

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

RFQ Number	2025_RFQ_031
Description	Supply and Delivery of PPE
Quantity	Annexure A, B, C & D
Closing Date and Time	29 August 2025 @17h00
Quotation Submission Address	Namdock website or tenders@namdock.com
Payment Term	NAMDOCK Standard payment term 30 days from Statement
Validity Period of Quote	90 days
Duration	24 months
Incoterm	

- 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.
- 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.
- This Request for Quotation is accompanied by and comprises the following documents.
 - Annexure A: Scope of Work
 - Annexure B: Experience
 - Annexure C: Conflict of Interest Declaration
 - Annexure D: Shareholder Declaration
- If any question or clarification is required, please contact the Procurement Coordinator in writing.
- 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.
- 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:

	Procurement Coordinator
Name	Freda Munyaza
Title	Graduate Intern: Buyer
Telephone	+264 (0)64 218 6000
E-Mail	procteam@namdock.com

Annexure A

1. INTRODUCTION

Namibia Drydock and Ship Repair (NAMDOCK) is inviting quotations from reputable and qualified service providers for Personal Protective Equipment (PPE). The service provider will be responsible for the **supply and delivery** of PPE at NAMDOCK for various departments.

2. TECHNICAL SPECIFICATIONS

- See Excel Sheet attached.

3. PROPOSAL REQUIREMENTS

3.1 Supplier Requirements

3.1.1 Company Information

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

3.1.2 Previous Work Experience

- Three Reference letters from your clients for similar services conducted in the past. The supplied PPE and cost must be stipulated in the reference letters. The reference letter should not be older than three years.
- Valid contact email address and telephone number or cell phone number for the clients.

3.2 Proposal Methodology

- Provide the detailed information of the PPE to be quoted for according to the requirements specified. Attached detailed data sheets.
- Provide a detailed timeline.
- Provide detailed work plan

3.3 Pricing Schedule

- 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

4.1 ADMINISTRATIVE REQUIREMENTS

All documentation should be submitted and must be valid.

4.2 TECHNICAL REQUIREMENTS

NO	Feature	Weight %
1.	Compliance with requirements stipulated	50
3.	Pricing	30

4.	Lead time and availability	10
5.	Proof of relevant experience and references in Supply and Delivery of PPE	10
	Total	100

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	Namibia n (Yes/No)	Previously Disadvantage d Namibian (Yes/No)	Gender (Male / Female)	Non-Namibian Citizen(Yes/No) If non Namibian state Nationality	Percentage Shares owned by Woman and youth %