



Republic of Namibia  
Draft Annual Procurement Plan

Name of Public Entity: Central Procurement Board Of Namibia

Financial Period: 2025/2026

**\*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED\***

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the procurement reserved in terms of the Code of Good Practice?	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids
1	Printing and Stationery	Various	G	Yes	RFQ	500,000.00	To be determined
2	Automatic Electronic Devices & Airtime	Renewal	G	Yes	DP	489,000.00	To be determined
3	Cleaning Material	Various	G	Yes	RFQ	360,000.00	To be determined
4	Small tools and Consumables	Various	G	Yes	RFQ	55,000.00	To be determined
5	Maintenance Services	Various	NCS	Yes	RFQ	20,000.00	To be determined
6	Insurance Services	Various	NCS	Yes	DP	200,000.00	To be determined
7	Photocopy Rental	Once	G	Yes	RFQ	480,000.00	To be determined
8	Postage and Courier Services	Upon request	NCS	Yes	DP	48,800.00	To be determined
9	Telephone Fax & Internet	Various	NCS	Yes	DP	600,000.00	To be determined
10	Motor Vehicle - Fuel & Oil Expenses	Upon request	NCS	Yes	RFQ	234,800.00	To be determined
11	Motor Vehicle - Repairs & Maintenance	Upon request	NCS	Yes	RFQ	40,000.00	To be determined
12	Municipal Charges	Monthly	NCS	Yes	DP	720,000.00	
13	Building Repairs & Maintenance	Upon request	W			420,000.00	To be determined
15	Legal Fees	Upon request	SC	Yes	DP	1,500,000.00	To be determined
16	Seminars & Workshops	Upon request	NCS	Yes	RFQ	500,000.00	To be determined
17	Professional Development	Upon request	NCS	Yes	DP	475,000.00	To be determined
18	Staff Development	Upon request	NCS	Yes	DP	145,000.00	To be determined
20	Team Building & Employee Wellness/Year end function	Upon request	NCS	Yes	RFQ	560,000.00	To be determined
21	Corporate Wear	Upon request	G	Yes	RFQ	250,000.00	To be determined
22	Computer Equipment	Upon request	G	Yes	DP	1,500,000.00	To be determined
23	Computer Software (ERP System)	Upon request	NCS	Yes	RFQ	7,650,000.00	To be determined
24	Furniture & Fittings	Upon request	W	Yes	DP	720,000.00	To be determined
25	Office Equipment	Upon request	G	Yes	RFQ	65,000.00	To be determined
26	Lease Improvements	Upon request	W	Yes	RFQ	400,000.00	To be determined
27	Network Infrastructure	Upon request	W	Yes	RFQ	1,500,000.00	To be determined
28	Catering and Refreshments	Various	G	Yes	RFQ	251,500.00	To be determined
29	Corporate Meetings	Upon request	NCS	Yes	RFQ	480,000.00	To be determined
30	Stakeholder Engagement	Upon request	NCS	Yes	RFQ	1,000,000.00	To be determined
31	Audit fees	Monthly	NCS	Yes	DP	110,000.00	To be determined
32	Accounting fees	Monthly	SC	Yes	DP	500,000.00	To be determined
33	Consulting - External Procurement	Upon request	NCS	Yes	RFQ	300,000.00	To be determined

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34	Consulting - Human Resources	Upon request	NCS	Yes	RFQ	300,000.00	To be determined
35	Consulting - Information Technology	Upon request	NCS	Yes	RFQ	100,000.00	To be determined
36	Procurement Related Publications	Various	NCS	Yes	RFQ	660,000.00	To be determined
37	Corporate Advertising	Various	NCS	Yes	RFQ	100,000.00	To be determined
38	Branding & Corporate Identity	Upon request	NCS	Yes	DP	300,000.00	To be determined
39	Annual Report	Once	NCS	Yes	DP	200,000.00	To be determined
40	Website Hosting & Maintenance	Upon request	NCS	Yes	RFQ	300,000.00	To be determined
41	IT Support Services & Maintenance	Upon request	NCS	Yes	DP	500,000.00	To be determined
42	Licences & Levies	Upon request	NCS	Yes	RFQ	1,245,100.00	To be determined
43	Membership & Subscriptions	Various	NCS	Yes	DP	68,000.00	To be determined
44	Contingency	Various	NCS	No	RFQ	120,000.00	To be determined

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