



Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Namibia Press Agency (NAMPA)

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	Provision for consultancy services for Revamping the Nampa Website	Various	CS	Yes	RFQ		May'24	NA
2	Provision of News Subscription	Various	NCS	No	DP	800,000.00	11/11/2024	Specialised Procurement
3	Supply and Delivery of Audio visual equipment	Various	G		RFP	100,000.00	Sep'24	
4	Provision for Training and Development - Editorial	Various	CS	No	RFP	100,000.00		
5	Provision for consultancy services for Rebranding	Various	CS	Yes	RFP	300,000.00	May'24	
6	Production of Documentaries	Various	NCS	No	RFP	100,000.00	Jun'24	
6	Traveling Expenses	Various	CS	No	DP	30,000.00	As when required	NA
7	Supply and Delivery of Catering Services for event/meeting hosted by the Office of the Chief Executive Officer	Various	G	Yes	RFQ		As when required	
8	Provision of Security Services	Various	NCS	Yes	RFP	50,000.00	30-Apr-'24	Legal Services sourced on Direct Procurement as per the directive
9	Provision for Training and Development for the Board of Directors	Various	CS	No	RFQ	50,000.00	Jun'24	NA
10	Stakeholder Engagement	Various	NCS	Yes	RFQ			
11	Supply and delivery of Office stationaries	Various	G	Yes	RFP	50,000.00	Sep'24	SLA
12	Provision for Consultancy Services- Finance	Various	CS	No	RFP	50,000.00	May'24	SLA
13	Postage and Courier	Various	NCS	No	DP	6,000.00	As and when needed	
14	Provision of Security Services	Various	NCS	Yes	RFP	80,000.00		NA
16	Provision of Leasing Vehicles	Various		Yes	RFQ	150,000.00	Oct-'24	NA
17	Provision of Short-term insurance for fixed assets	Various	NCS	No	RFQ	130,000.00		NA
18	Provision of general building maintenance and renovations, plumbing services electrical work and tiling	Various	W	Yes	RFQ	500,000.00	As and when required	NA
19	Supply and Delivery of Office Refreshments	Various	G	Yes	RFQ	50,000.00		

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20	Provision of Servicing fire Extinguishers	Various	NCS	Yes	RFP	30,000.00	Aug'24	
21	Provision for Office Furniture	Various	G	Yes	RFQ	200,000.00		
22	Supply and Delivery of computer equipment	Various	G	Yes	RFP	300,000.00		NA
23	Provision for Consultancy Services - IT	Various	CS	No	RFP	30,000.00		
24	Maintenance and IT support	Various	CS	No	RFP	100,000.00	May'24	
25	Production of Documentaries	Various	NCS	No	RFP	100,000.00		
26	Provision of Consultancy Services- Human Resources Department	Various	CS	No	RFP	200,000.00	Aug'24	NA
27	Provision Advertising Services	Various	NCS	No	RFP	80,000.00	As and when required	
28	Awards - Internal awards for staff members	Various	G	Yes	RFQ	25,000.00	Nov'24	
29	Provision of Consultancy Services - Employee Wellness	Various	CS	No	RFQ	70,000.00	As and when required	
30	Legal Fees for Labour related cases	Various	CS	No	DP	100,000.00	As and when required	Legal fees sourced on Direct Procurement as per the Directives
31	Staff Welfare	Various	G	Yes	RFQ	200,000.00		
32	Traveling Provision for Air Travel Management	Various	CS	No	DP	100,000.00	As and when required	
33	Provision for Training and Development	Various	CS	No	RFQ	200,000.00		
34	Year end Funtion	Various	G	Yes	RFQ	200,000.00	Nov'24	
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Approved - Accounting Officer (Name): *KINUS CHATTA*

Signature: 

Date: 22 /01/2024