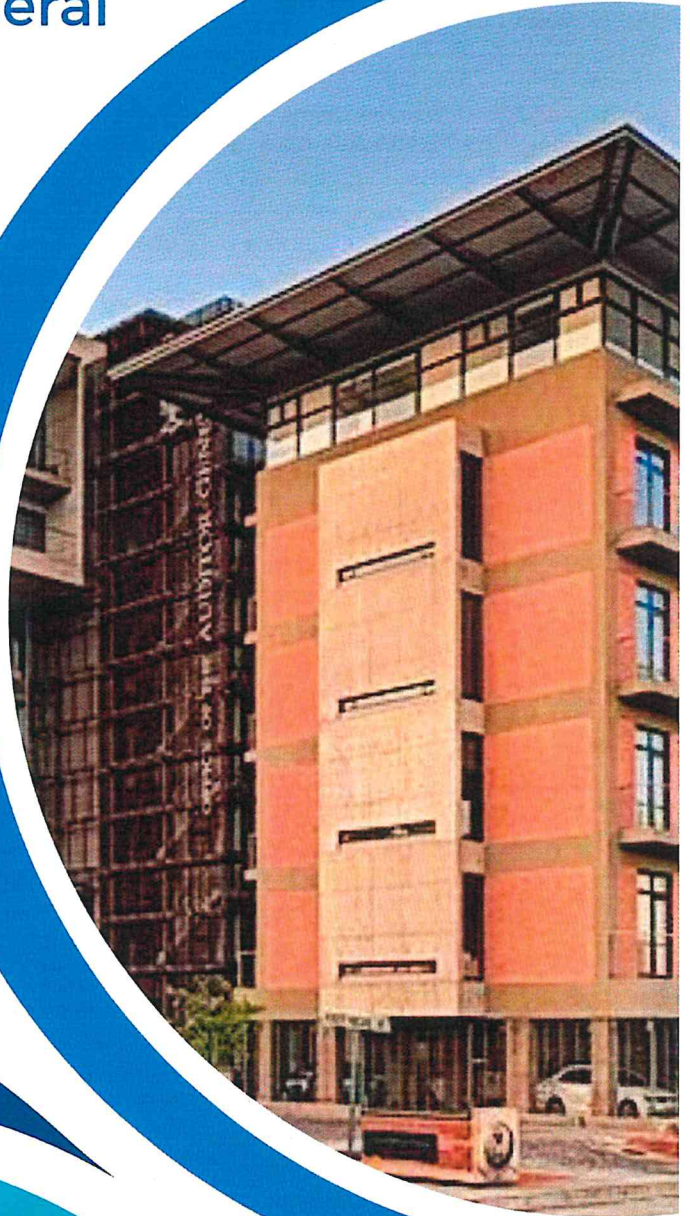




Office of the Auditor-General

**ANNUAL
PROCUREMENT
PLAN**



2024-25



Republic of Namibia
Annual Procurement Plan

Financial Period: 2024/25

Name of Public Entity: OFFICE OF THE AUDITOR-GENERAL

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	Detailed information	Reason for deviating from the default method (where applicable)
1	Flight Tickets: Office of the Aud-Gen								
	Flight Tickets: Auditor- General	Various	NCS	Yes	DP/RFO/IQ	400,000	When required	Intosai Afrosai-E events Afrosai-E, UN, IDI, FAAS, ISAR 40	Procurement of airtickets are readily available from limited airlines that meet OAG's specific requirements
	Flight Tickets: Administration		NCS		DP/RFO/IQ	300,000	When required		
	Flight Tickets: Auditing		NCS	Yes	DP/RFO/IQ	800,000	When required		
					1,500,000.00				
2	Subscriptions for a period over 12 Months								
	New Era	2	NCS	Yes	DP	4,000.00	Feb '25	AG AND PRO's	Newspaper Media houses have exclusive rights to supply specific type of newspapers exclusively.
	Namibian Sun	2	NCS	Yes	DP	2,500.00	Feb '25		
	Republikein	1	NCS	Yes	DP	2,000.00	Feb '25		
	The Namibian	2	NCS	Yes	DP	4,500.00	Feb '25		
	Windhoek Observer	2	NCS	Yes	DP	3,000.00	Feb '25		
						16,000.00			
3	Supply and Delivery of Stationery, Cleaning and Maintenance Materials over a period of 36 Months								
	Photocopying Supplies	Various	G	Yes	DP/RFO/IQ	300,000.00	July 24 & Jan 25	Standing Contracts for Suppliers selected through OAB	
	Computer Supplies	Various	G	Yes	DP/RFO/IQ	300,000.00	July 24 & Jan 25		
	Calculator Stationery	Various	G	Yes	DP/RFO/IQ	1,000.00	July 24 & Jan 25		
	General Office Supplies	Various	G	Yes	DP/RFO/IQ	200,000.00	July 24 & Jan 25		
	Maintenance Materials	Various	G	Yes	DP/RFO/IQ	100,000.00	July 24 & Jan 25		
	Cleaning Materials	Various	G	Yes	DP/RFO/IQ	85,000.00	July 24 & Jan 25		
						986,000.00			
	Fuel & Lubricants	Various	NCS	Yes	DP	420,000.00	"When Required		
	Tyres	Various	G	Yes	RFO/IQ	75,000.00	"When Required		
	Batteries	Various	G	Yes	RFO/IQ	20,000.00	"When Required		
	Spare Parts & Accessories	Various	G	Yes	RFO/IQ/DP	100,000.00	"When Required		
	Servicing Fees & Repairs		NCS	Yes	RFO/IQ/DP	135,000.00	"When Required		
	Car wash	Various	NCS	Yes	IQ	70,000.00	"When Required		
	License Fees	Various	NCS	Yes	DP	32,000.00	"When Required		
	Tracking System over a period of 36 Months		NCS	Yes	DP	128,000.00	Standing Contract		
						980,000.00			
5	City of Windhoek	Various	NCS	Yes	EPE	2,820,000.00	Monthly		COW has exclusive rights to supply water and electricity
	TN Mobile / MITC over period of 12 months	Various	NCS	Yes	EPE	1,063,000.00	Standing Contract		Supplier has exclusive rights to provide services for a period of 12 months
	Telecom Namibia	Various	NCS	Yes	EPE	420,000.00	Monthly		Telecom has exclusive rights to supply telecommunication services
	Courier Charges	Various	NCS	Yes	EPE	10,000.00	When Required		Nampost has exclusive rights to supply postal deliveries
	State Mail	Various	NCS	Yes	EPE	4,000.00	When Required		Nampost has Exclusive rights to supply Postal services

	Rent-A-Drum	Various	NCS	Yes	DP	25,200.00	Monthly	Standing Contract
	Paratus Telecom	Various	NCS	Yes	DP	5,000.00	Monthly	Paratus telecom has Exclusive rights to maintain systems as they were the installers One year contract procured therefore the successful supplier has exclusive rights for the period of the three year contract
	Rent of Photocopier 36 Months	Various	NCS	Yes	DP	327,000.00	Standing Contract	One year contract procured therefore the successful supplier has exclusive rights for the period of the three year contract
	Disaster Recovery Plan	Various	NCS	Yes	RP	580,000.00	Monthly	Three year contract procured in Previous Financial Year therefore the successful supplier has exclusive rights for the period of the three year contract
	Rent of Photocopier (Colour)36 Months	2	NCS	Yes	DP	100,800.00	Standing Contract	Multichoice has exclusive rights to provide DSTV services
	Multichoice 12 Months	2	NCS	Yes	DP	10,000.00	February 2025	
						5,365,000.00		
6	Photocopying Machines - Copy Charges over 36 Months	2	NCS	Yes	DP	100,000.00	Standing Contract	36 Months contract procured in previous financial year therefore the successful supplier has exclusive rights for the period of the three year contract
	PABX	Various	NCS	Yes	DP	128,000.00	Monthly	Standing Contract
						228,000.00		
7								
	IDEA (17)		NCS	Yes	DP	200,000.00	September 2025	
	SPSS (9)		NCS	Yes	DP	152,000.00	April 2025	
	Case Ware Working Papers (120)		NCS	Yes	DP	1,100,000.00	January 2025	
	Case Ware Time Back Office (125)		NCS	Yes	DP	310,000.00	June 2025	
	Kaspersky (282)		NCS	Yes	DP	70,000.00	February 2025	
	Adobe Acrobat Pro DC (2)		NCS	Yes	DP	40,000.00	August 2025	
	Veeam Backup Software		NCS	Yes	DP			
	Microsoft Office Licences		NCS	Yes	DP	50,000.00	Annually	
	NETWIX		NCS	Yes	DP	110,000.00	January 2025	
	PRTG		NCS	Yes	DP			
	SmartTime (300) Binary City		NCS	Yes	DP	55,000.00	April 2025	
	SOPHOS (Cyberroom)		NCS	Yes	DP	110,000.00	January 2025	
	ZOOM		NCS	Yes	DP	55,000.00	July 2025	
						2,252,000.00		
8	Printer maintenance 36 months (Green Enterprise)		NCS	Yes	RB/DP	70,000.00	When Required	Service Provider has exclusive rights to maintain computer equipment while under warranty before going out on tender
	Server support		NCS	Yes	DP	40,000.00	When Required	Service Provider has exclusive rights to maintain computer equipment to retain warranty
	Laptop / Desktop Components		NCS	Yes	RB	40,000.00	When Required	Services available from limited certify warranty centres
						150,000.00		
9	Maintenance Services							
	Generator		NCS	Yes	DP	15,000.00	Aug/Sept 2024	
	UPS		NCS	Yes	DP	10,000.00	Jan/Feb 2025	Service Provider has exclusive rights to maintain equipment to retain warranty
	Fire Extinguishers		NCS	Yes	RFQ	15,000.00	Feb 2025	
	Air Conditioners		NCS	Yes	RFQ	100,000.00	Feb 2025	Services available from limited certify warranty centres
	Fire Detection System		NCS	Yes	RFQ	50,000.00	May 2024	
	Access Control System		NCS	Yes	RFQ	30,000.00	When Required	
	Motor Gates		NCS	Yes	RFQ	40,000.00	When Required	
	CCTV System		NCS	Yes	DP	30,000.00	September 2024	Service Provider has exclusive rights to maintain equipment
	Booster pump		NCS	Yes	RFQ	80,000.00	November'24	
	Building Assessment							
	Electrical Fence		NCS	Yes	RFQ	30,000.00	When Required	
	Unplanned		NCS	Yes	RFQ	200,000.00	When Required	
						600,000.00		

10	Training, workshops and symposiums Staff Development	NCS NCS	Yes Yes	RFQ/IQ/ DP DP	755,743.00 650,000.00 1,405,743.00	When Required When Required	Depending on the training request received Payments are done direct to the institution
11	Security Contract (Triple One Investments) 12 Months Official Entertainment (AG) Official Entertainment (DAG) Advertisements and Printing Promotional Items Public Relations Wellness/HIV Committee Affirmative Action Committee Professionalization Customer Service Charter Office Entertainment Recognition Committee TV Licences	NCS NCS NCS NCS G NCS/G NCS / G NCS / G NCS / G NCS / G NCS / G NCS / G NCS	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	DP DP DP IQ RFQ RFQ/IQ RFQ/IQ RFQ/IQ RFQ/IQ RFQ/IQ RFQ/IQ RFQ/IQ DP	600,000.00 20,000.00 10,000.00 40,000.00 40,000.00 100,000.00 78,500.00 30,000.00 - - 200,000.00 50,000.00 1,500.00 1,170,000.00	Standing Contract When Required When Required When Required When Required When Required When Required When Required When Required When Required When Required When Required When Required	Security Contract (Triple One Investments has exclusive rights for the period of the three year contract Depending on the request received Depending on the request received Advertising and Promotional items are readily available commercially standard items Depending on the request from specific committees when needed NBC has Exclusive rights to provide TV license services
12	Outsourced Audits: Municipalities Statutory Bodies Funds Town Councils Strategic Plan Audit Bill Stakeholder Engagement Audit Committee (Sitting allowance)	NCS NCS NCS NCS NCS NCS NCS NCS NCS	Yes Yes Yes Yes Yes Yes Yes Yes Yes	RB, DP RB, DP RB, DP RB, DP RFQ RFQ DP	1,500,000.00 1,500,000.00 500,000.00 100,000.00 200,000.00 30,000.00 3,830,000.00	Dependent on the Sub-mission of Audit Statements When Required	Audit services only available from limited number of Namibian Audit Firms that are Registered with Public Accountants and Auditors Board (PAAB) Payments are done direct to the Committee members after sitting for a meeting
13	Annual Membership Fees Afrosal-E Intosal Afrosal ACFE	NCS NCS NCS NCS	Yes Yes Yes Yes	DP DP DP DP	250,000.00 9,000.00 11,000.00 50,000.00 320,000.00	December 2024 December 2024 August 2024 August 2024	Service Providers has the right to supply membership fees and are renewed annually
14	Furniture & Office Equipment Office Equipment	G	Yes	OAB/RFQ DP	1,000,000.00 1,000,000.00		Depending on the identify needs Chairs, desks, laptops
15	VEHICLES Sedan Off-road		Yes Yes	DP RFQ			
Approved - Accounting Officer (Name): Goms Menetté		Signature: <i>Goms Menetté</i>		Date: 09/04/2024	07 APR 2024 13299		