



## Request for Quotation – RFQ Document

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

<b>RFQ Number</b>	2024_RFQ_072
<b>Description</b>	Hydraulic Service at Shipyard (Including Vessel Repairs & Future Project)
<b>Quantity</b>	Annexure A
<b>Closing Date and Time</b>	7 July 2025 @17h00 EXTENDED TO 31 July 2025
<b>Quotation Submission Address</b>	<a href="#">Namdock website or</a> tenders@namdock.com
<b>Payment Term</b>	NAMDOCK Standard payment term 30 days from Statement
<b>Validity Period of Quote</b>	90 days
<b>Duration</b>	2 years
<b>Incoterm</b>	

- a) This is an electronic request, and responses must be submitted to the e-mail address stated in the Quotation 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 Quotation 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 Quotation at any time prior to the closing date.
- 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. NAMDOCK may at its sole discretion, accept or reject any quotation 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 quotation without being obliged to accept such quotation in its entirety.

### Contact Person for Enquiries and Clarifications:

	<b>Procurement Coordinator</b>
Name	Desiree Booysen
Title	Graduate Intern: Buyer
Telephone	+264 (0)64 218 6012
E-Mail	<a href="mailto:procteam@namdock.com">procteam@namdock.com</a>

## **Annexure A**

### **1. INTRODUCTION**

Namibia Drydock and Ship Repair (NAMDOCK) is inviting quotations from reputable and qualified service providers for Hydraulic maintenance and repair services for vessels and future projects. This Scope of Work (SOW) outlines the hydraulic services to be provided at the Shipyard at Walvis Bay. The service provider shall provide all labour, tools, equipment, consumables, and materials required to inspect, maintain, repair, install, test, and commission hydraulic systems as per applicable industry standards and client requirements.

### **2. SCOPE DETAILS**

#### **2.1 Hydraulic Services During Vessel Maintenance and Repairs**

Contractor shall perform the following services during dry-docking or afloat repairs:

- Inspection & Diagnostics
  - Inspect all hydraulic systems, including hoses, pumps, actuators, rams, motors, and control valves.
  - Perform diagnostic testing and fault analysis.
  - Pressure testing of hydraulic circuits.
- Maintenance Services
  - Cleaning and flushing of hydraulic systems.
  - Filter replacement and oil change.
  - Routine servicing of pumps, valves, and actuators.
  - Alignment and tightening of hydraulic fittings and connections.
- Repair & Replacement
  - Repair or replacement of damaged or worn-out components.
  - Fabrication and replacement of hydraulic hoses and tubing.
  - Overhauling of hydraulic pumps, cylinders, and control valves.
  - Welding and fabrication as needed for mounting brackets or supports.
- Installation Services
  - Installation of new hydraulic equipment and piping systems.
  - Modification of existing hydraulic circuits.
- Testing & Commissioning
  - Perform pressure and operational tests.
  - Leak detection and performance tuning.
  - Certification and documentation as required.
- Emergency Services
  - 24/7 availability for urgent hydraulic repairs during vessel stay.

#### **2.2 Future Projects – Rates & Material Supply**

The contractor shall support future projects as follows:

- Material Supply
  - Supply of hydraulic hoses, fittings, flanges, pumps, valves, cylinders, oil, filters, and related materials.
  - Materials must meet ISO/IMO or equivalent standards.
  - Maintain a catalogue of available materials and parts.
- Labour and Equipment Rates (Indicative)

Service Category	Unit	Indicative Rate (To be finalised per contract)
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Service Category	Unit	Indicative Rate (To be finalised per contract)
Hydraulic Technician	Per Hour	N\$XX.XX
Senior Hydraulic Engineer	Per Hour	N\$XX.XX
Flushing Machine (Small/Medium)	Per Day	N\$XX.XX
Hydraulic Hose Crimping Machine	Per Day	N\$XX.XX
On-Site Hydraulic Oil Testing	Per Sample	N\$XX.XX

- Note: Final rates to be agreed upon prior to project commencement and included in project-specific work orders.

### 2.3 Quality Assurance & Compliance

- All work shall comply with Class requirements (e.g., ABS, DNV, BV) and shipowner specifications.
- Documentation, including inspection reports, test certificates, and service logs, must be submitted upon completion.
- Safety and environmental protection standards must be strictly followed.
- Compliance with Namdock's shipyard HSE protocols.
- Use of biodegradable oils where required.
- Safety data sheets and risk assessments must be submitted
- Proper disposal of waste oil and filters via licensed recyclers.
- Technicians must have valid marine certifications.

### 2.4 Deliverables

- Inspection & maintenance reports
- Hydraulic schematic updates (if modified)
- Test results and pressure test certificates
- Material delivery notes and quality certificates
- Daily progress and time sheets during repair work

### 2.5 Exclusions

- Electrical or automation system work not directly related to hydraulics
- Works outside shipyard premises unless specified

### 2.6 Duration & Response Time

- Response time during vessel repairs: within 2 hours of notification.
- Service availability: 24/7 including weekends and holidays.

### 2.7 Performance Monitoring & Deliverables

- Daily progress reports during vessel repairs.
- Performance scoring post-project (based on timeliness, quality, safety).
- Vendors may be delisted if scores fall below thresholds over 2 consecutive projects.

### 2.8 Contract Duration & Review

- Initial contract: 2 years, renewable based on performance.
- Rates reviewed bi-annually.
- Project-specific work orders will reference this scope of work.

### 3. PROPOSAL REQUIREMENTS

#### 3.1. Supplier Requirements

##### 3.1.1. Company Information

- i. Company registration documents
- ii. Company Profile
- iii. Certified copies of (ID) Identification of Shareholders/Members/Partners/Owners
- iv. Valid certificate of good standing with the Social Security Commission
- v. Valid certificate of good standing from NAMRA
- vi. Valid affirmative action compliance certificate from the Employment Equity Commissioner.

##### 3.1.2. Expertise, Certifications and Qualifications

All products quoted for should be accompanied by a manufacturer's authorisation certificate as well as relevant industry certification for support and maintenance.

##### 3.1.3. Previous Work Experience

- i. Three Reference letters from your clients for provision Hydraulic maintenance and repair services for vessels. The supplied equipment and cost must be stipulated in the reference letters. The reference letter should not be older than three years.
- ii. Valid contact email address and telephone number or cell phone number for projects successfully completed.

##### 3.1.4. Proposal Methodology

- i. Provide the detailed information of the machine to be quoted for according to the requirements specified. Attached detailed data sheets.
- ii. Provide a detailed timeline and milestones for implementing the solution.
- iii. Provide detailed work plan

##### 3.1.5. Pricing Schedule

- i. Provide a detailed pricing schedule, including a breakdown of fees and any additional expenses.

### 4. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

		Weight %
1.	Price competitiveness	30
2.	Technical capabilities and experience	40
3	Response time and availability	5
4.	Warranty and after-service support	5
5.	Compliance with HSE and industry standards	10
6.	Supplier experience	10

### 5 TERMS AND CONDITIONS

- 5.1 NAMDOCK reserves the right to accept or reject any or all proposals.
- 5.2 All proposals must remain valid for 90 days from the submission deadline.
- 5.3 Confidentiality and non-disclosure agreements may be required.
- 5.4 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

### Supplier 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 %