



**EXPRESSION OF INTEREST FORM**

**REGISTRATION OF SUPPLIERS TO RENDER SERVICES FOR PROVISION OF CLEANING SERVICES  
AT OUT STATIONS FOR NAMIBIA CIVIL AVIATION AUTHORITY FOR A PERIOD OF THREE (3)  
YEARS**

<b>Bidder Name:</b> _____	<b>Bidder Representative:</b> _____
<b>Tel:</b> _____	<b>Mobile:</b> _____
<b>Email:</b> _____	<b>Fax:</b> _____
<b>Bid Amount:</b> _____ <b>VAT Exclusive</b>	
<b>Contract period (days):</b> <u>36 Months</u> _____	

**Procurement Reference No: NCS/EOI/NCAA-01/2025/2026**

**ISSUED DATE: 24 February 2026**  
**CLOSING DATE: 06 March 2026**  
**CLOSING TIME: 11H00 AM**

**Hand Deliver or Courier at:**

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

**| Website: [www.ncaa.com.na](http://www.ncaa.com.na)  
| Tel: +264 832 352168/6/7/2201**

**No emailed credentials will be accepted**



## Letter of Invitation

23 February 2026

Dear Sir/Madam,

**NCS/EOI/NCAA-01/2025/2026- EXPRESSION OF INTEREST FOR PROVISION OF CLEANING SERVICES AT THE OUT STATIONS FOR NAMIBIA CIVIL AVIATION AUTHORITY FOR A PERIOD OF THREE (3) YEARS**

The Namibia Civil Aviation Authority invites you to submit your company credentials for the services described above. The outstations are located at

1. Luderitz Tower
2. Katima Mulilo Tower
3. Keetmanshoop Tower
4. Ondangwa Tower
5. Walvisbay Tower

Queries, if any, should be addressed to Ms. Joy Sanana at [snanani@ncaa.na](mailto:snanani@ncaa.na) or at [PMU@ncaa.na](mailto:PMU@ncaa.na)

No contractual obligation on behalf of the NCAA whatsoever shall arise from the EOI process unless and until a formal contract is signed & executed by duly authorized officers of the Bank and the successful bidder.

Please prepare and submit your credentials in accordance with the instructions given or inform the undersigned if you will not be submitting. Only companies located and registered in the above outstations will be considered.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'JS', is written over a horizontal line.

**Mrs. Joy Sanana**

**Head of Procurement Management Unit**

Email address: [PMU@ncaa.na](mailto:PMU@ncaa.na)

Tel no: +264 83 235 2168/2166

**Section 1. Company Details and General Information**

Supplier Name	
Company Registration Number	
Physical Address	
Postal Address	
City	
Country	
Region	
Business Type	
Social Security Registration Number	
Value Added Tax Number	
Telephone Number	
Email Address	
Contact Person	
Position of the contact person	
Number of full- time employee	
Website	

**Section 2. Type of business (Indicate your specialization)**

	<b>Goods</b>		<b>Works</b>
	<b>Consulting Services</b>		<b>Non-Consulting Services</b>
Other	<b>Please specify</b>		



			Email:
			Name: Tel: Email:
			Name: Tel: Email:

**Section 5. Banking Details**

Attach banking details confirmation letter from the bank not older than three (3) months

Bank Name	
Bank Physical Address	
SWIFT Code	
Account Number	
Account Type	

**NB: Namibia Civil Aviation Authority standard payment terms are 30 days from date of invoice received and by registering as a vendor you are complying with these terms.**

**Section 6. Declaration**

I ..... (Full names), Identity number / Passport number: ..... In my capacity as the ..... (Designation) of the company/supplies: ..... hereby declare that, the information submitted by me is correct and that my Company should be disqualified, should some information not be in good order, as requested by **NCAA**  
Signature:.....Date:.....

**CHECKLIST ON MANDATORY DOCUMENTS**

1.Expression of Interest form	
2.Company Profile	
3.Company Registration with owner's Identity Documents ( <b>Certified copies of all shareholders identification document or passport</b> )	
4. A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance	
5. A valid original or certified copy of the company's good standing certificate from Social Security Commission	
6. A valid original certified copy of the affirmative Action Compliance Certificate, or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in terms of section 42 of Affirmative Action Act,1998	
7. A Valid certified copy of the company's certificate of registration as an SME (For SMEs only)	
8. Duly authorised banking details confirmations letter on the bank letterhead with date stamp not older than three (3) months	
<b>OFFICE USE ONLY (NCAA)</b>	
<b>RECEIVED By:</b>	
<b>Date:</b>	
<b>Approved By:</b>	
<b>Date:</b>	

**Disclaimer: completing this vendor registration form does not guarantee that NCAA will conduct business with your company. Suppliers are vetted and used on a need's basis.**