



NAMFI
 Namibian Maritime and Fisheries Institute

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Request for Quotations For Works

PROVISION OF DISMANTLING AND REMOVAL SERVICES FOR THE LIVE WHEELHOUSE/BRIDGE SIMULATOR

Procurement Reference No: W/RFQ/NAMFI-2/2026/27

Compulsory site visit on 18th May 2026, at 10:30

Bidder Company Name:	
Bidder representative:	
Bidder Contact:	
Email Address:	
Bid Total Amount (Vat Incl.)	

Issued Date: 7th May 2026

Closing Date: 1st June 2026, 14:30

LATE BIDS WILL NOT BE ACCEPTED

Tel: +264 64 270900

Email: procurement@namfi.net

website:

www.namfi.net

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LETTER OF INVITATION

TO: Prospective Bidders

7th May 026

Procurement Reference Number: W/RFQ/NAMFI-2/2026/27

PROVISION OF DISMANTLING AND REMOVAL SERVICES FOR THE LIVE WHEELHOUSE/BRIDGE SIMULATOR

Dear Sir/Madam

The Namibian Maritime and Fisheries Institute invites qualified, competent and registered companies to submit their best quote for the works described in detail hereunder.

Bidders are hereby instructed to thoroughly read and understand the Bid Document and the Terms of Reference (ToR) and to ensure full compliance with all instructions, requirements, and conditions stipulated therein.

A **compulsory site visit** will be conducted as part of this bidding process. All prospective bidders are **required and strongly encouraged to attend**. Attendance at the site visit is **mandatory** for bid consideration.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries and Clarifications if any, should be in writing only addressed to *PMU* at: procurement@namfi.net

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Hertha Steven

Head: Procurement Management Unit

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibian Maritime and Fisheries Institute reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation; and
- © to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable.
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be **180 days** from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid or certified copy of Company Registration Certificate.
- (b) have an original valid or certified copy of a Good Standing Tax Certificate.
- (c) have an original valid or certified copy of a Good Standing Social Security Certificate.
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (e) have a valid certificate indicating SME Status (for Bids reserved for SMEs)
- (f) Submit duly filled and signed completed Bid-securing Declaration.
- (g) Submit duly filled and signed completed Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.
- (h) The principle business should be in line with the nature of service required.

- (i) Complete all spaces provided and initial each page of the standard bidding document.
- (k) The bidder must submit a detailed quotation on its company letter head, in addition to Section 111 List of Goods and Price Schedule.
- (l) The bidder must submit three (3) reference letters for similar work already completed.
- (m) Preference will be given to the companies whose core business is in line with Engineering, Metal works and Electrical.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

6. Works Completion Period

The completion period for works shall be **21 Days** after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Bid Box Located at the Reception Area, Walvis Bay.**¹, not later than **Thursday, 21st May 2026, 14h30 p.m.** Quotations by post or hand delivered should reach The Namibian Maritime and Fisheries Institute by the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail and fax will not be considered.

Clarification is only done via E-mail: procurement@namfi.net

9. Opening of Quotations

Quotations will be opened internally by The Namibian Maritime and Fisheries Institute immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

Not Applicable

16. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to: [name of Public Entity]	The Namibian Maritime and Fisheries Institute
Procurement Reference Number:	W/RFQ/NAMFI-2/2026/27
Subject matter of Procurement:	PROVISION OF DISMANTLING AND REMOVAL SERVICES FOR THE LIVE WHEELHOUSE/BRIDGE SIMULATOR

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Quotation Letter

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BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1) (b) and 37(5))

Date:

Procurement Ref No.: W/RFQ/NAMFI-2//2026/27

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**delete if not applicable / appropriate*

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Initial.....

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

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SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

Requirements for Dismantling and Removal of the Live Bridge Simulator

1. General Requirements

- All work must comply with **local safety, electrical, mechanical, and environmental regulations.**
- The work shall be carried out by **qualified and experienced personnel** with prior experience in dismantling maritime simulators or equivalent technical systems.
- The contractor shall provide **all necessary labour, tools, equipment, and materials** required for the project.
- A **detailed Method Statement** and **Risk Assessment (RAMS)** must be submitted and approved before the commencement of any work.
- The contractor shall maintain **valid insurance** (liability and workers' compensation).

2. Pre-Dismantling Requirements

- Conduct a **site survey** and assessment of simulator dimensions, structure, and access points.
- Develop and submit a **Health, Safety, and Environment (HSE) plan.**
- Obtain all **required permits and clearances**, including permits-to-work for electrical isolation, heavy lifting, and working at height.
- Prepare an **Asset Inventory List** of all components to be removed, recycled, or salvaged.
- Verify **floor load capacity** and confirm access routes for lifting and transport equipment.

3. Electrical and Data System Requirements

- Disconnect, label, and isolate **all electrical, communication, and control cables** safely.
- Implement **lock-out/tag-out (LOTO)** procedures during electrical isolation.
- Ensure proper **grounding and static discharge protection** for electronic components.
- Backup all **simulator software, licenses, and configuration files** before shutdown.
- Provide **documentation of electrical and data disconnection.**

4. Mechanical and Structural Requirements

- Dismantling sequence must **prevent damage** to both simulator components and facility structures.
- Safely disconnect and depressurize **hydraulic systems** (if applicable).
- Remove **projection systems, instructor stations, bridge consoles, and control panels** systematically.
- Remove **anchoring bolts and fixings** cleanly and **restore floor surfaces**.
- Protect surrounding areas — flooring, walls, and doorways — from damage.

5. Packing and Transportation Requirements

- All components must be **packaged in protective crates** using cushioning materials.
- **Electronics** must be wrapped in **anti-static bags** and stored in **weatherproof crates**.
- Each crate must be **clearly labelled** with content details, handling instructions, and destination.
- Use **secure and approved lifting and transportation methods**.
- Maintain a **detailed inventory list** of all packed and transported components.

6. Health, Safety, and Environmental (HSE) Requirements

- All personnel must wear **Personal Protective Equipment (PPE)** (safety boots, gloves, helmets, harnesses, etc.).
- Maintain **fire safety equipment** on-site during electrical dismantling.
- Dispose of **waste, e-waste, hydraulic fluids, and batteries** in compliance with **local environmental regulations**.
- Minimize **noise, dust, and environmental impact** during the dismantling process.
- Implement **emergency procedures**, including evacuation routes and first-aid readiness.

7. Documentation and Reporting Requirements

- Maintain a **complete inventory** of all dismantled and removed components.
- Provide **photographic or video documentation** of each stage of dismantling.
- Submit the following documents upon completion:
 - ✓ Approved Method Statement and Risk Assessment (RAMS)
 - ✓ HSE Plan and permits
 - ✓ Software backup verification report
 - ✓ Disposal and recycling certificates
 - ✓ Final Dismantling and Site Restoration Report

8. Performance Requirements

- All dismantled components must remain **fully operational and undamaged** after removal.
- All **software and data backups** must be verified and recoverable.

- The site must be **cleaned, restored, and safe for subsequent use.**
- The contractor must ensure **minimal disruption** to surrounding facilities during operations.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

TERMS OF REFERENCES: DISMANTLING AND REMOVAL OF THE LIVE BRIDGE SIMULATOR

To develop comprehensive terms of reference (TOR) for the dismantling and removal of a live bridge simulator, several key elements must be outlined to ensure the project is executed safely, efficiently, and in compliance with all relevant standards. The TOR would be used to solicit proposals from qualified contractors for the removal of the specific maritime training equipment.

Introduction and background

2.1 **Project Title:**

Dismantling and Removal of Live Bridge Simulator.

2.2 **Background:**

Provide context on why the simulator is being removed (e.g., replacement, upgrade, facility repurposing). Include the location and a brief description of the current equipment, such as the size, general condition, and type of simulator (full mission, part-task, etc.).

Structural integrity compromised and therefore no-longer safe to use.

Project objectives

The overall objective is to dismantle and safely remove the live bridge simulator from the specified premises, including all associated components, with minimal disruption to the surrounding facility.

3.1 **Specific objectives:**

- To secure and prepare the site and equipment for dismantling.
- To disconnect all electrical, data, and mechanical systems in a safe and documented manner.
- To systematically dismantle the bridge simulator, including hardware, consoles, screens, and computer systems.
- To remove and transport all components from the facility.
- To manage the disposal, recycling, or salvage of materials in an environmentally sound and documented way.
- To ensure the site is left clean and free of all debris after the removal is complete.

Scope of work

The contractor shall be responsible for all aspects of the dismantling and removal project. The scope includes, but is not limited to:

4.1 **Pre-dismantling:**

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- Site Survey: Conduct a thorough assessment of the equipment and site to create a detailed project plan.
- Safety Plan: Develop and submit a comprehensive Health, Safety, and Environment (HSE) plan.
- Permits: Obtain all necessary permits and clearances required for the project.
- Asset Management: Work with the client to create a complete inventory of all components to be removed, recycled, or salvaged.
- Dismantling and removal:
- Equipment Disconnection: Safely disconnect all power, data cables, and ancillary equipment.
- Systematic Dismantling: Break down the simulator structure, including the bridge consoles, visual systems (screens, projectors), computer racks, and speaker systems.
- Protection of Facility: Protect flooring, walls, and doorways from damage during the removal process.
- Waste Management: Handle and dispose of all resulting waste according to the asset management plan and in compliance with local regulations.
- Documentation: Provide detailed documentation, including photographs, of the dismantling process and final site condition.

4.2 **Post-removal:**

- Site Clean-up: Ensure the area is thoroughly cleaned and prepared for its next use.
- Final Reporting: Submit a final report detailing the project's execution, including confirmation of proper disposal.

Deliverables

The selected contractor will provide the following deliverables:

- Project plan and schedule.
- Risk assessment and HSE plan.
- Detailed asset inventory and disposal plan.
- Documentation of all permits and licenses.
- Photos and/or video of the dismantling process.
- Final project report, including disposal manifests and certificates.

Contractor qualifications

- Contractors submitting a proposal must demonstrate proven experience in the following areas:
- Experience: Previous successful projects involving the dismantling and removal of complex technical or industrial equipment, preferably maritime or aerospace simulators.

- Personnel: Experienced and qualified staff, including certified technicians, riggers, and project managers.
- Safety Record: A strong safety record and commitment to adherence to all safety protocols.
- Environmental Compliance: Evidence of adherence to local environmental regulations for waste and asset disposal.
- Insurance: Appropriate liability and workers' compensation insurance.

Project schedule and milestones

The TOR should include a general timeline. Contractors will be expected to provide a detailed work plan with specific milestones.

- Date of Issuance of TOR: [Date]
- Proposal Submission Deadline: [Date]
- Contract Award: [Date]
- Project Commencement: [Date]
- Target Completion: [Date]

Proposal submission requirements

- Prospective contractors must submit a proposal that includes:
- Company Profile: An overview of the company, including qualifications and relevant experience.
- Technical Proposal: A detailed plan outlining the approach to the dismantling and removal process, including a risk mitigation strategy.
- Safety Plan: A draft HSE plan specific to this project.
- Financial Proposal: A breakdown of all associated costs.
- References: Contact information for at least three relevant clients for reference checks.

Evaluation criteria

- Proposals will be evaluated based on the following criteria:
- Methodology (40%): The quality and thoroughness of the proposed work plan.
- Experience and Qualifications (30%): The contractor's track record and the expertise of their team.
- Cost (20%): The total project cost and the cost-effectiveness of the proposal.
- Safety and Environmental Plan (10%): The strength of the safety and disposal plan.

Bridge Simulator Dismantling and Removal

Specifications

1. General Requirements

- All work shall comply with local safety, electrical, mechanical, and environmental regulations.
- Work shall be performed by qualified and experienced personnel with prior experience in handling maritime simulators.
- The contractor shall provide all labor, tools, lifting equipment, protective materials, and transport required for the safe dismantling and removal.
- A detailed Method Statement and Risk Assessment must be submitted and approved prior to commencement.

2. Site Survey and Preparation

- Perform a full assessment of simulator dimensions, structural supports, cabling routes, and access points.
- Identify all electrical, hydraulic, and mechanical connections.
- Verify floor load capacity and access for lifting equipment.
- Secure permits-to-work for electrical isolation, heavy lifting, and working at height.

3. Electrical and Data Systems

- Disconnect, label, and isolate all electrical power sources, communication networks, and control cables.
- Ensure proper grounding and protection of sensitive electronics against static discharge.
- Backup all simulator software, licenses, and configuration files prior to shut down.

4. Mechanical and Structural Requirements

- Dismantling sequence must prevent damage to the simulator and facility.
- Motion platforms (if any) must be depressurised and disconnected from hydraulic and electrical systems safely.
- Projection systems, consoles, instructor stations, and other equipment must be removed without structural or functional damage.
- Anchoring bolts and fixings must be removed cleanly, and floor surfaces restored as needed.

- *Bridge structure cut up and removed*

5. Packing and Transportation

- All components must be packaged in protective crates with cushioning materials for transport.
- Electronics must be wrapped in anti-static bags and crates must be weatherproof.
- Crates must be labelled with contents, handling instructions, and destination.
- Equipment shall be transported using secure and approved lifting and securing methods.
-

6. Health, Safety and Environmental Requirements

- PPE is mandatory for all personnel.
- Fire safety equipment must be available on site during the dismantling of electrical systems.
- Waste, including e-waste, hydraulic fluids, and batteries, must be disposed of according to local environmental regulations.
- Noise, dust, and other environmental impacts must be minimized.

7. Documentation and Handover

- Maintain a complete inventory of all dismantled components.
- Provide photographs documenting the dismantling process.
- Submit a completion report including a checklist of dismantled components, software backup verification, and site restoration confirmation.

8. Performance Requirements

- All dismantled components must remain fully operational and undamaged.
- Software and data must be backed up securely and recoverable.
- The site must be cleared, safe, and restored to pre-dismantling conditions.

Method Statement

1. Introduction

This method statement outlines the procedure, safety requirements, and responsibilities for the dismantling and removal of the Bridge Simulator. The scope includes disconnection, dismantling, packing, and transportation of all simulator components in a safe, controlled, and documented manner.

2. Scope of Work

- Conduct site survey and risk assessment.
- Isolate electrical and communication systems.
- Dismantle simulator hardware, projection systems, motion platform (if applicable), instructor stations, and consoles.
- Backup and secure all simulator software, licenses, and configuration files.
- Package equipment for transport or disposal.

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- Restore site to a safe and clean condition.

3. Responsibilities

Project Manager: Overall coordination, communication with client, approval of RAMS.

Site Supervisor: Day-to-day supervision, implementation of safety measures, permit-to-work compliance.

Electrical Technician: Isolation, disconnection, labeling, and testing of electrical systems.

Mechanical Technicians: Dismantling and handling of structural components, consoles, and projection systems.

Logistics Team: Packaging, loading, and secure transport.

Health & Safety Officer: Monitor compliance with safety and environmental regulations.

4. Equipment and Tools Required

- Insulated tools and electrical test equipment.
- Lifting equipment: chain blocks, cranes, forklifts (as required).
- Packing materials: anti-static bags, wooden crates, protective foam, weatherproof covers.
- Personal Protective Equipment (PPE): safety boots, gloves, helmets, eye protection, harnesses.
- Fire extinguishers and spill kits.

5. Methodology

Step 1: Preparatory Work

- Conduct a pre-task briefing and toolbox talk.
- Confirm permits-to-work are issued and signed.
- Verify isolation of electrical supplies (LOTO procedure).
- Mark and record all components to be removed.

Step 2: Electrical and Data Disconnection

- Disconnect power supplies, network cables, and control cabling.
- Label all cables for future reference.
- Secure and package UPS systems and batteries separately.

Step 3: Mechanical Dismantling

- Remove instructor station and consoles.
- Dismantle projection systems (screens, domes, or LED walls) using protective covers.
- Remove visual/audio hardware and control panels.
- Dismantle platform or base structure, ensuring hydraulic/electrical disconnection.
- Extract anchoring bolts and secure floor surfaces.

Step 4: Software and Data Management

- Backup all simulator software and configuration files.
- Deactivate licenses in accordance with vendor instructions.
- Secure data drives for transport or disposal.

Step 5: Packaging and Transport

- Pack electronics in anti-static bags and cushioned crates.
- Use shock-resistant and weatherproof crates for optical and mechanical parts.
- Label all packages and update the inventory list.
- Load equipment using approved lifting and securing techniques.

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Step 6: Site Clearance and Handover

- Remove temporary barriers, scaffolding, and waste.
- Clean and restore the site.
- Conduct final inspection with client representative.
- Submit dismantling report with inventory, photographs, and sign-off.

6. Health, Safety & Environmental Considerations

- All works to comply with OSHA standards and local regulations.
- PPE must be worn at all times.
- Fire safety equipment available during electrical dismantling.
- E-waste, batteries, and hydraulic fluids are disposed of through licensed contractors.
- Noise and dust mitigation measures to be observed.

7. Emergency Procedures

- Emergency exits and assembly points identified during induction.
- First-aid kits available on site.
- Emergency contact numbers posted and communicated to all staff.

8. Documentation and Records

- Risk Assessment and Method Statement (RAMS).
- Daily toolboxes talk records.
- Cable and equipment labelling logs.
- Final dismantling and removal report.

Checklist for Dismantling and Removal

Task	Completed (Yes/No)
Site survey and risk assessment completed	
Permits-to-work issued and signed	
Electrical isolation and LOTO completed	
All cables disconnected and labelled	
Instructor station dismantled	
The projection system was removed safely	
Motion platform/hardware dismantled	
Software and licenses backed up	
Data drives secured/erased	
Equipment packed and labelled	
Inventory list updated	
Waste materials are disposed of correctly	
Final site inspection completed	
Handover documentation signed	
<i>Bridge structure cut up and removed</i>	
The selected bidder shall remove and dispose of all scrap materials arising from the works. All proceeds from the sale of scrap materials shall be declared, fully accounted for, and remitted to NAMFI.	

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SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NAMFI-2//2026/27**

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	<p>Brief Description of Works</p> <p>The works involve the dismantling and removal of the Live Bridge Simulator at the Namibian Maritime and Fisheries Institute. The contractor shall safely disconnect, dismantle, pack, and remove all simulator components, including consoles, projection systems, and associated equipment.</p> <p>All activities must comply with safety and environmental regulations, ensuring minimal disruption and leaving the site clean, safe, and ready for future use.</p>	1			
Enter 0% VAT rate if VAT exempt.			VAT @	%	
			Total		

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **W/RFQ/NAMFI-2/2026/27**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	All dismantling and removal work to comply with local safety, electrical, mechanical, and environmental regulations.		
	Qualified and experienced personnel to perform all works, including certified technicians and riggers		
	Submission and approval of a detailed Method Statement and Risk Assessment (RAMS) prior to commencement.		
	Safe disconnection and labelling of all electrical, data, and control systems.		
	Systematic dismantling of simulator components (consoles, screens, projectors, racks, etc.).		
	Protection of surrounding structures and Restoration of site after removal.		
	Proper packing, labelling, and secure transport of all dismantled components.		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Compliance with Health, Safety, and Environmental (HSE) requirements, including PPE and waste disposal regulations.		
	Submission of final report with photos, disposal certificates, and site clearance confirmation.		
	The selected bidder shall remove and dispose of all scrap materials arising from the works. All proceeds from the sale of scrap materials shall be declared, fully accounted for, and remitted to NAMFI.		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

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SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NAMFI-2/2026/27**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	The Namibian Maritime and Fisheries Institute
Intended Completion Date GCC	The intended completion date is: 21 Days
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Eugene Telemachus
Site GCC 1.1(aa)	The Site is located at: The Namibian Maritime and Fisheries Institute Main Campus, 1st Street East, No. 29, Walvis Bay
Start Date GCC 1.1(dd)	The Start Date shall be: _ from the time of award and receiving of Purchase Order
The Works GCC 1.1(hh)	The Works consist of: Dismantling and Removal of the Live Bridge Simulator
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
GCC 3.1	
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>[may]</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>_____</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p> <p>_____</p>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

GCC Clause Reference	Special Conditions
	<p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be:
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>[insert shall or shall not]</i> be required..
Defects Liability Period GCC 33.1	<p>The Defects Liability Period is: <i>[insert number]</i> days.</p> <p><i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i></p>
Payment Certificates GCC 39.7	“ A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>
Adverse weather Conditions GCC 41.1 (l)	<i>[Public Entity to define adverse weather conditions]</i>
Price	

GCC Clause Reference	Special Conditions
Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (ii) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.* * Delete as appropriate
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i> . <i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i>
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>[insert are or are not]</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>[insert percentage]</i>

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: W/RFQ/NAMFI-2/2026/27

Description	Attached	Not Attached
Duly completed and signed quotation letter		
Duly completed, and signed Bid Securing Declaration		
Submit a duly filled and signed completed Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.		
Duly completed List of Goods and Priced Activity Schedules		
Duly completed Specification and Compliance Sheet		
Provide a valid or certified copy of a Good Standing Tax Certificate (NamRa)		
Provide a valid or certified copy of the Company Registration Certificate (BIPA)		
Provide an original, valid or certified copy of a Good Standing Social Security Certificate (SSC)		
Provide a valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998. (AAC)		
Three (3) years' Experience and Reference letters for previous services rendered or similar		

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Attached proof of qualified personnel cv's, and certified qualifications.		
A valid health and safety compliance or occupational health and safety policy will be an advantage		
Attached a well-detailed pricing and cost structure:		
Proof of Insurance agreements.		
EVALUATION CRITERIA		100%
Technical Criteria: <ul style="list-style-type: none"> • Qualifications Minimum level 3 		10%
Experience: 3 years to 5 years	10%	30%
More than 5 years less 10 years	20%	
More than 10 years	30%	
References and Track Records: (3) Three Reference letters for similar work in the past three (3) years	10%	20%
More than (3) Three Reference letters for similar work in the past three (3) years	20%	
Health and Safety Compliance: <ul style="list-style-type: none"> • Adherence to health and safety requirement certifications 		10%
Financial <ul style="list-style-type: none"> • Competitiveness, cost breakdown and transparency 		30%
Description	Attached	Not Attached
Total Score :(N\$)		

Bidder must score 70% or more

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Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete .