



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

ANNUAL PROCUREMENT PLAN 2023/2024 FY

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Republic of Namibia
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)
	DPSEGIM							
	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 DQA - 15 Staff (Headway Consulting)	1	NCS	No	DP	1,500,000	May 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	Jun-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 coreswitches	2	G	Yes	OAB	1,600,000	Aug-23	
	renewal of SSL Certificates	2	NCS	yes	DP	100,000	May-23	

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	Internet Resources (African & Ondis Internet)	2	NCS	Yes	DP	120,000	May-23	
	Subscriptions							
	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	
	Veeam(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	
	Total					56,820,001		
	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 (CLO's) 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 zero 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	
	office refreshment and entertainment/corporate Gifts	Various	NCS	Yes	SVP	102,000	Apr-23	
	procurement from ex-gratia vote	Various		Yes	RFP	100,000	Oct-23	
	DPM							

Procurement No. (e.g. J.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)
	Provision for air tickets (Domestic and Foreign)	Various	G	Yes	RFQ	100,000	Apr-23	
	TOTAL (PMB)					1,002,000		
	DDRM							
	Provision for Air Tickets (Domestic and Foreign)	Various	G	Partial	RFQ	120,000	Apr-23	
	fumigation 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 tjiwarongo	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	RFP	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, Gazebo, 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	RB	100,000	Jul-22	
	Catering services for the review of Regional Multi-hazard contingency plan and induction Workshops	6	NCS	Yes	RFQ	300,000	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 (M\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	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 (Relish) 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	
	Total (DDRM)					457,595,000		
	PSMI							
	Provision for Air tickets (Domestic and Foreign)	Various	G	Yes	SVP	220,000	Apr-23	
	Training and workshops							
	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 DPL staff	1	NCS	Yes	RFQ	200,000	Oct-23	
	PMS Policy Review	1	NCS	Yes	RFQ	200,000	Aug-23	
	Maintenance, Office Equipment and furniture							
	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 PSMI staffs	3	G	Yes	OAB	45,000	Jul-23	
	Purchasing of 10 Office chairs for PSMI staffs	10	G	Yes	RFQ	40,000	Jul-23	

Procurement No. (e.g. J23...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	Purchasing of 16 HMDI Cables	16	G	Yes	RFP	2,000	Jun-23	
	Printing and advertisement	Various	NCS	Yes	RFQ	50,000	Jul-23	
	Printing of BPR Framework	Various	NCS	Yes	RFQ	50,000	Aug-23	
	Printing of Customer Service Charters Guide	Various	NCS	Yes	RFQ	150,000	Jan-24	
	Printing of PMS Policy, Framework and Guidelines	Various	NCS	Yes	RFQ	150,000	Aug-23	
	Printing of African Charter on Public Service and Administration	Various	NCS	Yes	RFQ	2,231,600		
	Total (PSM)							
	DPSIR							
	Provision for Air Tickets (Domestic and Foreign Tickets)	Various	G	Yes	RFQ	70,000	Apr-23	
	Citizen Satisfaction Survey Project							
	(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	
	Total (DPSIR)					3,570,000		
	DAITM							
	Heroes Day commemorations and state funerals, and National Independence Day Celebrations.							
	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 (NEEEF).	Various	NCS	Yes	RFQ	400,000	Sep-23	To cater for activities Pertaining to NEEEF
	Provision for National Food Security and Nutrition.	Various	G	Yes	OAB	400,000	Jun-23	Projects pertaining to National Food Security and Nutrition.
	General Administration , Finance and HR							

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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 (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	provision for Air tickets (Domestic and Foreign)	Various	G	Yes	RFQ	100,000	Apr-23	
	Pocuring 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 EDMS Scanners, 15 x Laptops, 3 x desktop computers, 15 x Printers, and 10 x Projectors, 10 x Pointers.	Various	G	Yes	RFQ	1,000,000	Aug-23	
	Purchasing of new office furniture and upholster 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 stationaries (pen, note books, flip charts etc)	Various	G	Yes	RFQ	300,000	Jun-23	
	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	RB	50,000	Apr-23	
	uniforms for cleaners and labourers and for stock taking and warehouses members	Various	G	Yes	RFQ	100,000	Sep-23	
	Transport							
	Transport expenses	Various	NCS	Yes	EPE	3,200,000	Apr-23	Transport expenses to Govt Garage

Procurement No. (e.g. 12.3...)	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 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	
	Maintenance							
	Minor renovation of OPM Swakopmund house	1	W	Yes	RB	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	
	Utilities							
	Hiring of Eleven (11) photocopy machines for the office	11	NCS	Yes	OAB	1,500,000	Apr-23	
	Training and courses/workshops							
	(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	
	Development Budget							
	Phase 1, Entrance refurbishment at OPM HQ	1	W	Yes	RB	800,000	Jun-23	
	Feasibility studies, design and supervision) towards the renovation of OPM HQ.	1	CS	Yes	RFP	1,500,000	Sep-23	
	Renovation and alteration of United House Building for OPM.	1	W	Yes	OAB	7,700,000	Aug-23	
	TOTAL (DAITM)					28,600,000		
	Public Service Commission (PSC)							
	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	

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	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		
	Total (PCS)					666,000			
	POBCS								
	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 Committee (Meetings etc)	Various	CS	Yes	RFQ	300,000	Apr-23		
	Total (POBCS)					700,000			
	TOTAL:					551,789,601			
	Approved - Accounting Officer (Name):	I-Ben Natangwe Nashandi					Signature:	Date:	

[Handwritten Signature]
Date: 15/6/23

