Private Bag 12003 Windhoek Namibia | (Tel) +264 83 235 2100 | (Web)
http:/www.ncaa.com.na

REQUEST FOR QUOTATION BIDDING
FOR NON-CONSULTANCY SERVICES

PROCUREMENT FOR THE CALIBRATION OF 12 CNS TEST EQUIPMENT

PROCUREMENT REFERENCE NO: NCS/RFQ/NCAA-06/2026/2027

Bidder Name: _____ Bidder Representative: _____

Tel: _____ Mobile: _____

Email: _____

Bid Amount VAT EXC: _____ Delivery period (days): .....

DATE ISSUED: 18 NOVEMBER 2026
BID CLOSING DATE: 04 DECEMBER 2026
BID CLOSING TIME: 11:00 AM

Namibia Civil Aviation Authority
Head Office
No.4 Rudolph Hertzog street
Ausspannplatz
Windhoek Namibia

| Email: PMU@ncaa.na
| Website: www.ncaa.com.na
| Tel: +264 83 235 2166/7/2201

Letter of Invitation

Procurement Reference Number: **NCS/RFQ/NCAA-06/2025/2026**

18 November 2026

Dear Sir/Madam,

INVITATION FOR BIDS FOR THE CALIBRATION OF 12 CNS TEST EQUIPMENT.

The Namibia Civil Aviation Authority (NCAA) invites you to submit your best bid for the services described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms. Joy Sanana, +264 83 235 2168/66 or E-mail: PMU@ncaa.na.

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

YOURS SINCERELY,

Head: Procurement Management Unit

SECTION I: INVITATION FOR BIDS

1. Preparation of Bids

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

(a) The Bid 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 Performance Standards in Section V; and

(d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Contract Data Sheet in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

2. Documents to be submitted

Bidders shall submit, along with their bid:

(a) a company profile, past experience, and evidence of similar services provided and customers' reference details.

(b) major items of resources, logistics support, and strategies in the execution of similar services.

(c) Details of all contracts that have been terminated by its clients during the last two years; and

(d) other information to enable the bid to be evaluated according to the criteria listed hereunder in the Table for markings.

3. Validity of Bids

The Bid validity required is ***180*** days from the date of the submission deadline.

4. Contract Period for Services

The contract shall be a once-off engagement and shall remain valid only until the completion of the required services and acceptance of the deliverables by the Employer.

5. Sealing and Marking of Bids

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

6. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at the following address:

NCAA Head Office,
No: 04 Rudolph Hertzog Street,
Ground Floor,
South Entrance

Not later than **04 December 2026 at 11h00.** Bids by post or hand delivered should reach at NCAA Head Office, No. 12 Rudolph Hertzog Street, Private Bag 12003 Windhoek by the same date and time at the latest.

Late bids will be rejected.

Bids received by e-mail will not be considered.

7. Opening of Bids

Bids will be opened by the "Public Entity" at the NCAA Head Office on 11H15, 04 December 2026.

Bidders or their representatives may attend the Bid Opening if they choose to do so.

8. Evaluation of Bids

The Public Entity shall have the right to request for clarification during evaluation. Bids that have been found to be substantially responsive, subject to the bidder having performed satisfactorily during the last twelve months, shall be subject to a marking system consisting of a technical evaluation to compare their technical capacity, quality of service and past performance as well as a marking system to rate their financial proposals.

The marks scored for the technical and financial assessment shall be lumped and the bid scoring the highest marks shall be considered as the lowest evaluated bid based on the technical and financial proposals.

8.1 Technical Evaluation

The maximum marks for the Technical Evaluation shall be [*70/100]* marks. The pass marks for the Technical Evaluation shall be *[70 points]*. Those who have not scored the minimum marks shall not be considered for this bid exercise. (*The table below is a sample for security services, which the Public Entity may amend as per its requirements*. *Public Entity shall customise an appropriate table if the procurement is for cleaning services.*
Failure to score at least 70 Marks, the bidder shall be deemed not substantially compliant, therefore disqualified, and excluded from price comparison.

Technical Evaluation Criteria:

Table 8.1.1

No.	Evaluation Criteria	Requirement	Score
1	Company Experience in Calibration Services	Minimum 5 years' proven experience in calibration of aviation CNS, RF, electronic and test measurement equipment. • 10 years and above = 15 points • 5-9 years = 10 points • 3-4 years = 5 points • Less than 3 years = 0 points	15
2	Accreditation and Quality Management System	Valid ISO/IEC 17025 accreditation for calibration laboratories or equivalent internationally recognized accreditation. • Full accreditation = 20 points • Partial accreditation/relevant certification = 10 points • No accreditation = 0 points	20
3	Technical Capability and Calibration Standards	Demonstrated capability to calibrate all listed equipment and provide traceability to international standards (NIST, UKAS, SANAS, DAkkS or equivalent). • Meets all requirements = 20 points • Meets most requirements = 10 points	20

		• Limited capability = 0 points	
4	Qualified Personnel	Submission of CVs and qualifications of calibration engineers/technicians assigned to the contract. • Highly qualified team with relevant certifications = 15 points • Adequately qualified team = 10 points • Limited qualifications = 5 points • No evidence provided = 0 points	15
5	Methodology and Work Plan	Detailed methodology demonstrating calibration process, turnaround time, traceability requirements, handling of equipment, and issuance of certificates. • Comprehensive methodology = 10 points • Adequate methodology = 5 points • Poor methodology = 0 points	10
6	Similar Assignments Successfully Completed	Proof of at least three similar calibration assignments for aviation authorities, airports, ANSPs, defence organisations, telecommunications operators, or related institutions during the last five years. • 5 or more assignments = 10 points • 3-4 assignments = 7 points • 1-2 assignments = 3 points • None = 0 points	10
7	Calibration Certificates and Reporting Samples	Submission of sample calibration certificates indicating measurement uncertainty, tolerances, calibration results, traceability, calibration date and next due date. • Fully compliant = 10 points • Partially compliant = 5 points • Not submitted = 0 points	10
Total			**100**

Table 8.1.2: Margin of Preference

MARGIN OF PREFERENCE	POINTS	REQUIREMENT	SCORE
100% Namibian shareholder	*4*	*Full company registration and IDs*	
Company owned by youth	*1*	*Company registration and IDs*	
Company owned by women	*1*	*Company registration and IDs*	
Service rendered by Namibian (key employees)	*2*	*Employee with Namibian citizenship*	
SME Company	*2*	*SME Certificate*	
Total	***10***		

8.2 Financial Evaluation

The Financial Evaluation shall be based on *[20/30]* marks, with the lowest quote scoring the highest marks. The marks scored by any other bidder shall be the lowest quoted price divided by the said Bidder's price times the maximum allocated marks for the financial proposal.

9. Eligibility Criteria

Preliminary

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

(a) have the legal capacity to enter into a contract to execute the services.

(b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances, or in the process of being wound up.

(c) Have not had your business activities suspended.

(d) not have a conflict of interest in relation to this procurement requirement.

(e) Personnel cv, and qualifications

(f) Accredited certifications

The Bid submitted by the Bidder shall comprise the following:

(a) The Form of Bid (in the format indicated in Section III).

(b) Bid Security or Bid Securing declaration (where applicable).

(c) Priced Activity Schedule.

(d) Qualification Information Form and Documents.

Eligibility

(f) the following documentary evidence (required from Namibian/foreign bidders):

(i) a valid original good standing Tax Certificate.
(ii) have an original valid good Standing Tax Certificate.
(iii) have an original valid good-standing Social Security Certificate.
(iv) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
(v) have a certificate indicating SME Status (for Bids reserved for SMEs);
(vi) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
(vii) A company registration/founding statement that is valid.

10. Technical Criteria

The Specifications and Compliance Sheet details the minimum specifications of the services required. The services offered must meet these specifications, but no credit will be given for exceeding the specifications.

11. Currency of Bid

Bids shall be priced in Namibian Dollars, and all payments will be made in this currency.

12. Bid Security/Bid-Securing Declaration

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

13. Labour clause

In order to qualify for award of the Contract, Bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

14. Award of Contract

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

15. Performance Security

Performance security is not applicable

16. Notification of Award and Debriefing

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Furthermore, the Purchaser shall promptly attend to all debriefings for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

17. Rights of Public Entity

The Namibia Civil Aviation Authority reserves the right:

(a) to split the contract as per the lowest evaluated cost per site, and

(b) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

SECTION II: BID LETTER

(to be completed by Bidders)

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

Bid Addressed to:	Namibia Civil Aviation Authority
Procurement Reference Number:	NCS/RFQ/NCAA-06/2025/2026
Subject matter of Procurement:	PROCUREMENT FOR THE CALIBRATION OF 12 CNS TEST EQUIPMENT

We offer to supply the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for bids referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Part 1: Bid Procedures of your Invitation for bids.

We undertake to abide by the Conduct for Bidders and Contractors as provided under section 67 of Public Procurement Act, 2015 during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested]*.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our Bid is _____ days from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Services and 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 Bid validity.

Bid Authorised By:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company's Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
<tr><td>Date</td><td></td><td>Phone No./E-mail</td><td></td></tr>
</table>

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

Appendix to Bid Submission Form

[This form is to be deleted if the Bid Securing Declaration is not applicable.]
Appendix to Bid Submission Form

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

Date: .....

Procurement Ref No.: .....

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

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYER'S 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

Procurement Reference No.:……..

Procurement Description: ……..

……

Anticipated Contract Duration: ……

Location where work will be done, goods/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 by such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which includes, but is 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.*

SECTION III: SCOPE OF SERVICES/TOR

CNS Test Equipment

No.	Equipment Name	Model	Description	Serial No.
1	Wattmeter	43-TNC	Bird Thruline Wattmeter	102900381
2	Wattmeter	43-TNC	Bird Thruline Wattmeter	102900384
3	Wattmeter	43	Bird Thruline Wattmeter	60200128
4	Power Analyst	Bird 4391A	RF Power Analyst	102500164
5	Power Analyst	Bird 4391A	RF Power Analyst	1027102103
6	Analog Oscilloscope	HM1500-2	150 Analogy Oscilloscope	569840007
7	Counter/Power Meter	Agilent 53147A	20 GHz Counter/Power Meter/DVM	US40471384
8	Portable ILS/VOR	PIR 7010	Thales Portable ILS/VOR Receiver	1827
9	Multimeter	Fluke 87	True RMS Multimeter	12740453
10	Multimeter	Mastech MY-88	True RMS Multimeter	20030832553
11	Site Master	Wiltron S111	Antenna and Cable Analyzer	618008
12	Portable ILS/VOR	PIR 7010	Thales Portable ILS/VOR Receiver	1832

2.1 The service provider shall calibrate all identified CNS test equipment in accordance with manufacturer specifications and applicable international standards.

2.2 All calibration results and certificates must be traceable to internationally recognized standards.

2.3 The service provider shall issue valid calibration certificates for each item, clearly indicating accuracy, tolerance limits, calibration date, and next due date.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	CALIBRATION OF 12 CNS EQUIPMENT AS PER SCOPE				
2					
3					
4					
5					
6					
			Other additional costs		
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

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

List of Services and Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specification of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification 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*
1			
2			
3			
4			
5			
6			

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

Specifications and Performance Standards Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), Ref: NCS-TB/*RFQ*-GCC for the Procurement of CNS test equipment (available on website ***(insert address of public entity)*** except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

The Conditions of Contract shall be subject to the following: *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement.*

Clause	**Contract Data**
GCC 1.1 Effectiveness of Contract	The Contract *shall be deemed* to come into effect as from *date of signing of contract.*
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities is 6 months after signing of the contract or by an additional period of 2 months, if the Contract is renewed thereafter by the Employer.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : Mrs. Joy Sanana Tel +264 83 235 2168/2166, E-mail: PMU@ncaa.na. The Authorized Representative of the Service Provider is: ……..
GCC 2.6 Insurance and liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional(for security services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
GCC 2.7 Reporting Obligations	The Service Provider shall report to: *Mr. Martty Hasheela hasheelam@ncaa.na*
GCC 2.10 Performance Security	The Performance Security shall be not applicable.

SCHEDULE 3: BID CHECKLIST SCHEDULE

Procurement Reference No.: .....

Description	Attached (Please tick if submitted and cross if not)
Bid Submission Sheet	
List of Services and Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing Eligibility	
Documents related to the company profile, past experience, experience for similar services and the other documents requested to assess the qualification of the Bidder.	

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 and responsive.*