



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: Namibia Press Agency

Financial Period: 2025/2026

PLEASE 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 of News Subscription	Various	NCS	No	DP	550 000.00	April 25	Specialised Procurement
2	Supply and Delivery of Audio visual equipment	Various	G	No	RFP	500 000.00	As when required	
3	Provision for Training and Development	Various	CS	No	RFP	1,188,638.00	As and when required	
4	Provision for Printing and Publications Services	Various	NCS	No	RFQ	2 000 000.00	01-Apr	
5	Provision for Production of Documentaries	Various	NCS	No	RFP	250,000.00	As and when required	
6	Provision for Travel Management Services	Various	CS	No	DP	940 000.00	01-Jun-25	NA
7	Supply and Delivery of Catering Services for event/meeting hosted by the Office of the Chief Executive Officer	Various	G	Yes	RFQ	50,000.00	As and when required	
8	Provision of Security Services	Various	NCS	Yes	RFP	80 000.00	01-May-25	
9	Provision for Internal Audit Services	Various	CS		RFP	800 000.00	01-Apr-25	SLA
10	Supply and delivery of Office stationaries	Various	G	Yes	RFP	50,000.00	As and when required	
11	Provision for Consultancy Services- Finance	Various	CS	No	RFP	100 000.00	As and when required	
12	Postage and Courier	Various	NCS	No	DP	12 000.00		
13	Provision of Leasing Vehicles	Various	NCS	Yes	RFQ	250 000.00	Aug 25	NA
14	Provision of Short-term insurance for fixed assets	Various	NCS	No	RFQ	160 000.00	Jul-24	NA
15	Provision of general building maintenance and renovations, plumbing services electrical work and tiling	Various	W	Yes	RFQ	550 000.00	As and when required	NA
16	Supply and Delivery of Office Refreshments	Various	G	Yes	RFQ	60,000.00	As and when required	
17	Supply and Delivery of computer equipment and software	Various	G	Yes	RFP	1 038 504.00	As and when required	NA
18	Provision for Consultancy Services -IT	Various	CS	No	RFP	350 000.00	As and when required	
19	Provision for Maintenance and IT support	Various	CS	No	RFP	100 000.00	April 25	
20	Provision of Consultancy Services- Human Resources Department	Various	CS	No	RFP	900 000.00	September 25	NA
21	Provision Advertising Services	Various	NCS	No	RFP	105 000.00	As and when required	
22	Supply and Delivery of Awards Equipment	Various	G	Yes	RFQ	30 000.00	25-Nov	
23	Provision Designing Editing and layout of Annual Report for Namibia Press Agency			No	RFQ	100 000.00	June 25	
24	Provision Stakeholder and Customer Satisfaction Survey	Various	SC	Yes	RFP	100 000.00	September 25	

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25	Provision for Events Management's Services	Various	G/NCS	Yes	RFQ	100 000.00	As and when required	
26	Provision for Marketing and Branding for Namibia Press Agency	Various	G/NCS	No	RFQ	300 000.00	As and when required	
27	Provision of Consultancy Services - Employee Wellness	Various	CS	No	RFQ	300 000.00	As and when required	
28	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
29	Provision for IT Equipment and Data Recovery Site	Various	G/NCS	No	RFQ	200 000.00	June 25	
30	Provision of Year End Party	Various	G	Yes	RFQ	200 000.00	November 25	
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Approved - Accounting Officer (Name): <i>hinds CATA</i>				Signature: 	Date: 19/12/2024			