

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	RFQ_2025_024_Supply and Installation of Access Management System
Description	Access Management Systems
Quantity	Annexure A, B, C, D and E
Closing Date and Time	20/11/2025 @ 12:00
Quotation Submission Address	SCM office – Tender box or via tenders@namdock.com
Payment Term	NAMDOCK Standard payment term 30 days from Statement
Validity Period of Quote	90 days
Duration	To be confirmed
Incoterm	Preferred CIF, CFR, CPT

- 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
 - v. Annexure E: Current Devices
- 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	Charles Kaaronda
Title	Project Buyer
Telephone	+264 (0)64 218 6000
E-Mail	tenders@namdock.com

Annexure A

SCOPE OF WORK

1. PURPOSE

The purpose of this document is to outline the specification for a surveillance and access management system of NAMDOCK. The specified system aims to enhance security, safety, and operational efficiency by effectively managing access to the facility, ensuring compliance with international security standards, and facilitating reliable time tracking.

2. OBJECTIVES

- Enhance physical security across NAMDOCK facilities, including docks, workshops, and offices.
- Ensure accurate, complaint tracking of employee attendance, visitor access and vehicle movements.
- Provide a centralized system for managing surveillance footage and clocking records.
- Support real time monitoring and response during emergency situations.
- Maintain compliance with international security regulations such as ISPS Code.

3. SCOPE

- Design, supply and installation of high-resolution surveillance cameras.
- Provision and configuration of clocking devices that integrates with HR system.
- Software for access control, personnel tracking and time management
- Integration with existing physical infrastructure, such as turnstiles, boom gates and scanners
- Full documentation, training and ongoing post implementation support

FUNCTIONAL REQUIREMENTS

4. Access Control

The system must facilitate access through integration with swipe card readers at all pedestrian and vehicular entry points. It should strictly enforce NAMDOCK's "No Swipe Card, No Entry" policy and allow for the issuance of temporary access cards to guests and contractors. The access cards must be configured with automatic expiry dates, ensuring unauthorized or expired cards cannot be used. Access levels must be configurable per individual, department and time zone.

5. Visitor Access Management

Visitor cards must be valid for a single day only. The system should log all visitor entries and exits, capturing ID details and host department/organization. Visitors under the age of 14 should be flagged, and access only granted with prior written consent and adult supervision. Educational and family tours must be logged with group size restrictions enforced automatically by the system.

6. Safety Induction

The system must integrate with induction training database to validate completion of mandatory safety inductions. If an individual attempts entry without valid induction status, the system must deny access and notify both the individual and their supervisor. This ensures compliance with NAMDOCK's safety first policy.

7. Medical Certificate and Qualifications

The system must integrate with the employ database to validate medical certificates and qualifications. If an individual attempts entry without valid medical and qualification status, the system must deny access and notify both the individual and their supervisor.

8. Suppliers

The system must integrate with the supplier database to validate the pre-qualification, commitment to the HSSE rules, PO and project timelines. If the status is invalid the system must deny access and notify the supplier and the contract manager.

9. Vehicle Access Logging

The system must log all vehicle entries and exits with timestamps, license plate recognition, driver credentials, and vehicle type. Entry will only be permitted to vehicles with pre-authorized drivers. Integration with custom and security protocols must allow automatic vehicle search logs and audit trails.

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10. Personnel Tracking and emergency response

The system should provide real-time visibility of employees, contractors, and suppliers including their last known location within the facility. This is critical during emergencies especially for personnel located on vessels or within docked ships. A central dashboard must allow the security officer to override access restrictions during emergencies while maintaining a detailed log of such actions.

11. Clocking and Time management

Employees are required to clock in at their assigned locations. The system must enforce this by location based validation. A 3-minute grace period is permitted for clock-ins and outs, after which the system should flag and log time as short hours. The system must automatically deduct lunch breaks and support scheduling rules, including early closure on the last Friday of each month. All time data must feed into the payroll system for accurate payment processing.

12. Alcohol and Substance testing

The system must integrate with breathalyser testing devices at designated access points. Any employee or contractor who fails an alcohol test must be automatically denied access. Test results should be logged and associated with the individual's access record. The system must also allow authorized personnel to view and audit these results in compliance with privacy and labour policies.

13. Phone usage Detection

The system must incorporate scanning technology or integration with wearable or detection systems that identify the unauthorized use of mobile devices in restricted areas during working hours. The system should log incidents, trigger alerts for supervisors and optionally restrict further access until clearance is granted. This is critical to ensure operational safety and policy compliance.

TECHNICAL REQUIREMENTS

Item no.	Function	Description
1.	Clocking Device	• Devices must support biometric and card-based authentication. • All devices should be IP65-rated or higher for resistance to dust, moisture and dockside conditions. • Time synchronization must be centrally managed and reviewed monthly. • Lost cards should be replaceable by HR with user activation logging and access restrictions until activation. • The system must prevent proxy clocking through biometric/facial recognition or advanced anti-fraud detection.
2.	Surveillance system	• Deploy high-definition IP cameras with night vision and motion detection capabilities. • Cameras must cover all entry/exit points, critical infrastructure, vessel docking zones and warehouse areas. • Video data must be retained for a minimum of 90 days with secure cloud or on-premise storage. • The system must support live monitoring, playback, zoom-in capabilities and motion triggered alerts.
3.	Integration Capabilities	The system must be integrated with: • Existing access hardware (turnstiles, boom gates, metal detectors) • HR and Payroll system (for time data syncing) • Alcohol and drug testing stations • Emergency and fire alerts • Future third-party security systems through open API's • Mobile device detection or wearable alert systems
4.	User Management and Card control	• System should support role-based access control • Validity rules should be enforced per card type, with auto-deactivation and renewal features • All card activities (issuance, return, blockage) must be logged with user ID and timestamp.

5.	Policy-enforcement requirements	• Employees caught clocking for others must be flagged automatically locked out. • Only hours that are clocked, approved and verified should be submitted to payroll. • Manual corrections to time records must be limited requiring supervisor approval and audit trails. • Overtime rules must be enforced with automated alerts for approval thresholds.
6.	Reporting and Dashboard	• Real-time dashboards for HR, Security and Operations • Reports on attendance, exceptions, overtime, visitor logs and access attempts • Custom export formats (Excel, PDF, CSV) for analysis and auditing
7.	Security Compliance	• Must comply with ISPS Code level 1 and relevant Namibian security regulations • Encrypted data transmission and access controlled admin functions • Audit logging and backup protocols • Access denied to any person under the influence of drugs or alcohol • Denial of entry to individuals carrying firearms, knives, pangas or any items classified as dangerous or illegal weapons. Entry with such items must trigger real-time alerts and reporting. • No pets allowed unless authorized by CEO. • Any deviation from these access rules must be approved in writing by the CEO and recorded by the PFSO.
8.	Environmental and Operational Consideration	• All equipment must withstand corrosive dock environments, temperature fluctuations and physical impact. • System must maintain full functionality during power outages through backup systems. • Regular firmware and security updates must be supported.
9.	Training and Support	• On-site training sessions for relevant NAMDOCK personnel. • Provision of detailed user manuals and troubleshooting guides.

1. PROPOSAL REQUIREMENTS

1.1 Supplier Requirements

1.1.1 Company Information

- i. Company registration documents
- ii. Certified copies of (ID) Identification of Shareholders/Members/Partners/Owners
- iii. Valid certificate of good standing with the Social Security Commission
- iv. Valid certificate of good standing with the Receiver of Revenue.
- v. 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 supplier is not a relevant employer as defined by the Act.

1.1.2 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.

1.1.3 Previous Work Experience

- i. Three Reference letters from satisfied clients. The reference letter should not be older than five years.
- ii. Valid contact email address and telephone number or cell phone number for projects successfully completed.

1.2 Proposal Methodology

- i. Provide the detailed information of the system to be quoted for according to the requirements specified. Attached detailed data sheets.

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- ii. Provide a detailed timeline and milestones for implementing the solution.
- iii. Provide detailed work plan

1.3 Pricing Schedule

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

2. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

2.1 Administrative requirements

All documentation should be submitted and must be valid.

No.	Features	Weight %
1.	Company registration documents.	4
2.	Certified copies of (ID) Identification of Shareholders/Members/partners/Owners	4
3	Valid certificate of good standing with the Social Security Commission	4
4.	Valid certificate of good standing with the Receiver of Revenue.	4
5	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 supplier is not a relevant employer as defined in that Act.	4
		20

A bidder must obtain 20% in this category to proceed to the next level. If a bidder does not obtain 20% then they will be disqualified and will not move to the next level of evaluation.

2.2 Technical capabilities and features [55%]

Features	Weight %
Product Technical Specifications	15
Functional Specification	15
Maintenance and Support	15
Energy efficiency and environmental requirements	5
Security and access control	5

A bidder must obtain 55% in this category to proceed to the next level.

2.3 Supplier experience [15%]

	Weight %
Three (3) reference letters from satisfied customers for the supply, delivery, installation and commission of similar system. <i>Kindly take note that NAMDOCK reference letters cannot be used to validate our service requests.</i>	5
Reference letter not older than five years.	5
Valid Manufacturer Authorisation Certificate/Reseller Letter	5

A bidder must obtain 15% in this category to proceed to the next level.

2.4 Cost and value for money.

	Weight %
Detailed quotation with itemised pricing (equipment, installation, delivery, etc)	5
Discount Provided	5

1. *Prices should be inclusive of all taxes and fees*
2. *Specify any additional cost or fees*
3. *Provide details on any bulk discounts or special offers*

The bid offering the lowest price must meet all the technical requirements.
All equipment should be new and not refurbished.

3. SUBMISSION GUIDELINES

3.1 Proposal Format

- 8.1.1. The signed and initialled on every page Request for Proposal document.
- 8.1.2. Company registration documents
- 8.1.3. Certified copies of (ID) Identification of Shareholders/Members/Partners/Owners
- 8.1.4. Valid certificate of good standing with the Social Security Commission
- 8.1.5. Valid certificate of good standing with the Receiver of Revenue.
- 8.1.6. 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 supplier is not a relevant employer as defined in that Act.
- 8.1.7. Manufacturer authorisation letters for the items quoted for.
- 8.1.8. Solution proposal signed and initialled on every page.
- 8.1.9. Product technical specifications
- 8.1.10. Cost proposal signed and initialled on every page
- 8.1.11. Three References letters from satisfied customers for similar project.

4. TERMS AND CONDITIONS

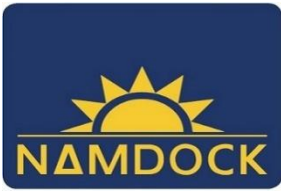
- 9.1. NAMDOCK reserves the right to accept or reject any or all proposals.
- 9.2. All proposals must remain valid for 90 days from the submission deadline.
- 9.3. Confidentiality and non-disclosure agreements may be required.
- 9.4. NAMDOCK standard terms and conditions will apply

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

Name (of person making the Declaration): _____

Position / title: _____

Organisation: _____

Procurement Project: _____

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.

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 that you or any of your snr staff members have with this Namdock employee:

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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 %

Annexure E

Current Devices:

64 clocking devices, 2 card readers, 26 boom/turnstiles.

Description	DeviceModel	FirmwareVersion
AccessBoomIN	MA300-BT	Ver 6.63 Apr 25 2016
AccessBoomOUT	MA300-BT	Ver 6.63 Apr 25 2016
ClntOffice4-PayOut1	MA300-BT	Ver 6.63 Apr 25 2016
ClntOffice4-PayOut2	MA300-BT	Ver 6.63 Apr 25 2016
Comm - Acc In	MA300-BT	Ver 6.63 Apr 25 2016
Comm - Acc Out	MA300-BT	Ver 6.63 Apr 25 2016
Comm - Pay In	ProCapture-WP	Ver 6.60 May 21 2018
Comm - Pay Out	ProCapture-WP	Ver 6.60 May 21 2018
DarimaBOOMIN	MA300-BT	Ver 6.63 Apr 25 2016
DarimaBOOMOUT	MA300-BT	Ver 6.63 Apr 25 2016
DarimaBuildingIN	MA300-BT	Ver 6.63 Apr 25 2016
DarimaBuildingOut	MA300-BT	Ver 6.63 Apr 25 2016
DarimaOfficeIn	MA300-BT	Ver 6.63 Apr 25 2016
DarimaOfficeOut	MA300-BT	Ver 6.63 Apr 25 2016
DarimaSPayIn	ProCapture-WP	Ver 8.0.4.4-6575-01
DarimaSPayOut	ProCapture-WP	Ver 8.0.4.4-6575-01
DarimaTopFL_IN	MA300-BT	Ver 6.63 Apr 25 2016
DarimaTopFL_OUT	MA300-BT	Ver 6.63 Apr 25 2016
DarimaTS1IN	MA300-BT	Ver 6.63 Apr 25 2016
DarimaTS1OUT	MA300-BT	Ver 6.63 Apr 25 2016
DarimaTS2IN	MA300-BT	Ver 6.63 Apr 25 2016
DarimaTS2OUT	MA300-BT	Ver 6.63 Apr 25 2016
Dock 1 Ramp In	MA300-BT	Ver 6.63 Apr 25 2016
Dock 1 Ramp Out	MA300-BT	Ver 6.63 Apr 25 2016
Dock 2 Ramp In	MA300-BT	Ver 6.63 Apr 25 2016
Dock 2 Ramp Out	MA300-BT	Ver 6.63 Apr 25 2016
Dock 3 Ramp In	MA300-BT	Ver 6.63 Apr 25 2016
Dock 3 Ramp Out	MA300-BT	Ver 6.63 Apr 25 2016
Dock Clinic In	MA300-BT	Ver 6.63 Apr 25 2016
Dock Clinic Out	MA300-BT	Ver 6.63 Apr 25 2016
DockPassage-PayIn1	ProCapture-WP	Ver 6.60 May 21 2018
DockPassage-PayIn2	ProCapture-WP	Ver 6.60 May 21 2018
DockPassage-PayOut1	ProCapture-WP	Ver 6.60 May 21 2018
DockPassage-PayOut2	ProCapture-WP	Ver 6.60 May 21 2018
DockQuaySide-In1	MA300-BT	Ver 6.63 Apr 25 2016
DockQuaySide-In2	MA300-BT	Ver 6.63 Apr 25 2016
DockQuaySide-Out1	MA300-BT	Ver 6.63 Apr 25 2016
DockQuaySide-Out2	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile1In	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile1Out	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile2IN	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile2OUT	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile3IN	MA300-BT	Ver 6.63 Apr 25 2016

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DockTurnstile3OUT	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile4IN	MA300-BT	Ver 6.63 Apr 25 2016
DockTurnstile4OUT	MA300-BT	Ver 6.63 Apr 25 2016
Fabrication-In	MA300-BT	Ver 6.63 Apr 25 2016
Fabrication-Out	MA300-BT	Ver 6.63 Apr 25 2016
Fabrication-Pay In	MA300-BT	Ver 6.63 Apr 25 2016
Fabrication-PayOut	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeBoomIN	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeBoomOUT	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficePAYIN	ProCapture-WP	Ver 8.0.4.4-6575-01
HeadOfficePAYOUT	ProCapture-WP	Ver 6.60 May 21 2018
HeadOfficeTS1IN	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeTS1OUT	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeTS2IN	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeTS2OUT	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeTS3IN	MA300-BT	Ver 6.63 Apr 25 2016
HeadOfficeTS3OUT	MA300-BT	Ver 6.63 Apr 25 2016
HRR Boardroom IN	MA300-BT	Ver 6.63 Apr 25 2016
HRR Boardroom OUT	MA300-BT	Ver 6.63 Apr 25 2016
HRR Teams IN	MA300-BT	Ver 6.63 Apr 25 2016
HRR Teams OUT	MA300-BT	Ver 6.63 Apr 25 2016

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