B I D D I N G D O C U M E N T S

PROCUREMENT FOR

PROCUREMENT FOR AN ACQUISITION OF A STANDARDIZED TESTING AND CERTIFICATION SYSTEM FOR AVIATION SECURITY: REF NO: NCS/RFQ/NCAA-05/2026

Bidder Name:_____	**Bidder Representative:** _____
Tel: _____	**Mobile:** _____
Email: _____	**Fax:**_____

Contract period (days): ____36 Months_____

Bid Amount: _____**VAT EXC**

Procurement Reference No: NCS/RFQ/NCAA-05/2026
Issuing date: 12 November 2026
Closing date: 30 November 2026
Time: 11H00

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

| Email: PMU@ncaa.na
| Website: www.ncaa.com.na
| Tel: +264 832 352166/7/8/2201

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

Letter of Invitation

NCS/RFQ/NCAA-05/2026 **12 November 2026**

Dear Sir/Madam,

INVITATION FOR BIDS: PROCUREMENT FOR AN ACQUISITION OF A STANDARDIZED TESTING AND CERTIFICATION SYSTEM FOR AVIATION SECURITY: REF NO: NCS/RFQ/NCAA-05/2026

The Namibia Civil Aviation Authority 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 at 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.

NOTICE TO BIDDERS

•THAT BIDDERS ARE TO SIGN ALL RELEVANT PAGES AS STIPULATED IN THE BIDDING DOCUMENT.

•THAT BIDDERS ARE TO STAMP ALL PAGES WHERE IT IS INDICATED THAT A STAMP IS REQUIRED IN ADDITION TO THE SIGNATURES.

•THAT BIDDERS ARE TO DULY COMPLETE AND SIGN ALL THE REQUIRED FORMS.

Head PMU

Email address: PMU@ncaa.na

Tel no: +264 83 235 2168

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) recruitment policy, training of personnel and manpower planning to cope with contingencies

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

(e) 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 submission deadline.

4. Contract Period for Services

The contract shall be for delivery commissioning and support.

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 Bid Box located at *04 Rudolf Hertzog Street Windhoek West*, not later than **30 November 2026 at 11H00** Bids by post or hand delivered should reach the above-mentioned address by the same date and time at latest. Late submissions will be rejected. Bids received by fax or e-mail will not be considered.

7. Opening of Bids: 30 November 2026 11:15

8. Evaluation of Bids

The Public Entity shall have the right to request for clarifications 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 [*100]* marks. The pass marks for the Technical Evaluation shall be *[70]*. Those having not scored the minimum marks shall not be considered for this bid exercise.

8.2 Financial Evaluation

The Financial Evaluation shall be based on *[20/30]* marks, 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

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) not have had your business activities suspended.

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

(e) Manufacturer's authorisation or proof of authorised reseller status, where applicable that Establishes authority to supply CASRA XRT5

(f) Company profile and relevant experience to demonstrate technical capability.

(g) Product brochure and technical specifications Demonstrates compliance

Evidence of previous installations or similar projects to demonstrate relevant experience.

(h) Implementation, installation and training methodology on delivery capability

(i) Warranty, maintenance and after-sales support arrangements Post-delivery support

(j)Completed price schedule to demonstrate breakdown of financial submission

9.1 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.

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

(i) a valid original good standing Tax Certificate or certified copy

(ii) have an original valid good Standing Social Security Certificate or certified copy.

(iii) 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.
(iv) have a certificate indicating SME Status (for Bids reserved for SMEs).
(v) 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.
(vi) A certified founding statement of company registration
(vii) Certified ID or passport copies of founders or shareholders in the founding statement.

(f) Bank confirmation letter not older than 3 months

(g) any other materials required to be completed and submitted by bidders,

[Bidder shall be a vetted supplier by The Namibia Central Intelligence Services and must attach proof thereof] **N/A**

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 specification.

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. (Namibians only)

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. 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.

15. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of [10 to 15 %] of the contract price. N/A

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. Any submissions made by the bidder without certification will render the bidder disqualified.

Furthermore, The Purchaser shall promptly attend to all debriefing 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 (NCAA) 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.

18. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser's address specified in the BDS. The Purchaser will respond in writing to any request for clarification within three (3) working days, provided that such request is received no later than the number of days, specified in the BDS, prior to the deadline set for submission of bids. The Purchaser shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it.

19. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

20. Bid Prices and Discounts

a) The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules, shall conform to the requirements specified below.

All lots and items must be listed and priced separately in the Price Schedules.

The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discount offered.

The Bidder shall quote any unconditional discount and indicate the method for their application in the Bid Submission Form.

Prices shall be quoted as specified in each Price Schedule included in bidding document or Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered.

b) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account in respect of changes in production cost, unless otherwise

c) specified in the bidding document. A Bid submitted with an adjustable price quotation in this respect shall be treated as non-responsive and shall be rejected, pursuant to Responsive of Bid 21 Clause a), b) and c).

21. Responsiveness of Bids

The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

a) affects in a substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
b) limits in a substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
c) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

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 RB prevail over any attachments. ***If your Bid is not authorised, it may be rejected.]***

Bid Addressed to:	Namibia Civil Aviation Authority (NCAA)
Procurement Reference Number:	**REF NO: NCS/RFQ/NCAA-05/2026**
Subject matter of Procurement:	**PROCUREMENT FOR AN ACQUISITION OF A STANDARDIZED TESTING AND CERTIFICATION SYSTEM FOR AVIATION SECURITY**

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.

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:

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 Security is not applicable.] ***Appendix to Bid Submission Form***

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

BID SECURING DECLARATION

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

Date: .....*[Day | month | year]*.....

Procurement Ref No.: .....

To: .....*[insert complete name of Public Entity and address]*.....

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.]

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. 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

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.*

SECTION III: SCOPE OF SERVICERS

Technical Specifications &

Attached as Annexure A

pmu@ncaa.na

EVALUATION CRITERIA

1.1 Preliminary Examination of Bids

#	Description	Yes	No
1.	**One (1) original** and **one (1) copy** of the bid are typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder		
2.	The bidding document is signed, and **all pages of the bid are initialled by the person signing the bid.**		
3.	A bid is written in the English language		
4.	**Verify debarment on the Procurement Policy Unit website (Is bidder in good standing)**		

To ensure completeness of the bidding document.

1.2 Eligibility Criteria

#	Description	Yes	No
1.	Bidder has submitted a certified copy of the company registration/founding statement.		
2.	In line with Section 29 (A) of the Public Procurement Act No 15 of 2015 as amended, attached Bidder (Owners/Shareholders) provided valid proof of citizenship in the form of Namibian Identity Documents, certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) and in the case of Joint Ventures (JV), all Bidders must comply.		
3.	Bidder has submitted an original or certified copy of a valid, good-standing TAX Certificate (NAMRA). In the case of a JV, both parties must submit.		
4.	Bidder has submitted an original or certified copy of a valid, good-standing Social Security Certificate). In the case of a JV, both parties must submit.		
5.	Bidder has a valid certified copy of Affirmative Action Compliance Certificate or, in its absence, proof from Employment Equity Commissioner stating that the Bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998**.**). In the case of a JV, both parties must submit.		
6.	Bidder has submitted a valid certified copy of the **certificate indicating SME and NPPC Status**). In the case of a JV, both parties must submit.		
7.	A written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007)		
8.	In case of a Joint Venture, a duly completed, initialled, and signed Joint Venture Agreement outlining the managing		

	structure of the JV and the power of attorney for the signatory of the joint venture		
9.	Bidder has submitted the **duly** filled-in, signed, and or stamped, and dated Bid Submission Form.		
10.	The offered period of validity of the bid is in line with the period stipulated **(180 days)**		
11.	The bidder has completed, signed, and submitted a Bid Securing Declaration.		

Failure to submit eligible documents, the bidder shall be deemed not substantially compliant, therefore disqualified, and excluded from technical evaluation and price comparison.

1.3 TECHNICAL EVALUATION CRITERIA

No.	Evaluation Criterion	Description / Sub-Criteria	Weight points	Score Earned
1	Company Experience	Demonstrated experience in supplying, installing and implementing aviation security screening technology, computer-based X-ray image testing systems or similar solutions. 1 year = 5 points 2–3 years = 10 points 4 years or more = 15 points	20	
2	Experience in Similar Assignments & References	Provide three (3) reference letters from clients for successfully completed assignments involving the supply, installation, implementation or maintenance of X-ray image testing, aviation security training or certification systems. 1 reference letter = 5 points 2 reference letters = 10 points 3 reference letters = 15 points	15	
3	Technical Capacity & System Functionality	Compliance with required system functionality and technical specifications = 10 points Computer-based X-ray image testing and assessment capabilities = 5 points User management, examination, scoring and reporting functionality = 5 points System compatibility, security and data management capabilities = 5 points Evidence of genuine CASRA XRT5 product and valid licensing arrangements = 5 points	30	

4	Implementation Methodology & Project Delivery Approach	Implementation plan and project schedule = 4 points Installation, configuration and system integration approach = 4 points System testing, verification and commissioning methodology = 3 points Risk management and mitigation during implementation = 2 points Project management and coordination arrangements = 2 points	15	
5	Key Personnel & Technical Expertise	Bidder must attach CVs and relevant qualifications. Project Manager – qualifications and implementation experience = 3 points Technical/System Specialist – X-ray screening technology experience = 3 points System Installation/IT Specialist – relevant technical qualifications = 2 points Training Specialist – aviation security training experience = 2 points	10	
6	Training, Warranty & After-Sales Technical Support	User training programme and knowledge transfer = 3 points Warranty coverage and defect resolution arrangements = 3 points Technical support availability and response times = 2 points System maintenance, software updates and ongoing technical support = 2 points	10	
	TOTAL		100	

Financial Evaluation: will be out of 30 marks

The minimum pass mark for the Technical Evaluation shall be **70 points (marks) out of 100** and only those bids having scored at least the pass marks shall be retained for further evaluation. Bids having scored less than the pass marks shall be declared not responsive.

As per the Public Procurement Act, 2015 (Award of procurement contracts)

55. (1) The Board or a public entity must award a procurement contract to the bidder having submitted the lowest evaluated substantially responsive bid which meets the qualification criteria specified in the pre-qualification or bidding document.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NCAA-05/2026**

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Financial breakdown				
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: NCS/RFQ/NCAA-05/2026

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	**Break down of fees and offers**		
2			
3			
4			
5			
6			

***** Columns A and B to be completed by 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

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NCAA-05/2026

The Conditions of Contract shall be subject to the following:

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract *shall be deemed* to come into effect as from date of signature.
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 once fully operational or by an additional support services upon request by the entity.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Ms. Toska Sem edpa@ncaa.na 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). **N/A**
GCC 2.7 Reporting Obligations	The Service Provider shall report to: pmu@ncaa.na
GCC 2.10 Performance Security	The Performance Security shall be for an amount of [10% to 15 %] of the Contract Price or part thereof if the contract is awarded on a split basis. **N/A**

SCHEDULES

SCHEDULE 1: BID CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NCAA-05/2026

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

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.*

ANNEXURE A

SPECIFICATIONS FOR THE SYSTEM TOR

CASRA XRT5 Computer-Based X-ray Image Testing and Certification System

1. Required System and Content

Item		Minimum requirement
System		CASRA XRT5 computer-based system for testing and certification, or the exact product/version confirmed in the approved supplier quotation.
Testing interface 1		Cabin baggage screening (CBS)
Testing interface 2		Hold baggage screening (HBS)
Testing interface 3		Cargo screening
Testing interface 4		Mail screening
Testing interface 5		Catering / aircraft operator supplies screening (supplier to confirm correct module designation and scope)
Image pool		At least 300 images for each of the five screening categories listed above.
Total image quantity		Minimum 1,500 images across five categories: 300 CBS + 300 HBS + 300 Cargo + 300 Mail + 300 Catering.
Image mix		Supplier to confirm the proportion of clear images and threat/item images, image difficulty levels, category coverage and whether the images are unique or may overlap between categories.
Image format		Supplier to confirm whether images are 2D and/or 3D, compatibility with the proposed testing modules used for certification and any equipment-specific requirements.
Content updates		Supplier to state whether image/content updates are included, the update frequency, duration of entitlement and the cost of future updates.

2. Licenses and Services

Component	Requirement / clarification
Expert Administrator license	One (1) XRT Expert Admin license, including the functions required to administer the system and create/edit practical and theoretical content, subject to confirmation of license scope.
Expert User licenses	Two (2) XRT Expert User licenses, including content creation rights as stated in the quotation.
Concurrent licenses	Three (3) concurrent licenses permitting three users to undertake testing sessions simultaneously in support of certification. Supplier to confirm coverage across the five required screening categories, whether these licenses are separate from or included in the expert licenses, and the applicable license term and costs in the revised quotation.
Image pool	Individualized image pool meeting the minimum 1,500-image requirement above.

Installation	Supplier installation and configuration; the supplied offer states up to 10 hours of installation effort. Supplier must confirm that this covers the proposed deployment and content.
Train-the-trainer	One expert Train-the-Trainer course, stated as 8–10 hours for up to 10 participants, delivered via MS Teams or in Zurich; travel expenses excluded for in-person delivery.
Documentation	System requirements, installation/configuration guide, administrator/user manuals and support/escalation contacts.
Warranty/support	Supplier to specify warranty period, technical support coverage, response times, maintenance and upgrade costs. Note that the quotation states that one-time purchase licenses and image pool have no updates included.
Deployment	Supplier to confirm hosted SaaS or on-premises option, client/server requirements, hosting/data location, bandwidth, security and all recurring charges.

3. Technical Requirements

The supplier shall provide the current XRT5 technical specification for the exact release and deployment model being offered.

The supplier shall confirm minimum and recommended workstation specifications for all required 2D/3D functionality.

For hosted service, the supplier shall state required internet bandwidth per concurrent user, supported browsers, firewall ports and maintenance windows.

For on-premises deployment, the supplier shall provide server sizing, supported Windows Server and SQL Server versions, storage requirements, network ports, service-account permissions and backup recommendations.

The supplier shall provide a capacity assessment based on the expected number of users and peak concurrent testing sessions in support of certification.

The supplier shall identify whether SQL Server, Microsoft Office, presentation add-ins, hosting, image proxies or any other third-party software/licenses incur additional costs.

The supplier shall describe user administration, reporting/export, session monitoring, record retention, data backup, data recovery and data export capabilities.

The supplier shall identify cybersecurity controls, data location, access controls, encryption, security logging, incident notification and any subcontractors with access to NCAA data.

Theoretical examination for security screener, instructor and image interpretation evaluation.

The final deployment model must be selected before the solicitation is issued. The following requirements are taken from the supplier’s XRT5 System Requirements document and must be validated by NCAA ICT and the supplier for the intended workload.

4. Minimum Acceptance Criteria

The system is supplied and configured in accordance with the approved order and agreed deployment model.

All five required screening interfaces/categories are available and demonstrated: CBS, HBS, Cargo, Mail and Catering.

At least 300 usable images are available in each category, for a total of at least 1,500 images. NCAA must be able to verify category counts and confirm whether content is unique or overlapping.

The supplier demonstrates that three authorized users can access the system and conduct testing sessions simultaneously under the three (3) concurrent licenses, and that authorized users can access agreed results/reports to support NCAA certification decisions.

The supplier provides the contracted licenses, image pool, installation and train-the-trainer course.

All required technical documentation, license details, support contacts and backup/recovery instructions are handed over.

Critical defects identified during user acceptance testing are resolved before final acceptance or formally addressed under an NCAA-approved remedial plan.

5. Scope of Supply and Services

The successful bidder shall provide, as applicable, the selected deployment model:

Supply of the XRT5 software required licenses, subscriptions and/or user entitlements.

Confirmation of included training/testing modules, content libraries, 2D and/or 3D functionality, and any optional modules.

Deployment as either hosted SaaS or on-premises installation, as specified in the final procurement schedule.

Configuration of the system for NCAA’s approved operating model, user roles and reporting requirements.

Installation and configuration of server components where on-premises deployment is selected.
Setup and verification of client workstations, browser access, network connectivity and time synchronization.
Initial administrator and end-user training, training materials and handover documentation.
Migration or import of existing user/training records, if required and technically supported; bidders must state assumptions and costs.
Testing, commissioning, go-live support and defect correction.
Warranty, technical support, software updates, maintenance and service-level commitments.
Data export and transition assistance at contract expiry or termination.

6. Functional Requirements

Bidders shall provide a compliance response for each requirement and identify whether it is included, configurable, optional or unavailable.

ID	Requirement	Minimum requirement / bidder response
FR-01	Certification and testing	Provide the XRT5 computer-based training and testing functionality included in the proposed license and modules.
FR-02	User administration	Support creation, maintenance, activation and deactivation of individual user accounts and appropriate administrator roles.
FR-03	Session monitoring	Support monitoring of users and training sessions, including detection of abrupt browser closure or internet interruption, as described in the supplier documentation.
FR-04	Performance records	Store application and user-performance data in the system database.
FR-05	Reporting and export	Allow authorized users to view and export reports. Bidder shall list report types, formats and any required third-party software.
FR-06	Image/content library	Identify included image content and modules, supported 2D/3D content, library size, update frequency and costs for additional content.
FR-07	Data warehouse / BI	For on-premises deployments, explain the availability, licensing and specification of the data warehouse and ETL processes, and how data may be accessed by approved BI tools.
FR-08	Access via browser	Provide browser-based access without requiring browser plug-ins, using supported modern browsers and web technologies.
FR-09	Auditability	Describe available logs and records for user activity, training completion, assessment outcomes, administration and system events.
FR-10	Content and user growth	Explain how additional users, courses, image libraries and training modules are provisioned and priced.

7. On-premises deployment — server requirements

Component	Minimum requirement / clarification
Database server operating system	Windows Server 2016 or later, as stated in the June 2026 supplier document; supplier and NCAA ICT must confirm supported and security-maintained versions at contract award.
Database software	Microsoft SQL Server 2017 with FILESTREAM/Filletable support; Microsoft SQL Server Standard Edition minimum recommended by supplier. SQL Server Express is not recommended by CASRA.
Web server operating system	Windows Server 2016 or later, as stated by supplier; confirm supported version before deployment.
Web application stack	Supplier document lists .NET Framework 4.8.0 or later and .NET 10 for the web server environment. Bidder must clarify the exact component/version mapping for the offered release.
Web hosting	Microsoft IIS; application uses Microsoft .NET and RESTful Web API services.
Service account	IIS application pool must use a service account with sufficient read/write access to the XRT database and, where applicable, data warehouse.
Network connectivity	Application and any image proxy must be able to connect to the SQL instance. Ports, protocols, firewall rules and required service accounts must be documented.
Image storage	Image content is stored in the database Filletable and consumes database disk capacity. Cached renderings also consume web-server filesystem space.
Backups	Supplier recommends weekly full backups and daily differential backups; NCAA must approve a backup, retention, restoration and disaster-recovery policy before go-live.
Remote image proxy	Optional remote image proxy may be proposed for remote sites with low bandwidth; bidder must specify infrastructure, synchronization, security and licensing implications.