



NAMIBIA CIVIL AVIATION AUTHORITY
**REQUEST FOR SEALED QUOTATIONS
FOR GOODS**

PROCUREMENT FOR THE SUPPLY AND INSTALLATION OF AUTODESK SOFTWARE

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Email: _____	Fax: _____
Bid Amount: _____	Contract period (days): _____

Procurement Reference No: G/RFQ/NCAA-01/2026

Issuing date: 15 April 2026

Closing date: 30 April 2026

Time: 11H00

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

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

Letter of Invitation

Dear Sirs,

G/RFQ/NCAA-01/2026 PROCUREMENT FOR THE SUPPLY AND INSTALLATION OF AUTODESK SOFTWARE

The Namibia Civil Aviation Authority (NCAA) invites you to submit your best quote for the items 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 Procurement Management Unit Tel +264 83 235 2166, E-mail: PMU@ncaa.na

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



Ms. Joy Sanana

Email address: PMU@ncaa.na

Tel no: +264 83 235 2168

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NCAA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) The quotation Letter in Section II
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate.
- (b) have an original/certified copy valid good Standing Tax Certificate.
- (c) have an original/certified copy valid 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 certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Manufacturer authorisation
- (g) Bank confirmation letter not older than three months

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within 14 days after acceptance/issue of Purchase Order.

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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **NCAA Head Office, Rudolph Hertzog Street, Ground floor, reception area** not later than **30 April 2026 at**

11h00 Quotations by post or hand delivered should reach **NCAA Head Office, No.12 Rudolph Hertzog Street** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 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

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 price or ownership

cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

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11. Technical Compliance

Bidders shall submit along with their quotation documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements, and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference N/A

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

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services 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. Notification of Award and Debriefing

The Public Entity shall after the 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 seven (7) days. Furthermore, the Public Entity shall

attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

16. Scope/ specifications and requirements

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 Price list 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:	Namibia Civil Aviation Authority
Procurement Reference Number:	G/RFQ/NCAA-01/2026
Subject matter of Procurement:	PROCUREMENT FOR THE SUPPLY AND INSTALLATION OF AUTODESK SOFTWARE

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

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

We undertake to abide ethical conduct 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 could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

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

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance

is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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



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 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

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**

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

Appendix to

Quotation Letter

Bid Security (Bank Guarantee) N/A

.....[Bank's Name and Address of issuing Branch or Office]
.....

Date:

To:

BID GUARANTEE No.:

We have been informed that (Hereinafter called "the Bidder") has submitted to you its bid dated(hereinafter called "the Bid") for the execution of[name of contract] under Invitation for Bids No.....[IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Security.

At the request of the Bidder, we[name of Bank]..... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[amount in figures].....[.....amount in words.....] upon receipt by us of your first demand in writing accompanied by

a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (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 the bidder be the successful bidder; or**
- (d) Failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

This guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) thirty days after the expiration of the Bid Validity

Consequently, any demand for payment under this guarantee must be received by us at the office on or before[Public Entity to insert date]
.....

.....[Bank's seal and authorized signature(s)]
].....

SECTION III: LIST OF GOODS AND PRICE SCHEDULE (SEE SCOPE)

QUOTATION FOR: G/RFQ/NCAA-01/2026 PROCUREMENT FOR THE SUPPLY AND INSTALLATION OF AUTODESK SOFTWARE

Procurement Ref No. G/RFQ/NCAA-01/2026

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD.	Total price without VAT NAD.	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	AutoCAD Commercial single-use 3-year Subscription renewal	3	Single-User Licenses						
2.	Training and Installation	3	Trainees						
3.	Hardware (workstation and +75" display)	2	Full desktops and 75" display						
4.	Technical Support	3	years						
5.	Other cost								
					TOTAL				
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS
TERMS OF REFERENCE (ToR)

Procurement of Autodesk AEC Collection / AutoCAD Software for the Aeronautical Information Management (AIM) Department

1. Introduction

The NCAA-ANS-AIM seeks to procure professional Computer-Aided Design (CAD) software to support the preparation of technical layouts, aeronautical infrastructure drawings, and design components required for aeronautical information products and chart production.

The selected software must enable high-precision drafting, 2D/3D modelling, and technical documentation aligned with International Civil Aviation Organization (ICAO) standards for aeronautical charts, namely the Instrument Flight Procedure charts.

The procurement will support the AIM department's operational responsibilities related to aeronautical chart production and the integration of spatial data into Geographic Information System (GIS) platforms and Instrument Flight Procedure Design (IFPD) environments.

2. Objective

The primary objective of this procurement is to acquire a Computer-Aided Design (CAD) software solution and associated licenses that will enable the AIM Department to:

- Produce precise technical drawings and layouts for aeronautical chart production.
- Support the preparation of aeronautical infrastructure diagrams and obstacle layouts.
- Enhance interoperability between CAD drafting environments and GIS systems.
- Facilitate alignment with Instrument Flight Procedure Design tools used within the ANSP environment.
- Reduce dependency on external service providers for design preparation and technical drafting.

3. Scope of Work

The successful supplier shall provide the following:

Supply of Autodesk Architecture, Engineering and Construction (AEC) Collection / AutoCAD licenses including specialized toolsets required for engineering design, technical drafting, and spatial data preparation.

The software solution must support:

- Advanced 2D drafting
- 3D modelling
- Engineering layout development
- Infrastructure design modelling
- Data exchange with GIS and aviation procedure design platforms

The Autodesk AEC Collection provides integrated modelling and drafting capabilities supporting Building Information Modelling (BIM) workflows and advanced engineering analysis tools.

4. Technical Specifications

The proposed solution must include, but not be limited to, the following software capabilities.

The software must support:

- Precision 2D drafting and annotation
- 3D modelling and visualization
- Parametric and intelligent objects
- Engineering drawing documentation
- Layer management and object referencing
- High-resolution plotting and layout management
- DWG and industry-standard CAD file compatibility

4.2 AutoCAD Specialized Toolsets

The software shall include specialized modules supporting engineering workflows such as:

- **AutoCAD Architecture**
- **AutoCAD Electrical**
- **AutoCAD Mechanical**
- **AutoCAD Map 3D**
- **AutoCAD MEP**
- **AutoCAD Raster Design**
- **AutoCAD Plant 3D**
- **AutoCAD Web and Mobile applications**

These toolsets provide industry-specific functionality and libraries enabling efficient drafting and engineering design.

5. Aeronautical Charting and AIM Requirements

The system must support the drafting and preparation of components required for ICAO aeronautical information products, including:

5.1 Aeronautical Chart Components

The software must enable drafting and layout preparation for:

- Airport infrastructure layouts
- Runway and taxiway geometry
- Apron layouts
- Obstacle and terrain representations
- Navigation aid locations
- Aerodrome facilities and structures
- Airspace structure diagrams
- Visual and instrument procedure supporting diagrams

Outputs must support integration into chart production workflows prior to GIS compilation.

5.2 ICAO Chart Production Support

The CAD environment shall facilitate the drafting of layouts that support production of ICAO charts such as:

- Aerodrome charts
- Obstacle charts
- Precision approach terrain charts
- Area charts
- Instrument approach charts
- Departure procedure charts

These layouts will later be compiled and georeferenced in GIS platforms.

6. Instrument Flight Procedure Design (IFPD) Support

The software must support interoperability with Instrument Flight Procedure Design platforms, including tools used in procedure design environments such as PHX.

6.1 Integration Requirements

The system must support:

- Export/import of DXF, DWG, and GIS-compatible formats
- Integration with ArcGIS platforms
- Compatibility with flight procedure design tools
- Accurate coordinate referencing (WGS-84)
- Terrain and obstacle layout preparation
- Infrastructure geometry supporting procedure design surfaces

6.2 Use in Procedure Design Environment

The software will assist in:

- Preparing supporting design layouts used in procedure development
- Drafting airport infrastructure diagrams
- Preparing obstacle environment layouts
- Supporting validation of spatial elements used in IFP design

7. Licensing Requirements

The supplier must provide licensing options consistent with Autodesk commercial licensing models.

7.1 Licensing Model

The proposed solution shall include:

- Single-user commercial licenses
- Subscription-based licensing
- Access to software updates and security patches

7.2 Licensing Options

The supplier shall provide pricing options for:

1. Three-Year Subscription Licensing

Also not limited to this option if there are better options

The option must include:

- Full software functionality
- Technical support
- Product updates
- Access to cloud services where applicable

Licensing and Costs: Outlining the cost of the software, licensing terms, and any associated fees.

8. Training Requirements

The supplier shall provide basic user training to ensure effective use of the software.

Training must include:

- CAD drafting fundamentals
- Aeronautical infrastructure layout preparation
- Layer management and drawing standards
- Data export and interoperability with GIS systems
- Workflow integration with chart production processes

Training Requirements

- Training for 3 technical staff members

9. Hardware Requirements

The supplier shall provide recommendations for suitable hardware (factory-certified with a manufacturer's warranty) capable of supporting the software.

Indicative equipment requirements include:

- 2 x High-performance workstations (two GPU-based desktops). High-clock-speed CPU (Intel Core i7/i9 14th gen or AMD Ryzen 7/9) over core count, at least 32GB or 64GB RAM, and a fast NVMe SSD (1TB or 2TB NVMe PCIe 4.0 SSD). Top workstation choices for high-end, heavy 3D modelling (Dedicated Graphics Processing Unit (GPU) suitable for CAD modelling).
- AutoCAD relies heavily on single-thread performance, meaning a higher frequency (GHz) CPU is better than many cores. Therefore, specifications outlined in this document represent the minimum acceptable requirements. Bidders are encouraged to propose alternative or innovative solutions that meet or exceed these specifications, provided they offer better value, performance, security, efficiency and longevity.

- 2 x High-resolution displays, large format display capability, minimum 75-inch display for collaborative review.

10. Deliverables

The supplier shall deliver:

1. Licensed Autodesk software (3 licenses)
2. Software installation and configuration
3. User license management setup
4. User training
5. Technical support documentation
6. System compatibility confirmation
7. License certificates and subscription documentation

11. Implementation Timeline

Required 15 May 2026

12. Maintenance and Support

- 12.1 The services shall be performed in Namibia working days between the hours of 8:00 a.m. and 5:00 p.m. Namibia time. Working days include all days that are neither Saturdays, Sundays or public holidays.
- 12.2 Reaction time and service levels for the maintenance service should also address the level in the table below.
- 12.3 The Service Provider shall give the NCAA access to the patches of the deliverables released on a periodic basis.
- 12.4 The Agreement should cover second line support for bugs/problems to the NCAA; first line support will be the responsibility of the NCAA's Expert Users.
- 12.5 Problems that require escalation to second level support shall be notified to the Service Provider via the Service Provider's Help Desk or any other form of online Change Control Platform.
- 12.6 The NCAA shall notify any errors without undue delay, and the Service Provider shall assist with rectifying the error within the framework defined in this chapter.
- 12.7 Reporting of problems, errors and change requests is primarily to be done through registration in the Remote Access Via NCAA VPN access and remote assistance tool such as Jira, Any Desk or TeamViewer application. Reaction time for Level A Critical Errors should be four (4) hours.
- 12.8 NCAA understand that time to fix an error cannot be guaranteed due to underlying 3rd party components, therefore, unless otherwise agreed, the errors shall be categorized in the following manner:

Priority	Example	Response Time	Resolution Time
Critical	System down,	30 min	4 hrs
High	Module malfunction	1 hr	8 hrs
Medium	Access or data discrepancy	4 hrs	24 hrs
Low	General query/training	8 hrs	2 working days

Table 1: Lead Time and Response Expectations

- 12.9 If it has been agreed that the Service Provider may rectify the error by sending a patch, a new copy of the software, etc., to the NCAA, it shall do so in accordance with agreed procedures set out in the System Document “Quality procedures” known to both parties.
- 12.10 The Service Provider shall in such a case furnish the NCAA with instructions as to how the patch, etc., shall be installed.
- 12.11 The NCAA shall in such a case install the supplied patch, etc., as soon as possible, or as per the instructions of the Service Provider.
- 12.12 New versions of the software specified in the signed contract should be made available in line with a development “Roadmap” and which is regularly reviewed and made available to customers through the User Groups and online publications. When new versions of software are released, the Service Provider shall send these to the NCAA as soon as possible or make them available online.
- 12.13 NCAA will install new versions of the software for which it has Licences/Maintenance Agreement in a timely manner.
- 12.14 The scope of the Service Provider’s support should extend to the current full release and the previous full release.
- 12.15 The NCAA shall perform daily follow-up actions. This comprises the making of back-up copies of software and data, as well as ensuring that equipment and

software are utilized and stored as prescribed by the equipment or software provider.

Support Level	Responsibility	Handled By
First line-Level	User access, password resets, basic usage issues, ticket logging	NCAA Expert user
Second line-Level	Functional or system configuration issues	System Provider (in coordination with NCAA IT or CNS)
Third line-Level	Major system failures, database or code-level fix	Developer

Table 2: Type of support defined

13. Evaluation Criteria

Eligibility

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

- (a) have a valid company Registration Certificate.
- (b) have an original/certified copy valid good Standing Tax Certificate.
- (c) have an original/certified copy valid 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 certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Manufacturer authorisation
- g) Bank confirmation letter not older than three months

Failure to meet the requirements the bidder shall be deemed not substantially compliant, therefore disqualified and excluded from further evaluation and comparison.

Technical Criteria

No.	Criteria	Description
1.	Technical Solution & Compliance	Degree to which the proposed software meets ToR requirements (2D drafting, 3D modelling, BIM capability, plotting, DWG compatibility, etc.)
2.	Integration & Interoperability	Compatibility with GIS (ArcGIS), Instrument Flight Procedure Design tools, WGS-84, and support for DWG/DXF and spatial data exchange
3.	Implementation & Methodology	<p>Approach to installation, configuration, rollout, and system setup (including timelines and risk management).</p> <p>The service provider shall provide a detailed project methodology with clear deliverables and project schedule to be followed to complete the project.</p> <p>demonstrating capability in implementation, Integration and support interoperability with Instrument Flight Procedure Design platforms, including tools used in procedure design environments such as PHX</p>
4.	Supplier Experience & Track Record	<p>Proven experience in supplying CAD/AEC solutions, preferably in aviation, GIS, or engineering environments</p> <p>demonstrating successful implementation and has performed capabilities in aeronautical chart production and the integration of spatial data into Geographic Information System (GIS) platforms and Instrument Flight Procedure Design (IFPD) environments (drafting and preparation of components required for ICAO aeronautical information products and standards).</p> <p>Provide 3 reference letters.</p>

No.	Criteria	Description
5.	Support & Maintenance	Availability of technical support, updates, and vendor backing. The bidder must have a proven track record in providing maintenance and Support for the solution in question.
6.	Training & Knowledge Transfer	Quality, structure, and relevance of training for 3 staff members (practical applicability) Accredited Partner to provide Training on the acquired AutoCAD systems.
7.	Licensing & Subscription Model	Compliance with required licensing (3-year subscription, updates, cloud services, scalability) Certified Partner or Accredited Implementation Partners to Autodesk AEC Collection / AutoCAD systems.

Financial Evaluation

1 Quotation specifications	<p>A detailed brochure specification of hardware (certified brands) and software.</p> <p>Detailed project pricing option attached and is for a time period of thirty-six (36) months and subdivided to cover the following components:</p> <ul style="list-style-type: none"> • Cost to provide functional and technical second-line support services for the System. • Licensing and Costs: Outlining the cost of the software, licensing terms, and any associated fees. <p>Total cost for suitable hardware capable of supporting the software</p>
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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 documents, but only after the Board or public entity has complied with the provisions of subsections (3), (4), (4A), (4B), (4C), (4D) and (5).

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

- Procurement Reference Number: **G/RFQ/NCAA-01/2026**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	AutoCAD Commercial single-use 3-year Subscription renewal		
2.	Training and Installation		
3	Hardware (workstation+ 75" display)		

Bidders should complete columns C and D with the specification of the goods 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. Authorize the specification offered in the signature block below.]

Specifications and Compliance Sheet Authorised By:

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

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. **G/RFQ/NCAA-01/2026** on the website of the Public Entity www.ncaa.na except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NCAA-01/2026**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Civil Aviation Authority (NCAA)
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NCAA Head Office and Regional Offices
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>Namibia Civil Aviation Authority No.4 Rudolph Hertzog Private Bag 12003 Windhoek Tel: 0835 235 2166 PMU@ncaa.na</p> <p>For the Supplier, the address and contact name shall be:</p> <p>----- _____</p>
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] 50 %. Goods must be produced in Namibia</i>
Transportation GCC 25	The Goods shall be delivered:
Inspection and Test GCC 26.1	The inspection and tests shall be done after delivery and faulty items must be returned to the supplier.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: <i>NCAA Head Office and Regional offices</i>
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 3 years</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be:</p> <p>.....</p> <p>.....</p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: three (3) years</p>

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P1 = P0 [a + \frac{L0}{L1} + cM1] - P0$$

L0 M0

a+b+c = 1
in which:

- P1 = adjustment amount payable to the Supplier.
- P0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L0, L1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.

M0, M1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*

b = *[insert value of coefficient]*

c = *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = 2 weeks] weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The
 - (b) Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be

- applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to
- (c) the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
 - (d) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment

SCHEDULE 1

PERFORMANCE SECURITY (BANK GUARANTEE) N/A

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date:

Procurement Ref No. and title

Bank's Branch or Office:

To:

Performance Guarantee No.:

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*,

[insert year] with you, for the supply of *[description of goods and related services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount in figures and words]* upon receipt by us of

your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or

argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,¹ and any demand for payment under it must be received by us at this office on or before that date. *[signatures of authorized representatives of the bank and the Supplier]*

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION

	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent

Other (please specify)		
•	
•	
•
TOTAL COST		
PER PRODUCT		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/NCAA-01/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidence for conformity of Goods		
Attachments of required documents:		
Manufacturers authorization letter		
Bank confirmation letter		
Quotation specifications		

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.