

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	2024_RFQ_073
Description	Scaffolding Services
Quantity	Annexure A, B, C & D
Closing Date and Time	27 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	

- 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:

	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 Scaffolding Services. The service provider will be responsible for the **supply, erection and dismantling** of scaffolding structures at NAMDOCKS shipyard for various ship repair, painting, and mechanical works.

2. TECHNICAL SPECIFICATIONS

The supplier is requested to provide a detailed technical specification for the supply, erection and dismantling of scaffolding as per the following scope:

- Scaffolding Type: Industrial tube & coupler of modular system scaffolding, mobile towers, etc.
- Purpose: facade work, painting, insulation, mechanical work, etc.
- Height & Dimensions: Specify scaffold height, platform width, etc.
- Application Areas: Dry dock, hull access, superstructure access, confined space if required
- Load Class: Light, Medium to heavy-duty (capable of supporting personnel and tools/equipment)
- Safety Requirements: Compliance with Labour Law Act and the Occupational Health and Safety Regulations, SANS and any applicable laws.
- Other: Safety guardrails and toe boards, netting, access ladders or stairs towers, etc.
- Weather-resistant components (due to coastal climate)

3. COMPLIANCE REQUIREMENTS

- All scaffolding to be erected and maintained in accordance with:
 - (a) Namibian Labour Act and Occupational Health and Safety Regulations
 - (b) South African National Standard (SANS), SANS 10085-1:2024 Edition 2
- Certification of scaffolding must be done by a qualified person before use
- Daily inspections and safety checks required

4. QUOTATION REQUIREMENTS

Please include the following in your quotation:

- Itemised cost breakdown (supply, installation, rental duration, dismantling)
- Rate per square meter or per day/week/month (as applicable)
- Transportation & mobilisation/demobilisation charges
- Labour charges (if applicable)
- Safety certifications and compliance documentation
- Availability schedule

- Validity of quotation (minimum 90 days)

5. PROPOSAL REQUIREMENTS

5.1 Supplier Requirements

5.1.1 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

5.1.2 Expertise, Certifications and Qualifications

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

5.1.3 Previous Work Experience

- Three Reference letters from your clients for similar services conducted in the past. The supplied equipment 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 projects successfully completed.

5.2 Proposal Methodology

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

5.3 Pricing Schedule

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

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria

6.1 ADMINISTRATIVE REQUIREMENTS

All documentation should be submitted and must be valid.

6.2 TECHNICAL REQUIREMENTS

NO	Feature	Weight %
1.	Compliance with technical requirements	40
2.	Safety standards and certification	10
3.	Pricing	30
4.	Lead time and availability	10
5.	Proof of relevant experience and references in shipyard or marine scaffolding	10
	Total	100

7. TERMS AND CONDITIONS

- 7.1 NAMDOCK reserves the right to accept or reject any or all proposals.
- 7.2 All proposals must remain valid for 90 days from the submission deadline.
- 7.3 Confidentiality and non-disclosure agreements may be required.
- 7.4 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 %