



**Fisheries Observer Agency
Annual Procurement Plan**

Name of Public Entity: Fisheries Observer Agency			Financial Period: 2025/2026					
Procurement No. (e.g. 1.2.3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved for local sourcing Directive	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Supply and Delivery of Transportation Services for Observer	2	NCS	Yes	RFQ	128,423.00	30-04-25	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
2	Supply and Delivery of Bulk Printing and Stationery	Various	G	Yes	OAB	220,500.00	As the need arises	N/A
3	Supply and Delivery of IT Equipment	1	G	Yes	RFQ	398,993.00	As the need arises	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
4	Supply and Delivery of Office Equipment and Computer Equipment	Various	G	Yes	RFQ	376,800.00	As the need arises	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
5	Supply and Delivery of Protective Clothing/Corporate Uniform	Various	G	Yes	OAB	599,126.00	As the need arises	N/A
6	Supply and Delivery of Services: Deep Cleaning and Cleaning Material	Various	NCS	Yes	RFQ	90,000.00	As the need arises	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
7	Supply and Delivery of Services: Conference facilities	Various	NCS	Yes	RFQ	90,000.00	As the need arises	Conference facilities are needed/procured on an adhoc basis and not procured all at once. Advertising costs would be more than the conference facility needed at the time.
8	Supply and delivery of Motor Vehicle Expenses/Repairs	Various	G	Yes	RFQ	246,792.00	As the need arises	Motor vehicles are serviced on their maintenance plans at the Original Suppliers, from which the motor vehicles are bought. Other repairs to vehicles are usually less than N\$2,000.00 monthly. Advertising costs would be more than the adhoc motor vehicle expenses.

Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved for local sourcing Directive	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
9	Supply and delivery of Consulting services: Succession Planning Policy & HR Management Plan, Job Grading and Evaluation, Develop and Implement Standard Operating Procedures, VIP and Pastel Consultants	Various	CS	Yes	RFP	415,000.00	As the need arises	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
10	Supply and Delivery of Furniture and Fittings	Various	G	Yes	OAB	246,375.00	As the need arises	N/A
11	Supply and Delivery of Annual License Renewals: Microsoft 365 Business Standard Licences, SAGE VIP Licences, Pastel licenses and Motor Vehicle Licenses	Various	G	Yes	DP	148,306.00	As the need arises/before expiry dates	Most of the licenses can only be directly procured from Sole suppliers, for example: Natis Licenses, Sage VIP and Pastel licenses. Contracted IT Firms provide Microsoft and Firewall Licenses.
12	Employee Training and Development Courses	Various	CS	Yes	OAB	440,739.00	As the need arises	N/A
13	Advertising	Various	NCS	Yes	OAB	105,000.00	As the need arises	NA
14	Supply and delivery of Promotional Material	Various	G	Yes	RFQ	17,758.00	As the need arises	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
15	Staff Wellfare	Various	NCS	Yes	RFQ	150,000.00	As the need arises	Staff wellfare is needed/procured on an adhoc basis and not procured all at once. Advertising costs would be more than the staff wellfare expense incurred at the time.
16	Supply and Delivery of Motor Vehicle	1	G	Yes	RFQ	400,000.00	As the need arises	SECTION 27(4) (b) and (c) - Invitation for Sealed Quotation to be uploaded on Company website and on EGP Portal
						3,673,812.00		
Approved - Accounting Officer (Name): Mr Stanley Ndara				Signature: 	Date: 28/04/2025			

