



Republic of Namibia
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Our Ref: 6/2/1

Your Ref: SN Shikeenga 16 April 2024

Enquiries

The Executive Director
Ministry of Finance and Public Enterprises
Private Bag 13295
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Attention: Mr. Francois Brand
Head Procurement Policy Unit

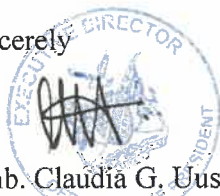
RE: ANNUAL PROCUREMENT PLAN FOR FINANCIAL YEAR 2024/2025

The Office of the President is hereby submitting its Annual Procurement Plan for 2024/2025 Financial Year, in accordance with Section 25 (4) (a) Public Procurement Act, Act 15 of 2015 and Public Procurement Guidelines 1.5 (1) which requires each Public Entity to file its Annual Procurement Plan with the Procurement Policy Unit. The Plan is for the Six (6) Main Divisions of Vote 1: Office of the President as per below table.

Vote 01-President	Estimated Value in N\$
Main Division 01: Office of the President	29 072 000.00
Main Division 02: Administrative	131 744 000.00
Main Division 03: Office of the Former Presidents	2 894 000.00
Main Division 04: Vice President	2 883 000.00
Main Division 06: Government Air Transport Services	116 112 000.00
Main Division 07: Governors	16 062 000.00
Total	298 767 000.00

Enclosed, kindly find the attached template of Annual Procurement Plan.

Sincerely



Amb. Claudia G. Uushona
EXECUTIVE DIRECTOR



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: OFFICE OF THE PRESIDENT		Financial Period: 2024/2025						
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	Reason for deviating from the default method (where applicable)
	021-Air Tickets							
1	Air tickets and other travelling allowances for different missions locals and abroad (principals, supporting staffs, pilots and	Various	NCS	Yes	RFQ	11,114,000.00	Quarterly 1-4	Impractical to apply provided that only limited travel agencies accept Govt. Purchase Order.
2	Accommodation for staff members on official mission local & abroad	Various	CS	Partial	RFQ	3,328,000.00	As required	Limited service providers accept Govt. Purchase Order.
	022- Material and Supplies							
3	Supply and delivery of publications, periodicals and books (The Namibian, New Era, Namibian Sun etc., for a period of 12 months	Various	G	Yes	DP	243,420.99	Quarter 1	Exclusive suppliers for daily newspapers
4	Supply and delivery of Stationeries and other office materials (pens, books, staples, writing pad setc.)	various	G	yes	RFQ	1,208,450.00	Quarterly	Not efficient for this procurement, considering that some items required in small quantities.
5	Supply and delivery of cartridges and other computer supplies	Various	G	Yes	RFP	820,000.00	Quarterly as required	Not efficient for this procurement of goods
6	Supply and delivery of cleaning materials, cleaning tools and other consumables items	Various	G	Yes	RFP	1,706,550.00	Quarterly as required	Not efficient for this procurement, considering that some items required in small quantities.
7	Supply and delivery of Medical Supplies and related items	Various	G	Yes	EPE/RFQ	63,000.00	Quarterly as required	Pharmaceutical accept Govt. Purchase Order
8	Supply and delivery Kitchen utensils (crockerries and cutleries)	Various	G	Yes	RFP	169,000.00	Quarter 1	Not efficient for this procurement

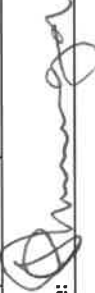



Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
9	Supply and delivery of uniforms, boots, overall/protective clothing and gears for chefs, cooks, housekeepers, waitress/ess, labourers , motor bike riders, GATS technical team & pilots.	Various	G	Yes	RFQ	446,000.00	Quarter1	Not efficient for this procurement
10	Inspections and replacement of fused bulbs	Various	G	Yes	RFQ	400,000.00	Quarterly	Not efficient for this procurement
11	Supply and delivery of any other materials & supplies required	Various	G	Yes	RFQ	115,579.01	As required	Not efficient for this procurement
023-Transport								
12	Routine services and maintenance for aircrafts/ rear jets and 197 vehicles, replacement of tyres and aircrafts/ rearjets	Various	NCS	Yes	DP/RFQ	2,000,000.00	Routine	Selected car dealers
13	Payment for hiring of pool vehicles as necessary	Various	G	Yes	EPE	1,082,000.00	Monthly	Custodian for GRN vehicles
14	Payment of monthly fixed rental fees for vehicles	Various	NCS	Yes	EPE	3,080,000.00	Monthly	Custodian for GRN vehicles
15	Payment for fuel consumption of vehicles, standby Generators and for seven (7) aircrafts as necessary	Various	NCS	Yes	EPE	2,239,000.00	Monthly	Custodian for GRN vehicles
16	Fixed rate aircraft/rear jets	Various	NCS	Yes	EPE	1,661,000.00	Monthly	Custodian for GRN Air transport
17	Rental fees for motorbike and other services	Various	NCS	Yes	EPE	1,000,000.00	Monthly	Custodian for GRN vehicles
18	Tow truck and other services	Various	NCS	Yes	EPE	1,371,000.00	Routine	Custodian for GRN Air transport
024-Utilities								
19	Namcourier services & charges	Various	NCS	Yes	EPE	485,000.00	Monthly	Have Exclusive right for the services
20	Water & electricity	Various	NCS	Yes	EPE	18,675,800.00	Monthly	Have Exclusive right for the services
21	Telephone services	Various	NCS	Yes	EPE	5,322,500.00	Monthly	Have Exclusive right for the services
22	Cellular phones services	Various	NCS	Yes	EPE	7,060,900.00	Monthly	Have Exclusive right for the services
23	Annual DSTV Subscriptions fees	Various	NCS	Yes	DP	1,029,000.00	Yearly	Have exclusive right for the services
24	Renewal of adobe, kaspersky anti virus licences for computers	Various	NCS	Yes	RFQ	220,000.00	Once off	Too costly to use default method
25	Renewal of Microsoft 365 for Business standard licences for period of 12 months	Various	NCS	Yes	RFQ	260,000.00	Once off	Too costly to use default method

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	Reason for deviating from the default method (where applicable)
26	Annual NBC TV & other communication equipment Licences renewal	Various	NCS	Yes	EPE	222,000.00	Once off	Have Exclusive right for the services
27	Annual Nampost Posbus rental and other Nampost & other services	Various	NCS	Yes	EPE	94,800.00	yearly/monthly	Exclusive suppliers for the services
28	Waste removal services and other related services for a period of 36 months	Various	NCS	Yes	OAB	633,000.00	Standing Contract	Continue with existing contract
29	Emptying and dispose of waste for mobile ablutions facilities	Various	NCS	Yes	DP	300,000.00	Monthly	Standing agreements
30	Rental for photocopier machines for 36 mths.	Various	NCS	Yes	DP	1,104,000.00	Standing Contract	Continue with existing Contracts
31	Provision of any other unforeseen utility services that may be required	Various	NCS	Yes	RFQ	239,000.00	As required	Depending on the type of services may required
025-Maintenance								
32	General maintenance for furniture & Office equipment	Various	NCS	Yes	RFQ	200,000.00	As required	Impractical for this services
33	General maintenance for labor saving devices and medical equipment	Various	NCS	Yes	DP	390,000.00	Quarterly when required	Faulty that require the original suppliers attention.
34	Maintenance of the Swimming pool and other required services for a period of 24 months	Various	NCS	Yes	RB	400,000.00	Quarter 2	Impractical for this services
35	CCTV upgrade at Olof Palme and maintenance to all 16 points for the office.	Various	CS	Yes	RFP	680,000.00	Quarter 2	Impractical for this procurement
36	Annual service of Power generators, UPS & scanner machines	Various	NCS	Yes	RFP	700,000.00	As required	Impractical for this services
37	Annual service of Fire Detection system, fire hydrants and & fire suppressions/extinguishers 24 months	Various	NCS	Yes	RB	1,100,000.00	Quarter 1	Impractical for this procurement
38	Preventative maintenance for all escalators & elevators for a period of 36 mths	Various	NCS	Yes	RB	550,000.00	Standing contract	Continue with existing contract
39	Upgrade & Installation of Airconditioning at the First Floor, Guest House 1 and Presidential Guest houses	Various	W	Yes	RB	3,776,261.88	Continuous	Project awarded work in progress
40	Remedial Works to repair leaking roofs infrastructures	Various	W	Yes	RB	3,623,433.95	Continuous	Project awarded work in progress

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	Reason for deviating from the default method (where applicable)
41	Repairs and service of gate motors for a period of 24 months	Various	NCS	Yes	RB	400,000.00	Standing Contract	Existing Contract
42	Renovations to existing First Floor Ceiling and Specialist installations	Various	W	Yes	RB	5,000,000.00	Continuous	Project awarded work in progress
43	Inspection and service of airconditioning, refrigeration systems and cooler rooms	Various	NCS	Yes	RFQ	200,000.00	As need arise	Impractical for this procurement
44	Replacement & maintenance of sliding and shutters doors	Various	G	Yes	RFQ	300,000.00	Quarter 1	Impractical for this procurement
45	Schedule/ unscheduled maintenance for all 7 aircrafts and spare parts / accessories replacement for a period of 36 months	Various	NCS	Partial	DP	47,170,000.00	Standing contract	Few Service Providers AMO certified by Namibia Civil Aviation Authority
46	Air crafts insurances for 12 months	7	NCS	Yes	RB	10,000,000.00	Quarter 1-4	Impractical for this procurement.
47	Navigation fees for 12 months	Various	NCS	Yes	DP	3,866,000.00	Quarter 1	Impractical for this procurement.
48	MSP & ESP & flight data monitoring	Various	NCS	Yes	DP	5,045,000.00	Quarter 1	Impractical for this procurement.
49	Maintenance doc, subscriptions (camp system), ISQMS and AMS	Various	NCS	Yes	DP	1,966,000.00	Quarter 1	Impractical for this procurement.
50	Ground Support Equipments	various	G	Yes	DP	658,000.00	Quarter 2	Impractical for this procurement.
51	Hangar renovations	1	W	Yes	RB	9,000,000.00	Quarter 2-4	Impractical for this procurement.
52	Maintenance of communication equipment, audio music, video conference & repeaters	Various	NCS	Yes	DP	600,000.00	Quarterly when required	It is believed that the supplier is familiar with the product and can attend to it better.
53	Maintenance for the of the laundry machines	Various	NCS	Yes	DP	150,000.00	As need arise	Specialized equipment
54	Inspection of fans & heaters in all ablution facilities and fat trap	Various	NCS	Yes	RFQ	350,000.00	As need arise	Impractical for this procurement.
55	Renovation of the Official Presidential residence	1	W	Yes	RB	1,500,000.00	Continuous	Project awarded work in progress
56	Renovation of the Office of the Vice and Founding President	2	W	Yes	RB	1,100,000.00	Quarter 3	Impractical for this procurement
57	Renovation of Oshakati and Swakopmund State Guest Houses	2	W	Yes	RB	1,500,000.00	Quarter 3-4	Impractical for this procurement

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 (M\$)	Scheduled Date for invitation of Bids	Reason for deviating from the default method (where applicable)
58	Installation of Solar Geyser, shower trays at Okanghudi & building of an elevated structure for water tank at Guinaspoh	Various	W	Yes	RFQ	180,000.00	Quarter 2	Impractical for this procurement
59	Maintenance of Hygiene dispensers	Various	NCS	Yes	DP	100,000.00	Quarterly	Impractical for this procurement.
60	Any other maintenance for operational equipments, machinery & plants	Various	NCS	Yes	RFQ	122,304.17	As need arised	unforseen circumstances
026-Property Rental and related charges								
61	Renting of immovable properties & related charges for Governors offices	Various	NCS	Yes	DP	1,980,000.00	Directly to landlord	Impractical for this procurement.
027- Other Services								
62	Provision & facilitate of training services (induction,awareness, in service training, qualify training and non qualify, short courses as part of capacity development)	Various	NCS	Yes	EPE/RFQ/DP	25,378,253.00	Quarters 3 & 4	Invite bidders believed to be professional in the field of trainings skills required.
63	Provision of equipment to be hired for the short period for different events, workshops and other retreats	Various	G	yes	EPE/RFQ/SV	500,000.00	As required	Impractical, for this procurement
64	Printing Services for corporate identity & Branding, Office of the President, OFLA, VP, FPs & Governors, letterheads, Strategic Plan, Annual Plan, Annual Reports, office newsletters, HHP, Sona, business cards & brochures, etc. for a period of 36 mths & advertisement for vacant positions, bid invitation & related services	Various	G	Yes	OAB	4,220,000.00	Standing contract	Existing Contract
65	Supply and Delivery of promotions items branded or embroided with Office of the President logo for a period of 36 mths.	Various	G	Yes	OAB	1,615,747.00	Standing contract	Existing Contract
66	Supply and delivery of entertainment for Politicians	Various	G	Yes	SV/RFQ	780,000.00	As required	Impractical, for these procurement

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	Reason for deviating from the default method (where applicable)
67	Supply and delivery of office refreshments for official guests for H.E the President, Vice President, Founding Presidents, Minister, President's Advisors, ED for meetings & other expenses for ceremonial events for 24 mths	Various	G	Yes	RFQ/ONB	5,601,000.00	Quarterly, as necessary	Not practical for these procurement
68	Professional services and Consultants fee, installation of Alarm system at Governors offices.	Various	NCS	No	RB	6,534,000.00	Quarter 1 & 2	Invitation to bidders believed to provider certain professional services
69	Supply and delivery of fresh flowers for different events and gifts/ souvenirs to be presented to guests/ Heads of States & other dignatories local & abroad and other	various	G	Yes	SV/RFQ	754,000.00	Quarterly as required	Impractical for this procurement
70	Dry cleaning services for large carpets, table clothes and other linens for a period of 36 mths	Various	NCS	Yes	RB	673,000.00	Quarter 3	Impractical for this procurement services
71	Intensive Cleaning for State Guest House, Swakopmund, twice a year for a period of 36 mths	1	NCS	Yes	RB	240,000.00	Quarter 1	Impractical for this procurement
72	Acquiring of National Honor medals	100	G	Yes	D	3,300,000.00	Quarter 2	Impractical for this procurement
73	Sports Activities & wellness programs	Various	G	Yes	RFQ/RB	1,100,000.00	Quarter 1-4	Selected bidders supply sports gears
74	Supply and provision of other unforeen services	Various	G	Yes	SV/RFQ/OAB	4,342,000.00	Quarter 1-4	Impractical for any unforeseen circumstances
041- Members Fees & Subscription: International								
75	Membership fees and subscriptions to International Partnership, Common wealth, Smart Partnership Dialogues and OAFLA	Various	NCS	No	DP	149,000.00	Quarter 2	Payment to NGO memberships
101- Furniture and Equipment								
76	Supply and delivery of office and household furniture, office equipment, electronic devices, podiums and other office & household appliances	Various	G	Yes	DP/OAB	2,620,000.00	Quarter 1 & 3	Impractical, additional to already existing to complete the sets

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	Reason for deviating from the default method (where applicable)
103-Operational Equipment & Machinery								
77	Supply and delivery of operational equipment, radio transmitters and any other equipment as necessary.	Various	G	Yes	RB	200,000.00	Quarter 2	Selected suppliers believed to have capacity to supply communication equipment as per specifications
115-Feasibility Studies, Design & Supervision								
78	Technical reports and Consultancy fee for projects	Various	NCS	Yes	RB	15,000,000.00	As required	Few known Services Providers in the market
117- Construction, Renovations & Improvements								
79	Improvement and alterations of the State House buildings	various	W	yes	DP/RB	55,460,000.00	Quarter 1 -3	Impractical as one Project already awarded.
	TOTAL					298,767,000.00		
PMU: Sylvia N Shikeenga Financial Advisor: Monika Eises PC Chairperson: Mr. Mateus. Kaholongo Approved - Accounting Officer : Amb. Claudia G. Uushona								
							Date: 16/04/2024	
							Date: 16/04/2024	
							Date: 18/4/24	
							Date: 18 APR 2024	