



Republic of Namibia  
Draft Annual Procurement Plan

| Name of Public Entity: Central Procurement Board Of Namibia  |   |              |                      |  | Financial Period: 2025/2026 |                       |                                       |
|--|---|--------------|----------------------|--|-----------------------------|-----------------------|---------------------------------------|
| <i>*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED</i> |   |              |                      |  |                             |                       |                                       |
| 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                      |



