



REPUBLIC OF NAMIBIA

---

OFFICE OF THE PRIME MINISTER

---

Tel No: (061) 287 9111

Fax No: (061) 234 296

Enquiries: E. N. Amwaahwa

Tel: 287 9111 Ext: 2052

Ref: 9/2/2/1

Private Bag 13338

WINDHOEK

14 December 2023

The Executive Director  
Ministry of Finance and Public Enterprises  
Procurement Policy Unit  
Private Bag 13295  
**WINDHOEK**

*Attention: Mr. Festus Negumbo*

**SUBJECT: SUBMISSION OF AMENDED ANNUAL PROCUREMENT PLAN (APP) FOR THE OFFICE OF THE PRIME MINISTER: VOTE 02.**

1. Reference is made to the above subject matter.
2. A scanned document of the amended OPM- APP will be shared on E-GP Portal.
3. The below listed items were omitted on the APP; any further amendment will be communicated to the Procurement Policy Unit (PPU) before execution the procurement request.
  - (a) Removal of Furniture and procurement of furniture for the directors' office at DDRM for the total amount of N\$160,000
  - (b) The review and aligning of the National Building Resilient Strategy at the amount of N\$4,000,000
  - (c) Replacement of tiles in Director and Deputy Director -Support Services offices at DDRM at the amount of N\$30,000
  - (d) 2023/24 VAA Nutrition and Micronutrient Dissemination workshop at the amount of N\$150,000
  - (e) Venue and catering services for VAA planning workshop at the amount of N\$80,000
  - (f) Venue and catering services for VAA Trainers of trainees and IPC Level 1 training workshop for DDRM at the amount of N\$100,000
  - (g) Purchasing of Bar Fridges x 10 and Purchasing of Microwaves x 10 at the total amount of N66,000.
  - (h) Purchasing of New Server for the Unified Exchange Platform for DPSITM for the total amount of N\$1,900,000
  - (i) New Server Acquisition for Security Operations Center (SOC) for DPSITM for the total amount of N\$900,000.

Yours sincerely,

  
**I-BEN NATANGWE NASHANDI**  
**EXECUTIVE DIRECTOR**

All official correspondence must be addressed to the Executive Director



Republic of Namibia  
Amended Annual Procurement Plan

Name of Public Entity: OFFICE OF THE PRIME MINISTER				Financial Period: 2023/2024 FY				
Procurement No. (e.g. 1.2.3.)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	<b>DPREGM</b>							
	Provision for Air Tickets (Domestic and foreign tickets)	Various	G	Yes	RFQ	100,000	01-Apr	
	Consultancy for e-Government Policy Implementation and Review and workshops	1	CS	Yes	RFP	1,000,000	01-May	
	Develop Public Sector Cloud Strategy/ Policy (Partner TA Support)	1	NCS	RFQ	RFQ	20,000	01-May	
	Consultancy for the establishment of National Data Center	1	CS	Yes	RFP	1,000,000	Jun-23	
	Computer Equipment (laptops for staff)	4	G	Yes	RB	80,000	Jun-23	
	ITIL 4 Training & Certification 3 Modules for DOA - 15 Staff (Headway Consulting)	1	NCS	No	DP	1,500,000	My 2023	is a Direct Procurement to use the supplier that develop the system
	Digital and Pull-up Banners for e-Government Awareness	2	NCS	Yes	RFQ	40,000	May-23	
	Namibia Interoperability Framework Workshops to finalize and implement	3	NCS	Yes	RFQ	30,000	May-23	
	Namibia Interoperability Framework Workshops to finalize and implement	3	NCS	Yes	RFQ	30,000	May-23	
	Namibia Interoperability Framework Workshops to finalize and implement	4	NCS	Yes	RFQ	30,001	Jun-23	
	Training and Monitoring Systems for Auditing and Compliance Sub-Division	1	NCS	Yes	RFQ	200,000	May-23	
	Renewal of ManageEngine ServiceDesk MSP Software License (300 Technicians and 10 000 Assets)	various	NCS	Yes	OAB	2,200,000	Aug-23	
	EDRMS Maintenance Contract		NCS	No	DP	8,000,000	May-23	
	Check Point firewall license renewal	2	NCS	Yes	OAB	2,900,000	Aug-23	
	Purchasing of core switches	2	G	Yes	OAB	1,600,000	Aug-23	
	renewal of SSL Certificates	2	NCS	Yes	DP	100,000	May-23	

6

Procurement No. (e.g. 1.2.3.)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	Internet Resources (African & Ondis Internet) Subscriptions	2	NCS	Yes	DP	120,000	May-23	
	ESA Licenses Renewal	2	NCS	Yes	OAB	5,700,000	Jun-23	
	ENDPOINTS (Antivirus)	Various	NCS	Yes	OAB	2,600,000	Jun-23	
	Supply and delivery of Miscellaneous maintenance	Various	NCS	Yes	RFQ	1,200,000	Apr-23	
	Cyber Security awareness	Various	NCS	Yes	RFQ	100,000	Jun-23	
	Veeram (back up)	Various	NCS	Yes	RFQ	750,000	Jun-23	
	Namx(UXP) software & HSM Security Modules for e-Government interoperability	1	NCS	Yes	OAB	2,520,000	Jun-23	
	Supply and delivery of Hardware and related software for the Datacenter	Various	G	Yes	OAB	25,000,000	Jun-23	
	Purchasing of New Server for Unified Exchange Platform for DPSITM	1	G	Yes	OAB	1,900,000	Nov-23	
	Purchasing of New Server Acquisition for Security Operations Center (SOC) for DPSITM	1	G	Yes	RFQ	900,000	Dec-23	
	Total					59,620,000		
	DCSPAC							
	provision for Air Tickets ( Domestic and Foreign)	Various	G	Yes	SVP	40,000	Apr-23	
	provision for 26 Cabinet Meetings (refreshments)	Various	NCS	Yes	RFQ	200,000	Apr-23	
	Cleaning materials for the Cabinet Chamber	3	G	Yes	SVP	5,000	Apr-23	
	Cabinet Liaison Officers (CLOs) Training workshop ( Venue and refreshments, and facilitators payment)	1	NCS	Yes	RFQ	200,000	Jun-23	
	One colour Printers for the Director Cabinet Secretariat (State House)	1	G	Yes	RFQ	15,000	Aug-23	
	Fax machine for Records Management Office - Cabinet Secretariat	1	G	Yes	RFQ	15,000	Aug-23	
	One zerox Printer for Cabinet Department (State House)	1	G	Yes	RFQ	20,000	Aug-23	
	Two computers and four laptops for Cabinet Secretariat Staff	6	G	Yes	OAB	110,000	Jul-23	
	Total (DCSPAC)					605,000		
	PMB							
	Provision for air tickets ( Domestic and Foreign)	Various	G	Yes	RFQ	700,000	Apr-23	

Procurement No. (e.g. 123..)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (M\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	office refreshment and entertainment/corporate gifts	Various	NCS	Yes	SVP	102,000	Apr-23	
	procurement from ex-gratia vote	Various		Yes	REP	100,000	Oct-23	
	<b>DPM</b>							
	Provision for air tickets ( Domestic and Foreign)	Various	G	Yes	RFQ	100,000	Apr-23	
	<b>TOTAL (PMB)</b>					<b>1,002,000</b>		
	<b>DDRM</b>							
	Provision for Air Tickets ( Domestic and Foreign)	Various	G	Partial	RFQ	120,000	Apr-23	
	furnigation of DDRM Warehouse	Various	NCS	Yes	RFQ	100,000	May-23	
	Purchasing of Jumble Cable for Heavy duty Vehicles - DDRM	2	G	Yes	SVP	1,000	Jun-23	
	Renewal of Disc Licenses for DDRM Vehicles	13	NCS	Yes	DP	250,000	Apr-23	
	Purchasing of Vacuum Cleaner for GRN vehicles - DDRM	1	NCS	Yes	SVP	2,000	Jun-23	
	Maintenance of 13 DDRM Vehicles, and fuel expenses	13	NCS	Yes	DP	2,000,000	Apr-23	
	Purchasing of Androids for VAA Survey	100	G	Yes	RFQ	800,000	May-23	
	Purchasing of ARCGIS Desktop software	4	G	Yes	RFQ	745,000	May-23	
	SPSS Stastical package	3	G	Yes	RFQ	1,000,000	Jun-23	
	Venue and catering services for VAA planning workshop in tiwaranga	1	NCS	Yes	RFQ	80,000	May-23	
	Venue and catering services for VAA planning workshop in Swakopmund	1	NCS	Yes	RFQ	80,000	Jun-23	
	Procurement of Hats and T-shirts for VAA workshop	150	G	Yes	REP	60,000	May-23	
	Safari sleeveless waist coats for VAA project	5	G	Yes	SVP	3,500	Jun-23	
	DDRM Awareness and promotional materials (Banners, Gazabo, Printing of brochures)	Various	NCS	Yes	RFQ	80,000	May-23	
	DDRM Field work clothing ( hats, t-shirts, safari sleeveless coats, overalls)	Various	G	Yes	SVP	23,500	May-23	
	Electronic Gadgets ( Tablets) for capturing data during beneficiaries registration and validation process	20	G	Yes	RFQ	98,000	May-23	
	Bluetooth Voucher Invoices Printers	14	G	Yes	RFQ	90,000	Jun-23	
	QR Scanners for voucher scanner during redemption periods	14	G	Yes	RFQ	100,000	Jun-23	
	Voucher Invoice Bluetooth Printers	14	G	Yes	RP	100,000	Jun-22	

Procurement No. (e.g. 1.2.3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	Catering services for the review of Regional Multi-hazard contingency plan and induction Workshops	6	NCS	Yes	RFQ	300,000	Apr-23	
	catering services for the commodities and beneficiaries information management system trainings at Regional levels (3 Regions)	3	NCS	Yes	RFQ	5,000	Jun-23	
	Purchasing of laptops for the Control Admin Officer at Planning - DDRM	1	G	Yes	SVP	25,000	Jul-23	
	Purchasing of various items to be used during the response to Disaster Risk in the country	Various	G	Yes	EP	10,000,000	Aug-23	
	Purchasing of mahangu/maize meal/beans/wheat grains for the drought relief program	Various	G	Yes	RB	201,000,000	Apr-23	
	Purchasing of cooking Oil for the drought relief program	Various	G	Yes	RB	53,840,000	Apr-23	
	Purchasing of soya mince and Tinned fish (Raisish) for the drought relief program	Various	G	Yes	RB	186,650,000	Apr-23	
	Renewal of Pastel packages and consulting fees	3	NCS	Yes	SVP	8,000	Jun-23	
	Printers colour	2	G	Yes	RFQ	30,000	Jul-23	
	External hard driver	1	G	Yes	RFQ	4,000	Jul-23	
	Removal of Furniture and procurement of furniture for the directors' office	1	NCS	Yes	RFQ	160,000	Jan-24	
	The review and aligning of the national Building Resilient Strategy	1	NCS	Yes	EPE	4,000,000	Dec-23	
	Replacement of tiles in Director and Deputy Director -support services offices at DDRM	1	NCS	Yes	RFQ	30,000	Jan-24	
	2023/24 VAA nutrition and micronutrient dissemination workshop	1	NCS	Yes	RFQ	150,000	Dec-23	
	Venue and catering services for VAA planning workshop	1	NCS	Yes	RFQ	80,000	Jan-24	
	Venue and catering services for VAA Trainers of trainers and IPC Level 1 training workshop	1	NCS	Yes	RFQ	100,000	Feb-24	
	Total (DDRM)					461,755,000		
	PSM							
	Provision for Air tickets ( Domestic and Foreign)	Various	G	Yes	SVP	220,000	Apr-23	

Procurement No. (e.g. 1.2.3.)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	<b>Training and workshops</b>							
	PMS training for MITs	1	NCS	Yes	RFQ	300,000	Aug-23	
	PMS Training of POB's	1	NCS	Yes	RFQ	200,000	Jul-23	
	PMS Automation	Various	NCS	Yes	RFQ	300,000	Sep-23	
	BPR and CSC framework awareness	Various	NCS	Yes	RFQ	300,000	Aug-23	
	Training on M&E for DPI staff	1	NCS	Yes	RFQ	200,000	Oct-23	
	PMS Policy Review	1	NCS	Yes	RFQ	200,000	Aug-23	
	<b>Maintenance, Office Equipment and furniture</b>							
	Purchasing of hard drives x 6	3	G	Yes	OAB	6,000	Jul-23	
	Purchasing of Three projectors	3	G	Yes	RFQ	15,000	Jul-23	
	Purchasing of six (6) Pointers for PMS, for Charters and BPR Teams	3	G	Yes	OAB	3,600	Jul-23	
	Purchasing of three Printers for PSM staffs	3	G	Yes	OAB	45,000	Jul-23	
	Purchasing of 10 Office chairs for PSM staffs	10	G	Yes	RFQ	40,000	Jul-23	
	Printing of PMS Policy, Framework and Guidelines	Various	NCS	Yes	RFQ	150,000	Jan-24	
	Printing of African Charter on Public Service and Administration	Various	NCS	Yes	RFQ	150,000	Aug-23	
	<b>Total (PSM)</b>					<b>2,129,600</b>		
	<b>DPSIR</b>							
	Provision for Air Tickets ( Domestic and Foreign Tickets)	Various	G	Yes	RFQ	70,000	Apr-23	
	<b>Citizen Satisfaction Survey Project</b>							
	(a) Appointment of the external Consultant to conduct Citizen Satisfaction Survey	1	CS	Yes	RB	1,000,000	Aug-23	
	(b) Approve and validate the survey instrument	Various	G	Yes	RFQ	500,000	Sep-23	
	(c) Procurement related the awareness of the Survey	Various	NCS	Yes	RFQ	500,000	Oct-23	
	(d) Conduct the Survey	Various	NCS	Yes	RFQ	1,000,000	Nov-23	
	(e) Procurement related the publish of the survey Report.	Various	NCS	Yes	RFQ	500,000	Feb-24	
	<b>Total (DPSIR)</b>					<b>3,570,000</b>		
	<b>DAITM</b>							
	<b>Heroes Day commemorations and state funerals, and National Independence Day Celebrations.</b>							

Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (IN\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	Provision for Heroes Day Commemoration and Funerals.	Various	NCS	Yes	RFQ	1,000,000	Apr-23	
	Provision for National Independence Celebrations.	1	NCS	Yes	RFQ	2,500,000	Feb-24	
	Policy and Programme Coordination							
	Provision for New Equitable Economic Empowerment Framework (NEEF).	Various	NCS	Yes	RFQ	400,000	Sep-23	
	Provision for National Food Security and Nutrition.	Various	G	Yes	OAB	400,000	Jun-23	
	General Administration, Finance and HR							
	Provision for Air-tickets (Domestic and Foreign)	Various	G	Yes	RFQ	100,000	Apr-23	
	Pouring of hand sanitizers and hand foam and related consumables	Various	NCS	Yes	RFQ	100,000	Apr-23	
	Wellness programmes	Various	NCS	Yes	RFQ	100,000	Aug-23	
	Office refreshments ( water and drinks for Meetings and mini workshop), corporate gifts and entertainments	Various	NCS	Yes	RFQ	260,000	Jun-23	
	Rendering of security services to OPM three Office Buildings.	1	NCS	Yes	OAB	900,000	Apr-23	
	Printing and Advertisements							
	Printing and Advertisements ( Annual reports x 2 reports, Bid advertisements, vacant post advertisement, advertisement of congratulatory messages, business cards, etc	Various	NCS	Yes	RFQ	300,000	Jul-23	
	Office furniture and equipment							
	Purchasing of computer equipment and related software. ( 6 x EDRMS Scanners, 15 x Laptops, 3 x desktop computers, 15 x Printers, and 10 x Projectors, 10 x Pointers.	Various	G	Yes	RFQ	1,800,000	Aug-23	
	Purchasing of 10 x Bar Fridges and 10 x Microwave Ovens	20	G	Yes	RB	66,000	Dec-23	
	Purchasing of new office furniture and upholstery of broken old office furniture	Various	G	Yes	RFQ	500,000	Aug-23	
	Materials and supplies							
	Purchasing of cleaning materials for the office	Various	G	Yes	RFQ	500,000	Jul-23	
	Purchasing of Office stationeries ( pen, note books, flip charts etc)	Various	G	Yes	RFQ	300,000	Jun-23	

Procurement No. (e.g. 1.2.3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	Purchasing of cartridges for the office	Various	G	Yes	RFQ	350,000	Jun-23	
	Various office supplies	Various	G	Yes	RFQ	200,000	Jul-23	
	purchasing of photocopy papers, staples for the photocopy machines	Various	G	Yes	EPE	400,000	Apr-23	
	Newspapers subscriptions	Various	G	Yes	R8	50,000	Apr-23	
	uniforms for cleaners and labourers and for stock taking and warehouses members	Various	G	Yes	RFQ	100,000	Sep-23	
	<b>Transport</b>							
	Transport expenses	Various	NCS	Yes	EPE	3,200,000	Apr-23	Transport expenses to Govt Garage
	purchasing of batteries, Air freshners for vehicles, tyres for vehicles, jumble cables, hiring of private vehicles to be used for official duties	Various	G	Yes	RFQ	1,000,000	Aug-23	
	<b>Maintenance</b>							
	Minor renovation of OPM Swakopmund house	1	W	Yes	R8	1,000,000	Aug-23	
	Security system, for OPM various offices ( CCTV, access control, electrical fences etc.)	Various	NCS	Yes	RFQ	300,000	May-23	
	Electrical fence for DDRM	1	W	Yes	RFQ	60,000	May-23	
	Other maintenance activities	Various	NCS	Yes	RFQ	640,000	Apr-23	
	<b>Utilities</b>							
	Hiring of Eleven (11) photocopy machines for the office	11	NCS	Yes	OAB	1,500,000	Apr-23	
	<b>Training and courses/workshops</b>							
	(a) Induction programme	1	NCS	Yes	RFQ	80,000	Jul-23	
	(b) Cleaners and Labourers training	1	NCS	Yes	RFQ	120,000	Aug-23	
	(c) Procurement OPM Internal Committees Training	2		Yes		100,000	Aug-23	
	(d) Stock taking training and refresher courses	1	NCS	Yes	SVP	150,000	Jul-23	
	(e) Annual Plan and Strategic review workshop	2	NCS	Yes	RFQ	400,000	Feb-24	
	(f) other training	Various	NCS	Yes	RFQ	590,000	Aug-23	
	<b>Development Budget</b>							
	Phase 1, Entrance refurbishment at OPM HQ	1	W	Yes	RB	800,000	Jun-23	



Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	Feasibility studies, design and supervision towards the renovation of OPM HQ.	1	CS	Yes	RFQ	1,500,000	Sep-23	
	Renovation and alteration of united House Building for OPM.	1	W	Yes	OAB	7,700,000	Aug-23	
	<b>TOTAL (DAITM)</b>					<b>29,466,000</b>		
	<b>Public Service Commission (PSC)</b>							
	provision for Air tickets	Various	G	Yes	RFQ	100,000	Apr-23	
	Training courses/workshops (Commissioners retreat, workshop and other training)	Various	NCS	Yes	RFQ	400,000	Sep-23	
	Office refreshment and official entertainment/corporate Gifts	Various	NCS	Yes	SVP	66,000	Oct-23	
	Civil claims (hiring of lawyers or any other civil claims)	Various	NCS	Yes	DP	100,000	Apr-23	
	<b>Total (PCS)</b>					<b>666,000</b>		
	<b>POBCS</b>							
	provision for Air tickets (local and Foreign)	Various	G	Yes	SVP	100,000	Apr-23	
	Office supplies ( Cartridges, photocopy papers, stationeries etc for POBCS)	Various	G	Yes	SVP	50,000	Jul-23	
	Training/workshops (Retreat and other training for POBCS)	Various	NCS	Yes	RFQ	100,000	Aug-23	
	Printing and advertisement ( POBC Annual Report, printing of Business Cards, advertisement services for POBCS and other related services)	Various	NCS	Yes	RFQ	100,000	Sep-23	
	office refreshments for POBCS	Various	NCS	Yes	SVP	50,000	Jun-23	
	Provision for Public Officer Bearers Committees ( Meetings etc)	Various	CS	Yes	RFQ	300,000	Apr-23	
	<b>Total (POBCS)</b>					<b>700,000</b>		
	<b>TOTAL:</b>					<b>557,538,600</b>		
Approved - Accounting Officer (Name):		I-Ben Natanenge Nashandi		Signature:		Date:		

