



Namibia Tourism Board

ANNUAL PROCUREMENT PLAN

NAME OF PUBLIC ENTITY: NAMIBIA TOURISM BOARD				FINANCIAL PERIOD: 2025-2026				
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	Business Meetings & Entertainment (Refreshments and Business Conferences, and Catering Services) for the period of three years	Various	G	No	RFQ	700 000,00	01/04/2025	Is not efficient or practical for procurement in question.
2	Supply an delivery of Office stationaries to the NTB for a period of three years	Various	G	No	RFQ	420 000,00	01/04/2025	Is not efficient or practical for procurement in question.
3	Provision the repairs and maintenances (Plumping, Electrical, Air conditioning, Window cleaning, Prunning of Trees & Gate Maintenance) services for NTB offices for a period of three years	Various	NCS	No	ONB	282 000,00	01/04/2025	N/A
4	Provision of Ground handler / Tour Facilitator for Familiarization Trips	Various	NCS	No	RFQ	2 401 000,00	01/05/2025	Is not efficient or practical for procurement in question.
5	Provision of Stand Construction for Local and South Africa Fairs & Exhibitions for the period of three years	Various	W	NA	ONB	2 600 000,00	01/06/2025	Is not efficient or practical for procurement in question.
6	Supply & Delivery of Staff Uniforms (Tourism Inseptors)	1	G	No	RFQ	250 000,00	01/06/2025	Is not efficient or practical for procurement in question.
7	Supply & Delivery of Vehicles	1	G	NA	RB	800 000,00	01/06/2025	Is not efficient or practical for procurement in question.
8	Provision of Recruitment Services	Various	SC	No	RP	200 000,00	01/05/2025	Is not efficient or practical for procurement in question.
9	Provision of Computer Equipment & Software	Various	G	No	ONB	1 220 000,00	01/06/2025	N/A
10	Provision of Teambuilding & Wellness Exercise services	2	SC	Yes	RP	800 000,00	01/03/2025	N/A
11	Provision of Consultancy Services to NTB	Various	SC	No	RP	550 000,00	Annually	N/A
12	Design & Branding of NTB Office	1	NCS	No	RFQ	220 000,00	May-25	Is not efficient or practical for procurement in question.
13	Upgrading of CCTV System	1	G	No	RFQ	380 000,00	Aug-25	Is not efficient or practical for procurement in question.
14	Provision of Proofreading, Updating, Validation and Designing of Marketing Collateral content to the Namibia Tourism Board (NTB)	1	SC	No	RP	150 000,00	Mar-25	Is not efficient or practical for procurement in question.
15	Provision of VR Content	1	SC	No	RP	300 000,00	May-25	N/A
16	Upgrading of Website (Corporate & Destination)	1	SC	No	RP	372 000,00	May-25	Is not efficient or practical for procurement in question.

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17	Provision of Photography Services	1	G	No	RFQ	160 000,00	Jun-25	Is not efficient or practical for procurement in question.
18	Provision of Destination Specialist	1	SC	No	RP	150 000,00	Jun-25	Is not efficient or practical for procurement in question.
19	Provision of Destination Market Campaign	1	NCS	No	ONB	500 000,00	Jul-25	N/A
20	Public Relations & Brand Awareness Campaign	1	NCS	NA	RFQ	220 000,00	May-25	Is not efficient or practical for procurement in question.
21	Design & Printing of Maps & Brochures	Various	NCS	No	RFQ	430 000,00	Annually	Is not efficient or practical for procurement in question.
22	Supply & Delivery of Corporate Gifts, Display Material & Banners	Various	NCS	Yes	RFQ	400 000,00	Annually	Is not efficient or practical for procurement in question.
23	Supply & Delivery of Office Furniture	Various	G	No	RFQ	300 000,00	May-25	Is not efficient or practical for procurement in question.
Approved - Accounting Officer (Name): Sebulo C Chicalu				Signature:	Date: 30/4/2025			