive bidder with an amount of N\$ 56,300.76 for a period of 36 months (3years).

They will be supplying and delivering Stationary to the Office of the Auditor-General