



Republic of Namibia

MINISTRY OF INDUSTRIES, MINES AND ENERGY
PROCUREMENT MANAGEMENT UNIT (PMU)

Request for Sealed Quotations for the Supply and Delivery of Scanners

Procurement Reference No: G/RFQ/15-28/26/27

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: **28 August 2026**

TIME: 10H00

Procurement Management Unit
Ministry of Industries, Mines and Energy
Head Office
6 Aviation Road
Windhoek Namibia

Tel: +264 61 284 8111 / 8235 / 8358

Fax: +264 61 235 632

Email: ProcurementManagement@mime.gov.na

Website: www.mme.gov.na



Republic of Namibia

MINISTRY OF INDUSTRIES, MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386
E-mail: info@mime.gov.na
Website: www.mme.gov.na

6 Aviation Road
Private Bag
13297
WINDHOEK

Letter of Invitation

To:

Procurement Reference Number: G/RFQ/15-28/26/27

17 August 2026

Dear Sir, Madam

Request for Sealed Quotations for the Supply and Delivery of EDRMS Scanners

The Ministry of Industries, Mines and Energy invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to ProcurementManagement@mime.gov.na.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



Head of Procurement Management Unit:
Mr. Nathaniel Musenge

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Ministry of Industries, Mines and Energy** 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 to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You 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, where applicable;
- (b) the List of Goods and Price Schedule in Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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.

3. Validity of Quotations

The quotation validity period shall be for **30 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- a) have a **valid certified copy** company Registration Certificate; **Certified by Namibian Police.**
- b) have an **original/certified copy** of a valid good Standing Tax Certificate; **Certified by Namibian Police**
- c) have an **original/certified copy** of a valid good Standing Social Security Certificate; **Certified by Namibian Police**
- d) have a **valid certified copy** of 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; **Certified by Namibian Police.**
- e) Complete and sign an **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, Remuneration Order, and Award,

where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

- f) Complete and submit signed **Bid-securing Declaration**.
- g) All pages of the bidding documents **must** be initialled.
- h) Complete the whole bidding document where required, Incomplete bidding document shall lead to automatic disqualification.

5. Bid Security/Bid Securing Declaration

Bidders are required to *subscribe to* a Bid Securing Declaration for this procurement process.

6. Delivery

Delivery shall be 7 after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Ministry of Industries, Mines and Energy with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at 6 Aviation Road, Ground Floor, Block F1; not later than **28 August 2026 at 10h00**. Quotations by post or hand delivered should reach 6 Aviation Road by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Ministry of Industries, Mines and Energy immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be provided on Bidder's request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price, mark-up (%) and delivery period of goods, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Ministry of Industries, Mines and Energy'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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibia Dollars.

13. Margin of Preference

- (a) The applicable margins of preference and their application methodology are as follows: The Margin of Preference is applicable to this request for this Bid is: **Preference will only be granted to bidders as per Government notice No.13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Public Procurement Act, 2015 and Public Procurement Act, 2015 as amended.** The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is **10%**. Kindly see the table below.

Margins of preferences when evaluating bids for Exclusive Preference

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	-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 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	- IDs of all shareholders

		- Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	-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 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens.	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
Total	10%	

- (b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: Applicable **Exclusive Preference**.

14. 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 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: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The Ministry of Industries, Mines and Energy shall after award of contract inform all unsuccessful bidders (on request) in writing of the name and address of the successful bidder and the contract amount. Furthermore, the Ministry of Industries, Mines and Energy shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

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: [name of Public Entity]	
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 *[insert number of 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	

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **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:

[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

[insert complete name of person signing the Bid Securing Declaration]

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

Dated on _____ day of _____, _____

[insert date of signing]

Corporate Seal (where appropriate)

[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.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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 No:.....

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

QUOTATION FOR: EDRMS Scanners

PROCUREMENT Ref No: **G/RFQ/15-28/26/27**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/month)	Country of Origin
1.	HP ScanJet Pro N4600 fwn1 Scanner	4							
NB: REFER TO ANNEXURE A ATTACHED FOR DETAILED SPECIFICATIONS (PAGES 13-15) NB: PLEASE SUBMIT A SEPARATE, DETAILED QUOTATION									
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Keynote: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/15-28/26/27**

[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	As stipulated in Section III		

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/15-28/26/27** on the website of the Ministry of Industries, Mines and Energy (www.mme.gov.na) except where modified by the Special Conditions below.

SECTION VI: 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/15-28/26/27**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from receipt of Purchase order/Award letter.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Mr. Nathaniel Musenge The Authorized Representative of the Service Provider is: N/A
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr. Nathaniel Musenge Head of Procurement Management Unit, 6 Aviation Road , Windhoek

GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
GCC 4.2 Contract Price	The amount payable is: Attached on quotation
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider once off 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/15-28/26/27

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Original Good Standing Tax Certificate		
Original Good Standing Social Security Certificate		
Certified copy of Affirmative Action Certificate or proof of Employment Equity		
Signed Bid Securing Declaration		
Signed undertaking in terms of labour act		
Copy of company registration certificate		

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.

Annexure A

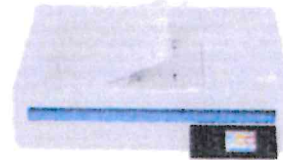
Datasheet | NA

HP ScanJet Pro N4600 fnw1 Scanner



Boost productivity for professional scanning tasks with the fast, reliable, network connected HP ScanJet Pro.

Boost productivity for professional scanning tasks with the fast, reliable, network connected HP ScanJet Pro, designed for scanning up to 6,000 pages daily. Automate workflows with shortcuts and fast, two-sided scanning from the auto document feeder.



Work-team Productivity.

- Scan up to 80 images (40 pages) per minute¹ with a 100-page, two-sided, single-pass auto document feeder.
- Optimize document workflows. Scan directly to e-mail, network folders, or a PC via Ethernet or WiFi connection.
- Don't wait for warm-up—Instant-on Technology lets you begin scanning quickly.²
- Place the scanner where the work happens. With a compact design that fits on the desktop.

Easy to use.

- Scan a variety of documents including books, magazines, and ID cards from the ADF or the Legal-size flatbed.
- Connect and scan directly to a storage device using the host USB plug.
- Simplify work processes with pre-configured workflows, and powerful editing tools from HP Scan Pro software.
- Scan directly to document applications using HP's full-featured WIA, ISIS and TWAIN support.

Workteam Reliability.

- Capture every page easily. HP EveryPage technology uses ultrasonic sensing to separate pages in the ADF.
- Designed for the productive workteam with high daily volumes of scanning up to 6,000 pages daily.
- Rely on automated scanning from the 100-page automatic document feeder with single-pass two-sided scanning.
- Get sharp, true-to-life scans of documents, graphics, and photos with up to 1200 dpi resolution.

Strong Security.

- Secure with genuine HP boot code signature validation that prevents booting if the code has been altered.
- Worry-free updates, validate and ensure any firmware updates are code-signed. Only authentic HP code is loaded.

Technical specifications

Scan	
Color scanning	Yes
Scan speed ²	ADF: Up to 40 ppm/80 ipm (b&w, gray and color, 300 dpi)
Scan type / Technology ²	ADF; CIS scanning technology; Flatbed / ADF; Flatbed; Contact Image Sensor (CIS)
Scan resolution	Hardware: Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, flatbed); Optical: Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed)
Scan file format	For text and image pages: PDF, JPEG, PNG, BMP, TIF, Text (TXT), Rich Text (RTF), SEARCHABLE PDF, PDF/A, Word (DOC), Word (DOCX), Excel (XLS), Excel (XLSX), CSV
Scan input modes	Scan front-panel function: Scan to Computer, Scan to E-mail, Scan to Network Folder, Scan to Share Folder, Scan to USB Drive and Everyday Scan. HP Scan in Win OS, HP Easy Scan/ICA in Mac OS and THIRD parties applications via TWAIN.
Scan Size	ADF: 8.5 x 211 in Maximum; 3.5 x 5.8 in Minimum; Flatbed: 8.5 x 14 in
Scanner advanced features	One pass duplex scanning; Multi-feed detection sensor; Configurable Scan shortcuts with HP Scan (included); OCR; Auto exposure; Auto threshold; Auto detect colour; Background smooth/removal; Auto detect size; Straighten content; Enhance content; Auto orient; Multicolour dropout; Edge erase; Blank page options: Delete Blank Page, Blank Page Detection Sensitivity, Zonal Blank Detect; Merge pages; Document separation options: Zonal Text Separation, Barcode Separation, Blank Page Separation (Front/Back/Both/Any side selection), Add Page Separator Manually; Auto Feed; Show Viewer After Scan and Post Scan Operations are: Mark the image for Deletion, Rotate option, Move Left/Right, Create/Delete New Selection, Save as Scan Area, Manual Window (Zoom, Crop, Rotate) ; Background Clean-up options: Clean-up Background, Remove: make white, Smooth: make consistent, Remove Holes, Multi-Streaming; Single zone Selection for Zonal OCR, Barcode and QR Code; PDF options: PDF Security Settings (Applicable for PDF and Searchable PDF), Password Security & Document Permission Settings, PDF - iHQC compression, File Size/Quality Slider; TIFF Compression Options: for Gray or Color: Uncompressed/LZW/Jpeg-TIFF, for BW: Uncompressed/LZW/TIFF G3/TIFF G4; File Name Options: Base Name, Date, Time, Document Counter, Barcode Value, Zonal Text, File name sequence Settings, If File name already exists Actions - Overwrite/Append Date Time Stamp/Prompt for File Name, Intelligent File Naming; Destinations options: Email (Mail Clients, Save Local Copy Option, Local or WWW), Folder, Save Folder path, Show Save as Dialog Box, After Saving the File(s) action, Printer/Fax, Plugins available if not already included: SMTP, SFTP, Box and Evernote, SharePoint, SharePoint365, Google Drive, Dropbox, OneDrive, One Drive for Business and more.; Enable Book Scan (Flatbed); Vertical Streak Removal/Detection; Multi Document Scanning; Enable Desktop Icons creation for Scan Profiles/Shortcuts; Shortcut Management; Create new Scan Shortcut, Delete Shortcut, Rename Shortcut, Shortcut Move Up/Down, Shortcut - Save/Undo, Restore Shortcut Defaults-Factory Settings, Import/Export Shortcut; retrieve shortcuts from Scanner without accessing the software on the PC. Configurable Scan shortcuts as standalone (using only the firmware of the scanner) without using the HP Scan Software: Scan to Computer, E-mail, Network Folder, SharePoint, Scan to USB Drive,
Duplex ADF scanning	Yes
ADF capacity	Standard, 100 sheets
Multi feed detection	Yes
Light source (scanning)	Light Emitting Diode (LED)
Output resolution dpi settings	75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi
Twain version	Version 2.4
Bit depth / Grayscale levels	24-bit (external), 48-bit (internal)/256
Digital sending standard features	Send to email (Store up to 50 e-mails); Send to network folder; Send to PC
Connectivity	
Standard connectivity	Ethernet 10/100/1000 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct
Memory	Standard: 512 MB
Processor speed	666 MHz /
Duty cycle (daily)	Recommended daily duty cycle: 6000 pages
Media types supported	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)
What's in the box	20G07A HP ScanJet Pro N4600 fww1 Scanner; Install guide; Supporting flyers; Cushions; USB cable; Power adapter; Power cords
Product dimensions	W x d x h: 21.1 x 12.8 x 5.2 in.; Maximum: 21.1 x 17.4 x 15.3 in
Product weight	13.4 lb
Warranty features	One-year limited hardware warranty, phone and Web support included. Warranty may vary by country as required by law. Go to http://www.hp.com/support to learn about HP world-class service and support options in your region.
Energy star certified	Yes
Ecolabels ¹	CECP; SEPA; IT ECO Declaration; EPEAT [®] Silver registered
Control panel	2.8-in (7.11-cm) Touchscreen, Buttons (Power, Back, Home, Help)
Display description	2.8-in (7.11-cm) Touchscreen
Software included	HP Scan Software, HP Scanner Device Driver, HP WIA scan driver, HP TWAIN scan driver, HP Scanner Tools Utility,
Compatible operating systems	Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Server; macOS 10.14 Mojave; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux
Minimum system requirements	PC: Microsoft [®] Windows [®] (11, 10, 8.1, 7; 32-bit and 64-bit, 2008 R2, 2012 R2, 2016, 2019); 2 GB available hard disk space; Internet connection; Microsoft [®] Internet Explorer or any browser; Mac: macOS Mojave 10.14, macOS Catalina 10.15 and macOS Big Sur 11.x; Internet required
Power	Power supply type: External power adapter; Power requirements: Input Voltage: 100 to 240 VAC; Power consumption: 17.4 watts (Active-Scanning), 7.5 watts (Ready), 1.9 watts (Sleep), 0.06 watts (Auto-Off), 0.06 watts (Manual-Off)
Acoustics	Acoustic power emissions: 7.0 B(A)
Operating environment	Operating temperature range: 10 to 35°C; Recommended operating temperature: 17.5 to 25°C; Storage temperature range: -40 to 60°C; Non-operating humidity range: 0 to 90% RH (non-condensing); Operating humidity range: 15 to 80% RH (non-condensing); Recommended humidity operating range: 30 to 70% RH
Accessories	- HP ScanJet B Roller Unit (618J9A, 100000 pages) - HP ScanJet A Separation Unit (4TBESA, 100000 pages)
HP Service and Support options	U35KDE HP 3 year Next Business Day Advanced Exchange Service for ScanJet Pro N4600; U35KHE HP 2 year Onsite Exchange Service for ScanJet Pro N4600; U35KJE HP 3 year Onsite Exchange Service for ScanJet Pro N4600; U34WZE HP 3 year Advanced Exchange Service for ScanJet Pro N4600; U34XDE HP 3 year Return to Depot Service for ScanJet Pro N4600; U34X1PE HP 1 year Post Warranty Next Business Day Advanced Exchange Service for ScanJet Pro N4600; U34X2PE HP 1 year Post Warranty Onsite Exchange Service for ScanJet Pro N4600; U34X3PE HP 1 year Post Warranty Advanced Exchange Service for ScanJet Pro N4600; U34X4PE HP 1 year Post Warranty Return to Depot Service for ScanJet Pro N4600; U3J72E HP Installation Service wireless/network Workgroup Scanner & Printer

Learn more at hp.com

¹ EPEAT[®] Silver registered where applicable. EPEAT registration varies by country. See <http://www.epeat.net> for registration status by country. ² Scan speeds of up to 40 ppm measured at 300 dpi (color) from automatic document feeder when scanning to digital file. Actual speeds may vary depending on scan resolution, network conditions, computer performance and application software. ³ 80 g/m² paper



