



Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Central Procurement Board Of Namibia		Financial Period: 2024/2025						
*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	Reason for deviating from the default method (where applicable)
1	Supply an Delivery of Office stationaries for a period of 12 months	Various	G	Yes	ONB	415,890.00	01/10/2024	
2	Supply and Delivery of Mobile Device Services	Various	NCS	Yes	DP	489,000.00	01/09/2024	
3	Supply and Delivery of Cleaning Materials	Various	G	Yes	RFQ	41,184.00	01/08/2024	
4	Supply and delivery of small tools and consumables (plugs, adptor, PPEs for the cleaners etc)	Various	G	Yes	IQ	50,000.00	01/09/2024	
5	Supply of General Repair and Maintenance	Various	NCS	Yes	IQ	14,893.00	01/10/2024	
6	Procurement of Insurance Services	1	NCS	NO	DP	148,330.00		
7	Provision of Photocopier Rental Services for a Period of 24 months	2	NCS	Yes	RFQ	200,000.00	01/08/2024	
8	Provision of Courier Services	various	NCS	Yes	EPE	514.00	31/06/2024	
9	Provision of Telephone Services for the New building	various	NCS	Yes	EPE	416,065.00	01/10/2024	
10	Repairs & Maintenance of motor vehicles	3	NCS	Yes	RFQ	36,379.00	01/09/2024	
11	Extension and additional Office Rental Space for a period of 3 years	1	NCS	Yes	DP	4,247,625.00	31/10/2024	
12	Provision of Additional Security Services	1	NCS	Yes	DP	201,905.00	23/11/2024	
13	Supply and Delivery of Furniture & Fittings	Various	G	Yes	RFQ	351,352.00	12/11/2024	
14	Supply and Delivery of Office Equipment	Various	G	Yes	RFQ	94,018.00	01/06/2024	
15	Staff Training (Skills development)	1	NCS	Yes	RFQ	150,000.00	01/07/2024	
16	Training for the Board (Board induction)	1	NCS	Yes	DP	300,000.00	01/09/2024	
17	Procurement of Board Evaluation Services	1	NCS	Yes	RFQ	300,000.00	31/12/2024	
18	Benchmarking Session	1	NCS	Yes	DP	300,000.00	25/10/2024	
19	Strategic Plan Review Sessions	1	G	Yes	DP	300,000.00	23/07/2024	
22	Provision of Catering and Rrefreshment (Board Meetings)	Various	G	Yes	RFQ	380,000.00	Monthly/Quarterly	
23	Procurement of Board Minute Transcription	Various	NCS	Yes	RFQ	100,000.00	On Request	
24	Provision of Board Induction Services	1	SC	Yes	RFQ	300,000.00	On Request	
25	Seminars/Webinars	Various	NCS	Yes	IQ	12,000.00	On Request	
26	Procurement of Office Utensils	1	G	Yes	RFQ	20,000.00	May-24	
27	Procurement of Water Dispensers	2	G	Yes	RFQ	60,000.00	May-24	
33	Procurement for a venue for Media Briefing	4	NCS	Yes	RFQ	80,000.00	May 2024 Oct 2024 Feb 2025	

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34	Procurement for a Venue : Stakeholders Engagement with PE PMU & Tech staff	1	NCS	Yes	RFQ	80,000.00	31-Aug-24	
35	Procurement for a venue: Khomas Bidders Education Workshop	1	NCS	Yes	RFQ	100,000.00	31-Jul-24	
36	Procurement for a Venue: CEO Luncheon	1	NCS	Yes	RFQ	150,000.00	Jul/Aug 2024	
37	Procurement: Exhibition Space: NCCI Bream Festival , Windhoek Show	3	NCS	Yes	DP	72,000.00	On Request	
41	Procurement of Venue: Procurement Indaba	1	NCS	Yes	RFQ	150,000.00	Oct/Nov 2024	
42	Procurement of Broadcast time (TV) and Radio	2	NCS	Yes	DP	200,000.00	May/June 2024	
44	Procurement of Staff Gifts	1	NCS	Yes	RFQ	30,000.00	Oct-24	
45	Procurement for Venue: Year End Function	1	NCS	Yes	RFQ	70,000.00	Oct-24	
46	Consulting – IT	Various	SC	Yes	RFQ	250,000.00	On request	
47	IT Support Services & Maintenance	Various	SC	Yes	DP	29,212.00	On Request	
48	Licenses & Levies	Various	NCS	Yes	RFQ	845,500.00	On Request	
49	Computer Equipment	Various	G	Yes	RFQ	520,601.00	On Request	
50	Office Equipment - Peripheral	Various	G	Yes	RFQ	94,018.00	On request	
51	Team Building and Employee Wellness	1	NCS	Yes	RFQ	108,200.00	31-Mar-25	
52	Outsourcing of Recruitment	1	SC	Yes	RFQ	200,000.00	On request	
53	Job Evaluation & Grading	1	SC	Yes	RP	20,000.00	On request	
54	Departmental Gap analysis –Stakeholder Relations	1	SC	Yes	RP	80,000.00	On request	
55	Skills Audit/ Competency Framework	1	SC	Yes	RP	250,000.00	On request	
56	Professional Development	Various	G	NA	RFQ	345,512.00	On Request	

Approved - Accounting Officer (Name): **ARRON NGAUETENE**

Signature: *Arnon NGAUETENE*

Date: **2024.05.31**