

Namibia Drydock & Ship Repair (Pty) Ltd (NAMDOCK), PO Box 2340, Walvis Bay, Republic of Namibia, hereby gives notice of the following request for proposal:

RFQ Number	2025_RFP_076
Description	ISO 14001:2015 Gap Analysis for Namdock's Shipyard Environmental Management System Implementation
Quantity	Annexure A
Closing Date and Time	07 July 2025 @17h00
Proposal Submission Address	procteam@namdock.com
Payment Term	NAMDOCK Standard payment term 30 days from Statement
Validity Period of Quote	90 days
Duration	2 months
Incoterm	

- a) This is an electronic request, and responses must be submitted to the e-mail address stated in the Proposal Submission Address before the Closing Date and Time.
- b) Submissions must include all information required in the scope of work/ drawings if applicable. The Company may reject a quote that does not satisfy these requirements.
- c) This Request for Proposal is accompanied by and comprises the following documents.
 - i. Annexure A: Scope of Work
 - ii. Annexure B: Experience
 - iii. Annexure C: Conflict of Interest Declaration
 - iv. Annexure D: Shareholder Declaration
- d) If any question or clarification is required, please contact the Procurement Coordinator in writing.
- e) The Company reserves its right to amend the whole or any part of this Request for Proposal at any time prior to the closing date.
- f) Please note that this is a Request for Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFP only. NAMDOCK may, at its sole discretion, accept or reject any proposal without furnishing reasons. Therefore, there is no obligation on NAMDOCK to accept the lowest or any bid. NAMDOCK may accept or reject any part of a proposal without being obliged to accept such a proposal in its entirety.

Contact Person for Enquiries and Clarifications:

	Procurement Coordinator
Name	Desiree Booysen
Title	Graduate Intern: Buyer
Telephone	+264 (0)64 218 6012
E-Mail	procteam@namdock.com

Annexure A

1. INTRODUCTION

Namibia Drydock and Ship Repair (NAMDOCK) invites qualified and reputable companies, firms, or certified ISO 14001 auditors/consultants to conduct a comprehensive Gap Analysis of the shipyard's existing Environmental Management System (EMS). The analysis should assess current EMS practices and operations against the requirements of ISO 14001:2015, with the aim of identifying areas of non-conformance and opportunities for improvement. The goal is to support NAMDOCK in aligning its EMS with ISO 14001 standards in preparation for certification.

2. FUNCTIONAL SPECIFICATIONS

Scope of Services

The Consultant shall perform the following services:

2.1. Pre-Assessment Review

- Review of the organisation's existing EMS-related documents, policies, legal compliance, and procedures.
- Initial interviews with key personnel to understand the current environmental practices and organisational structure.

2.2. Site Visit & Operational Evaluation

- Conduct an on-site inspection of facilities, workshops, waste management, hazardous material handling, and other relevant activities.
- Observe operational practices and evaluate the environmental aspects and impacts.
- Identify actual and potential non-conformities.

2.3. Gap Analysis Report

- Conduct a clause-by-clause assessment of the current EMS against ISO 14001:2015.
- Identify gaps and non-conformities.
- Provide a prioritised action plan with timelines to achieve compliance.
- Recommend practical and shipyard-specific improvement measures.

2.4. Presentation of Findings

- Present findings and recommendations to Namdock's senior management.
- To conduct a Question-and-Answer session and collect feedback.

3. Deliverables

The Consultant shall deliver the following:

1. Gap Analysis Report containing:

- Executive Summary
- Detailed Gap Assessment Matrix (ISO 14001:2015 clause-wise)
- Compliance level scoring
- Observations, risks, and improvement opportunities
- Action Plan with timelines

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2. **Presentation** of results and recommendations.
3. **Final Summary Report** (updated after the feedback from the presentation, if applicable).

4. Consultant Qualifications

To ensure technical competence, the Consultant must meet the following requirements:

4.1. Qualified ISO 14001 Auditor

- Must be a **certified ISO 14001:2015 Lead Auditor** from a recognised certification body.
- A copy of valid certification must be submitted with the proposal.

4.2. Relevant Experience

- Must have completed at least **three (3)** ISO 14001:2015 Gap Analyses for industrial facilities, preferably shipyards or heavy industry/marine sectors.
- Provide a list of client organisations, contact information, and a brief description of each project.

5. Timeline

The total duration of the project shall not exceed **6 weeks (2 months)**, with the following key milestones:

Activity	Duration	Deadline
Document Review	1 week	[Date]
Site Visit and Interviews	1 week	[Date]
Report Preparation	2 weeks	[Date]
Presentation and Final Report	2 weeks	[Date]

6. Proposal Submission Requirements

Interested consultants must submit:

1. Technical Proposal including methodology and understanding of scope
2. Auditor's ISO 14001 Certification (Lead Auditor)
3. List of Relevant Organisations/Projects with Contact Information
4. Timeline and Work Plan
5. Commercial Proposal (submitted separately). **Mixing the Technical and Commercial Proposals in one document will lead to disqualification.**

7. Consultant Requirements

7.1 Company Information

- i. Company registration documents

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- ii. Company profile
- iii. Certified copies of (ID) Identification of Shareholders/Members/Partners/Owners
- iv. Valid certificate of good standing from the Social Security Commission
- v. Valid certificate of good standing from NAMRA.
- vi. Valid affirmative action compliance certificate issued under section 41 of the Affirmative Action (Employment) Act No.29 of 1998, or an exemption issued under section 42; or a proof from the Employment Equity Commissioner that the bidder or consultant is not a relevant employer as defined by the Act.

8. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

No.	Features	Weight %
1.	Relevant experience and demonstrated expertise	15
2.	Auditor qualifications	5
3	Understanding of the scope and methodology	25
4.	Quality of deliverables and presentation	10
5	Cost	45
		100

9. TERMS AND CONDITIONS

9.1 NAMDOCK reserves the right to accept or reject any or all proposals.

9.2 All proposals must remain valid for 90 days from the submission deadline.

9.3 Confidentiality and non-disclosure agreements may be required.

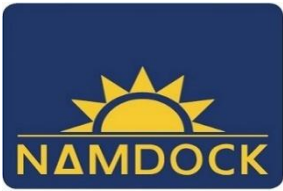
9.4 NAMDOCK standard terms and conditions will apply

Annexure B

LIST THE CLIENTS WHOM YOU PROVIDED WITH SIMILAR SERVICES DURING THE PAST 3 YEARS. THE SCOPE AND MAGNITUDE SUCCESSFULLY CARRIED OUT MUST BE SIMILAR TO THIS RFQ.

1. Outline of recent experience on assignments of similar nature:

Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed



Annexure C

CONFLICT OF INTEREST DECLARATION

All vendors seeking to do business with Namdock are required to complete this Declaration of Interest Form. The purpose is to disclose any actual, perceived or potential conflicts of interest that may exist between your entity and employees, board members, or representatives of Namdock.

Name (of person making the Declaration): _____

Position / title: _____

Name of Entity: _____

Declaration

I understand as my role as the potential service provider / consultant and herewith make this declaration in good faith. *Select one of the following two options:*

NO CONFLICT OF INTEREST

- ☐ I have no actual, potential or perceived conflict of interest in relation to any Namdock employees or board members.

CONFLICT OF INTEREST

- ☐ I have a conflict of interest.

1. Select the type of conflict of interest:

- ☐ **Actual:** This is an existing conflict of interest, for example: you have a close relative or working relationship with a current employee of Namdock.
- ☐ **Potential:** This is a conflict of interest that is about to happen or could happen, for example: you or a close relative or is in the process of being hired by or acquiring part of a partnership including a Joint venture with a Namdock employee or business of which a Namdock employee have ownership of.
- ☐ **Perceived:** This is a conflict of interest which might be reasonably perceived by others as compromising a person's objectivity, for example: you have a close personal friendship with an Namdock employee.

2. Describe the circumstances giving rise to the conflict of interest, including full names of the Namdock employee or board member that you or any of your senior staff members have with this Namdock employee/Board member:

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Certification and Signature

- (a) I hereby certify that the information provided above is complete and accurate to the best of my knowledge.
- (b) I further understand that failure to disclose a conflict of interest or providing false information may result in disqualification from the procurement process or termination of any existing contracts.
- (c) I understand that I must update this declaration if my circumstances change.

Signature:	
Date:	

Annexure D

Consultant declaration

Company Shareholding information Form:

List all people who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES in the business/ trust, who are involved in the management thereof and who exercise control over the business/ trust commensurate with their degree of ownership/interest.

(Whichever is/are applicable)

Note: Trust and Holding companies' name can be listed and directly under it the Beneficiary name and details.

Name of Shareholder	% Percentage Shares	Namibian (Yes/No)	Previously Disadvantaged Namibian (Yes/No)	Gender (Male / Female)	Non-Namibian Citizen(Yes/No) If non Namibian state Nationality	Percentage Shares owned by Woman and youth %