



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: OFFICE OF THE PRIME MINISTER

Financial Period: 2024/2025

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 Practices?	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	DPSEGM							
	Air Ticket	Various	G	Yes	RFQ	380,000.00	01/04/2024	Is to costly to apply given the value of the procurement
	Citrix netScaler Licenses subscription	4	NCS	Yes	ONB	850,000.00	01/04/2024	NA
	Certificates: To protect government domains and hosted services	3	NCS	Yes	DP	130,000.00	Jun-24	Only one supplier has the exclusive right to manufacture the goods/services/works
	Endpoint Antivirus licenses: Antivirus for data center servers	150	NCS	Yes	ONB	750,000.00	Jun-24	NA
	Data Center Servers: Hardware, storage and Software for the DR site	Various	G	Yes	ONB	5,000,000.00	Jun-24	NA
	Data Center maintenance	Various	NCS	Yes	RFQ	1,400,000.00	Apr-24	Is to costly to apply given the value of the procurement
	Veeam backup software licenses: Software for backing up data	15	NCS	Yes	ONB	1,500,000.00	Jun-24	NA
	UXP security module: New device and licenses	Various	NCS	Yes	ONB	2,520,000.00	Jun-24	NA
	Internet resources: AFRINIC, Cybernetica and Ondis annual payment	3	NCS	No	DP	3,129,419.84	Jun-24	Annual Payment - Contractual Agreements
	Boardroom Display Screen	1	G	Yes	ONB	100,000	01/05/2024	NA
	2U, 1U servers rack	2	G	Yes	ONB	1,000,000.00	01/05/2024	NA
	High End Laptops x 7 and middle level laptops x 4	11	G	Yes	ONB	350,000.00	01/06/2024	NA
	code two for MS exchange	23000	NCS	Yes	ONB	650,000.00	01/06/2024	NA
	OPM Braches firewall	5	NCS	Yes	ONB	1,000,000.00	01/06/2024	NA
	Cyber Security Programme	Various	NCS	Yes	ONB	500,000.00	01/06/2024	NA
	Office Printer	1	G	Yes	IQ	3,500.00	01/07/2024	Is to costly to apply given the value of the procurement
	EDRMS Maintenance Contract	Various	NCS	No	DP	9,000,000.00	May-24	Annual Payment - Contractual Agreements
	Various office stationary	80	G	Yes	ONB	60,000.00	01/05/2024	NA

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	Printer Cartridges (Various)	1	G	Yes	ONB	40,000.00	01/05/2024	NA
	Office Refreshments, water and sweet for the office meetings	1	G	Yes	IQ	4,000.00	01/05/2024	Is to costly to apply given the value of the procurement
	Office furniture (Chairs and Table for new recruited staff)	10	G	Yes	RB	60,000.00	01/05/2024	Limited Suppliers
	IT Policy Implementation Workshops	1	NCS	Yes	DP	33,000.00	01/05/2024	Sole Supplier
	Consultancy for e-Government Policy Implementation and Review and workshops	1	CS	Yes	DP	1,000,000.00	01/05/2024	Sole Supplier
	e-Government services Coordinated - Service Catalog Workshops	2	NCS	Yes	DP	60,000.00	01/05/2024	Sole Supplier
	e-Government services Coordinated - Nam-X member Onboarding Workshops	2	NCS	Yes	DP	60,000.00	01/05/2024	Sole Supplier
	Develop Public Sector Cloud Strategy/ Policy (Feasibility)	1	NCS	Yes	RFQ	20,000.00	01/05/2024	too costly to apply given the value of procurement
	Benchmark Visits & Workshops for the establishment of National Data Center and Consultancy on feasibility	1	NCS	Yes	DP	5,000,000.00	01/05/2024	Sole Supplier
	ICT capacity building Programme: TTL 4 Training & Certification 3 Modules for DPSEGM - 30 Staff (Headway Consulting)	35	NCS	Yes	DP	3,000,000.00	01/05/2024	Sole Supplier
	Digital and Pull-up Banners for e-Government Awareness	3	NCS	Yes	RFQ	60,000.00	01/05/2024	too costly to apply given the value of procurement
	Review Websites Standards (Consultancy/Workshops/Meetings)	1	NCS	Yes	DP	33,000.00	01/05/2024	Sole Supplier
	TOTAL - DPSEGM					37,692,919.84		
	DDRM							
	Air Ticket	Various	G	Yes	RFQ	650,000	Apr-24	Is to costly to apply given the value of the procurement

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	(4 x visitors chairs, 1 highback chair, 2 x Tables)		G	Yes	RFQ	\$ 250,000.00	May-24	is too costly to apply given the value of procurement
	PPE - Furniture							
	SPSS statistical package (2 license)	2 license	NCS	Yes	RB	\$ 200,000.00	01-May-24	only few supplier in Namibia
	Office Laptops	10	G	Yes	ONB	\$ 200,000.00	Aug-24	
	4x4 Double Cabs vehicles	2	G	Yes	RB	\$ 1,800,000.00	Jun-24	only few supplier in Namibia
	Provision of Disaster food relief - MAHANGU/MAIZE MEAL	Various	G	Yes	RB	\$ 344,500,000.00	Jun-24	Restricted to Millers
	Provision of Disaster food relief - COOKING OIL	Various	G	Yes	ONB	\$ 86,125,000.00	Jun-24	
	Provision of Disaster food relief - TINNED FISH	Various	G	Yes	ONB	\$ 120,575,000.00	Jun-24	
	Provision of Disaster food relief - SOYA MINCE	Various	G	Yes	RB	\$ 34,450,000.00	Jun-24	restricted to manufacturers of soya mince suppliers in Namibia
	Provision of Disaster food relief - BEANS	Various	G	Yes	ONB	\$ 17,225,000.00	Jun-24	
	Provision of Disaster food relief - MEAT	Various	G	Yes	DP	\$ 86,125,000.00	Jun-24	Restricted to Abattoir in Namibia
	Review and Finalization of the National Resilience Building Strategy	Various	NCS	Yes	RB	\$ 3,000,000.00	May-24	N/A
	Review and finalization of the DRM Policy (2009)	various	CS	Yes	RFP	\$ 300,000.00	May-24	N/A
	Terminal Review of the National Strategy for Mainstreaming DRR and CCA into developmental planning	Various	NCS	Yes	RB	\$ 200,000.00	May-24	Is not practical for procurement in question
	Rolling out of the Awareness and Communication Strategy to all regions, in collaboration with the MICT	Various	NCS	Yes	RFQ	\$ 350,000.00	May-24	Is not practical for procurement in question
	Develop tailored DRM Training Manuals with NIPAM	1	NCS	Yes	RB	\$ 100,000.00	Jul-24	Is not practical for procurement in question
	Commemoration of International Day for Disaster Risk Reduction	1	NCS	Yes	RFQ	\$ 250,000.00	Oct-24	Is not practical for procurement in question

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	Renovation of the EOC	1	W	Yes	RFQ	\$ 300,000.00	May-24	too costly to apply given the value of procurement
	Rolling out of the National Risk Profiles to the entire country	Various	NCS	Yes	RFQ	\$ 400,000.00	Jun-24	Is not practical for procurement in question
	Launch of the National Integrated early warning system (NIEWS) for Food Security	1	NCS	Yes	RFQ	\$ 50,000.00	Jun-24	too costly to apply given the value of procurement
	Piloting of the Voucher Based Model on Commodity and Beneficiary Management Information System (CBMIS)	Various	G	Yes	RB			
	Drought programme monitoring	1	NCS	Yes	RFQ	\$ 200,000.00	Apr-24	Restricted to the local suppliers too costly to apply given the value of procurement
	2011 National Disaster Risk Management Plan review	1	NCS	Yes	RFQ	\$ 240,000.00	Jan-25	too costly to apply given the value of procurement
	VAA report printing	1	NCS	Yes	RFQ	\$ 100,000.00	Aug-24	too costly to apply given the value of procurement
	Training Workshop on the Sendai Framework Monitor and Loss & Damage	1	NCS	Yes	DP	\$ 50,000.00	Apr-24	Only one supplier has the exclusive right
	Training workshop on the NIEWS process	1	NCS	Yes	DP	\$ 70,000.00	May-24	Is not practical for procurement in question
	Reviews for Omusati, Oshana, Oshana-Namibe and //Karas Regional Multi Hazard Contingency Plans (Workshops)	1	NCS	Yes	RB	\$ 360,000.00	May-24	Is not practical for procurement in question
	Drought programme monitoring, workshops and meeting refreshment	1	NCS	Yes	RFP	\$ 750,000.00	Jun-24	Is not practical for procurement in question
	VAA High level resource mobilization and awareness creation one day workshop	1	NCS	Yes	RFQ	\$ 20,000.00	May-24	too costly to apply given the value of procurement
	Procurement of various flight tickets	Various	G	Yes	RB	\$ 100,000.00	May-24	too costly to apply given the value of procurement
	Procurement of ToTs and enumerators identity cards	Various	NCS	Yes	IQ	\$ 15,000.00	May-24	too costly to apply given the value of procurement
	5 days workshops to host VAA enumerators trainings in Ojiwarongo, venue and catering services (170 participants)	1	NCS	Yes	RB	\$ 300,000.00	May-24	Is not practical for procurement in question
	2 weeks, VAA IPC report writing workshop, Oshana (60 participants)	1	NCS	Yes	RB	\$ 200,000.00	Jun-24	Is not practical for procurement in question

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	5 days. VAA nutrition and micronutrient analysis workshop, Swakopmund (20 participants)	1	NCS	Yes	RB	\$ 50,000.00	Jul-24	Is not practical for procurement in question
	VAA dissemination workshops, countrywide	1	NCS	Yes	RB	\$ 300,000.00	Aug-24	Is not practical for procurement in question
	5 days. Workshops to host VAA review workshop, Rundu, venue and catering services (60 participants)	1	CS	Yes	RB	\$ 100,000.00	Sep-24	Is not practical for procurement in question
	5 days workshops to host VAA TOT training workshop, Otiwarongo, venue and catering services (60 participants)	1	NCS	Yes	RB	\$ 100,000.00	Feb-25	Is not practical for procurement in question
	Procure Golf t-shirts and hats to be used during VAA data collection (200)	200	G	Yes	RFQ	\$ 100,000.00	Apr-24	too costly to apply given the value of procurement
	5 days workshops to host VAA enumerators trainings in Swakopmund, venue and catering services (170 participant)	1	NCS	Yes	RB	\$ 300,000.00	Mar-25	Is not practical for procurement in question
	Heavy duty Paper shredder Machine	1	G	Yes	RFQ	\$ 40,000.00	Jun-24	too costly to apply given the value of procurement
	Big Tender Box	2	G	Yes	RFQ	\$ 70,000.00	Jun-24	too costly to apply given the value of procurement
	Jumble cable for heavy duty vehicle	2	G	Yes	IQ	\$ 4,000.00	Jun-24	too costly to apply given the value of procurement
	White magic board (notice board)	2	G	Yes	IQ	\$ 750.00	Jun-24	too costly to apply given the value of procurement
	Vacuum cleaner	2	G	Yes	IQ	\$ 1,500.00	May-24	too costly to apply given the value of procurement
	Renewal of disc license	13	NCS	Yes	EP	\$ 250,000.00	Apr-24	Is not practical for procurement in question
	Maintenances of vehicles and Fuel expenses	13	G	Yes	DP	\$ 2,000,000.00	2024-25	Is not practical for procurement in question
	Bulbs and holders for DDRM Building	20	G	Yes	IQ	\$ 5,000.00	Jun-24	too costly to apply given the value of procurement
	repairs water pipes and maintenance	Various	NCS	Yes	RFQ	\$ 1,000,000.00	2024-25	too costly to apply given the value of procurement
	Arch Files for the office	600	G	Yes	RFQ	\$ 20,000.00	May-24	too costly to apply given the value of procurement
	Storage boxes	500	G	Yes	RFQ	\$ 20,000.00	May-24	too costly to apply given the value of procurement

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	Protective cloths for the DDRM warehouses staffs	Various	G	Yes	RFQ	\$ 50,000.00	Jun-24	too costly to apply given the value of procurement
	Tent Sprays	1060	G	Yes	RFQ	\$ 30,000.00	Jun-24	too costly to apply given the value of procurement
	Servicing of Pallet Jack	3	NCS	Yes	DP	\$ 20,000.00	May-24	too costly to apply given the value of procurement
	Plastic Strap & closed seals	10	G	Yes	IQ	\$ 10,000.00	May-24	too costly to apply given the value of procurement
	Fumigation of the warehouses	Various	NCS	Yes	RFQ	\$ 60,000.00	May-24	too costly to apply given the value of procurement
	Stationaries: Various stationaries	Various	G	Yes	RFQ	\$ 166,500.00	May-24	too costly to apply given the value of procurement
	Landline handsets	10	G	Yes	EP	\$ 20,000.00	May-24	too costly to apply given the value of procurement
	Mineral Water for the office meetin	Various	G	Yes	RFQ	\$ 20,000.00	May-24	too costly to apply given the value of procurement
	Swivel Chairs for the staff members	6	G	Yes	RFQ	\$ 60,000.00	Jun-24	too costly to apply given the value of procurement
	Visitors Chairs for the office	6	G	Yes	RFQ	\$ 60,000.00	May-24	too costly to apply given the value of procurement
	Intermediate Excel Training	1	NCS	Yes	RFQ	\$ 20,000.00	Sep-24	too costly to apply given the value of procurement
	Advanced Excel Training	1	NCS	Yes	RFQ	\$ 30,000.00	Oct-24	too costly to apply given the value of procurement
	TOTAL DDRM					\$ 704,962,750.00		
	PSM							
	Air Ticket	various	G	Yes	RFQ	1,047,000	Apr-24	Is not practical for procurement in question
	DIRECTORATE: PERFORMANCE IMPROVEMENT							
	Flip Charts	3	G	Yes	IQ	2550	01-May	too costly to apply given the value of procurement
	Post-its/Pads	40	G	Yes	IQ	1000	01-Jun	too costly to apply given the value of procurement
	Scissors, Permanent Markers, Pen and Pencils, staplers, glue sticks, and drift sticks	15	G	Yes	IQ	2500	01-May	too costly to apply given the value of procurement
	A3 light green colour papers	5 reams	G	Yes	IQ	4500	01-May	too costly to apply given the value of procurement
	A4 papers	25 box	G	Yes	IQ	4000	01-Jun	too costly to apply given the value of procurement
	Cartridges	40	G	Yes	EP	20000	01-Jun	too costly to apply given the value of procurement

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	Projectors (for three divisions, PMS, Charters, and BPR)	3	G	Yes	ONB	30,000	01-Jul	too costly to apply given the value of procurement
	Pointers (for three divisions, PMS, Charters, and BPR)	4	G	Yes	RFQ	18,000	01-Jun	too costly to apply given the value of procurement
	Office chairs (for DPI staff members)	2	G	Yes	RFQ	20,000	01-Jun	too costly to apply given the value of procurement
	HDMI cables for DPI staff members)	4	G	Yes	IQ	2500	01-Jun	too costly to apply given the value of procurement
	Hard drives (2 for each Division, PMS, Charters, and BPR)	6	G	Yes	IQ	4500	01-Jun	too costly to apply given the value of procurement
	PMS training of POBs	1	NCS	Yes	EP	50,000	May-24	too costly to apply given the value of procurement
	PMS Automation activities, training	1	NCS	Yes	DP	300,000	Jul-24	too costly to apply given the value of procurement
	BPR and CSC framework awareness (refreshment and venues)	1	NCS	Yes	EP	50,000	Aug-24	too costly to apply given the value of procurement
	Training on M&E for DPI staff (Venue and Catering Services	1	NCS	Yes	EP	200,000	Sep-24	too costly to apply given the value of procurement
	Printing of BPR framework	1	NCS	Yes	RFQ	100,000	Aug-24	too costly to apply given the value of procurement
	Printing of the Customer Service Charters Guide	1	NCS	Yes	RFQ	100,000	Oct-24	too costly to apply given the value of procurement
	Printing of PMS Policy, Framework & Guidelines	1	NCS	Yes	RFQ	150,000	Sep-24	too costly to apply given the value of procurement
	Printing of African Service Charter	1	NCS	Yes	RFQ	150,000	Jul-24	too costly to apply given the value of procurement
	Venue and refreshment for DPI Workshop	1	NCS	Yes	EP	66,000	Aug-24	too costly to apply given the value of procurement
	PSM - Human Resource Planning and Development							
	Rotafirm A4 White	25 boxes	G	Yes	IQ	4,500	01-Jun	too costly to apply given the value of procurement
	Rotafirm A3 Yellow and Blue	5 Reams each	G	Yes	IQ	9,000	01-Jun	too costly to apply given the value of procurement
	Stationaries: Ball Pen Black, cartridges and staplers	5 Boxes	G	Yes	RFQ	16,000	01-Jun	too costly to apply given the value of procurement
	Laptops	10	G	Yes	ONB	230,000	Jul-24	N/A
	3in1 colour and black/white, HP Printers	4	G	Yes	ONB	60,000	Jul-24	N/A
	Projector	3	G	Yes	ONB	30,000	Jul-24	N/A

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	10m Extension code	2	G	Yes	IQ	600	Jun-24	too costly to apply given the value of procurement
	HDMI Cable	2	G	Yes	IQ	800	Jun-24	too costly to apply given the value of procurement
	Office Chairs	5	G	Yes	RFQ	48,000	Jun-24	too costly to apply given the value of procurement
	Microwaves	2	G	Yes	IQ	5,000	Jul-24	too costly to apply given the value of procurement
	Kettle	1	G	Yes	IQ	350	Jul-24	too costly to apply given the value of procurement
	Bar fridge/ small fridge	1	G	Yes	IQ	3,000	Jul-24	too costly to apply given the value of procurement
	Advanced Excel Training for HRP 8 x Staffs	1	NCS	Yes	EP	95,000	Aug-24	Is not practical for procurement in question
	M&E training, inclusive data analysis for HRP 7 x Staffs	1	NCS	Yes	EP	85,000	Jul-24	Is not practical for procurement in question
	Printing of Posters for the Directorate	200	NCS	Yes	IQ	2,000	Jul-24	too costly to apply given the value of procurement
	Printing of Pull-up Banner for the Directorate	4	NCS	Yes	IQ	4,500	Jul-24	too costly to apply given the value of procurement
	supply of Gazebos	2	CS	Yes	IQ	6,500	Jul-24	too costly to apply given the value of procurement
	Monthly Vacancy adverts translated into braille	12	NCS	Yes	DP	15,000	2024-25	Is not practical for procurement in question
	500ml Water for meetings and visitors	400	G	Yes	IQ	3,600	May-24	too costly to apply given the value of procurement
	Snacks for meetings and sweets and visitors	various	G	Yes	IQ	2,000	May-24	too costly to apply given the value of procurement
	PSM - DED OFFICE							too costly to apply given the value of procurement
	Stationeries: Post-its/Pads	20	G	Yes	IQ	500	Jun-24	too costly to apply given the value of procurement
	Non-Permanent Markers (different colours), pen and pencils, staplers, cartridges, and A4 Papers	various	G	Yes	RFQ	46,000	Jun-24	too costly to apply given the value of procurement
	Mineral Water for DED meetings	Various	G	Yes	RFQ	25,000	Jun-24	too costly to apply given the value of procurement
	Printers for the Secretary and DED	2	G	Yes	ONB	25,000	Jul-24	too costly to apply given the value of procurement
	Projectors	1	G	Yes	ONB	5,000	Jul-24	too costly to apply given the value of procurement
	Office chair for the DED	1	G	Yes	IQ	10,000	Jun-24	too costly to apply given the value of procurement

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	HDMI cable	1	G	Yes	IQ	150	Jun-24	too costly to apply given the value of procurement
	HDMI Hub	1	G	Yes	IQ	500	Jun-24	too costly to apply given the value of procurement
	Hard drives for the Secretary and DED	2	G	Yes	IQ	1,000	Jun-24	too costly to apply given the value of procurement
	Laptop for the Secretary	1	G	Yes	ONB	23,000	Jul-24	too costly to apply given the value of procurement
	PSM - Directorate: BIR							
	Ethics Training for 5 x Staff members in the Division Integrity	1	NCS	Yes	EP	179,750	Jul-24	Is not practical for procurement in question
	Ethics Promotional Items (Banners, Caps, T-shirts)	500	G	Yes	EP	30,000	Jun-24	Is not practical for procurement in question
	Ethics management programs (Integrity summit and Commemoration ethics day) 150 participants	2	NCS	Yes	RFQ	180,000	May-24	too costly to apply given the value of procurement
	Four Meetings with HR Practitioners – HR Forum (150 participants)	4	NCS	Yes	EP	360,000	May-24	too costly to apply given the value of procurement
	Salary Survey License Subscription	1	NCS	Yes	RB	63,400	May-24	too costly to apply given the value of procurement
	Public Service Labour and Industrial Relation Manual and Training	1	NCS	Yes	EP	450,000	01-May-24	Is not practical for procurement in question
	Attendance of Labour court Referrals at the Offices of the Labour Commissioner in 14 Regions - Refreshments	various	NCS	Yes	EP	200,000	2024-25	Is not practical for procurement in question
	Four Meetings with Employee Wellness Focal Persons within OMAS & RCs	4	NCS	Yes	EP	200,000	Jun-24	Is not practical for procurement in question
	Employee Wellness programmes (inclusive of wellness trainings for OMAS & RCs as well as OPM – Employee Wellness Division staff training (short –courses)	5	NCS	Yes	EP	300,000	Jul-24	Is not practical for procurement in question
	Review of Remoteness Allowance	various	NCS	Yes	EP	300,000	Jul-24	Is not practical for procurement in question
	Visit to the 14 regions to conduct assessments of various duty stations	3	G	Yes	ONB	60,000	J:ly 2024	N/A
	Replacement of Laptops (Nelao, Grace, Kaarina)	3	G	Yes	ONB	60,000	J:ly 2024	N/A

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	PSM - Subdivision: Administration Purchasing of cleaning materials for the department	Various	G	Yes	RFQ	50000	Jun-24	too costly to apply given the value of procurement
	Purchasing of office stationeries and cartridges, photocopy papers etc	Various	G	Yes	RFQ	150,000	Jul-24	too costly to apply given the value of procurement
	Various office supplies	Various	G	Yes	RFQ	30000	Aug-24	too costly to apply given the value of procurement
	Induction programme for the new staff members	1	NCS	Yes	EP	6000	Sep-24	too costly to apply given the value of procurement
	Cleaners and labourer training	1	NCS	Yes	RFQ	30000	Aug-24	too costly to apply given the value of procurement
	Stock taking and refresher courses	1	NCS	Yes	EP	40000	Sep-24	too costly to apply given the value of procurement
	Excel courses	1	NCS	Yes	RFQ	35000	Jul-24	too costly to apply given the value of procurement
	PSM - Organisational Development and Grading:							
	Stationeries: Post-its/Pads, pitft Sticks, Glue Sticks, Scissors, Non - Permanent Markers, Pen and Pencils, Staplers, A4 Papers, Cartridges	Various	G	Yes	RFQ	60,000	Jun-24	too costly to apply given the value of procurement
	A3 light Orange colour papers for the DODG Route files	6	G	Yes	RFQ	5000	Jun-24	too costly to apply given the value of procurement
	Office Printers, Director and DED and other staff members	4	G	Yes	ONB	40,000	Jul-24	N/A
	Projectors	3	G	Yes	ONB	15,000	Jul-24	N/A
	Printers for four teams workshops	4	G	Yes	ONB	18,000	Jun-24	N/A
	HDMI cables	3	G	Yes	ONB	400	Jun-24	N/A
	Hard drives	4	G	Yes	ONB	2000	Jun-24	N/A
	Office chair and Desk for the Director	1	G	Yes	RFQ	20,000	Jul-24	too costly to apply given the value of procurement
	Mineral water for the meetings & workshops	various	G	Yes	RFQ	20000	May-24	too costly to apply given the value of procurement
	Total PSM					5,924,100		
	PSCS							
	Air Tickets	Various	G	Yes	RFQ	540,000	Apr-24	Is not practical for procurement in question

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	Printing of PSC Annual Report 2022/2023	300	NCS	Yes	RFQ	100,000	01-Jul-24	too costly to apply given the value of procurement
	Printing of PSC Annual Report 2023/2024	300	NCS	Yes	RFQ	100,000	01-Jul-24	too costly to apply given the value of procurement
	PSC News Letter (Public Servant)	200	NCS	Yes	RFQ	60,000	01-Nov-24	too costly to apply given the value of procurement
	Training on corporate governance (Commissioners)	6	NCS	Yes	RFQ	150,000	01-Nov-24	too costly to apply given the value of procurement
	Training program (business writing skills, advance presentation skills, analytical skills, data analysis skills, emotional intelligence, Industrial Relations and excel)	14	NCS	Yes	RFQ	100,000	01-Jul-24	
	HR forum (2 x per year)	2	NCS	Yes	RFQ	250,000	01-Jul-24	too costly to apply given the value of procurement
	Corporate gifts (Commissioners)	100	G	Yes	RFQ	100,000	01-Jun-24	too costly to apply given the value of procurement
	Office refreshment (commissioners, DED and Director)	Various	G	Yes	RFQ	60,000	May-24	too costly to apply given the value of procurement
	Small Fridges	5	G	Yes	RFQ	20,000	01-Jun-24	too costly to apply given the value of procurement
	Six Laptops and 4 x cameras for the desktop computers	10	G	Yes	ONB	123,000	01-Jul-24	N/A
	Branding, Promotional and Publicity Materials (Information Desk)	Various	NCS	Yes	RFQ	250,000	01-May-24	too costly to apply given the value of procurement
	Protector for PSCS (modern)	2	G	Yes	ONB	20,000	01-Jul-24	N/A
	Office furniture (Chairperson) and 34 staff members and 6 x Managers	1	G	Yes	RB	450,000	31-Jul-24	is not practical for procurement in question
	Transport (rental for commissioners visit and HR Audits)	10	NCS	Yes	RB	500,000	June -Feb	is not practical for procurement in question
	PSC retreat	1	NCS	Yes	RB	500,000	01-Jun-24	is not practical for procurement in question
	TOTAL - PSC					3,323,000		
	DCSPAC							
	Cleaning Material for the Cabinet Meeting Boardroom	various	G	Yes	IQ	5000	Jun-24	too costly to apply given the value of procurement
	Platters and fruits and refreshments once every week	46	NCS	Yes	IQ	350,000	2024-25	too costly to apply given the value of procurement


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)
	Colour printer	1	G	Yes	ONB	15,000	Jul-24	N/A
	Fax Machine	1	G	Yes	IQ	10,000	Jul-24	too costly to apply given the value of procurement
	Desktop Computers for the staff members	2	G	Yes	ONB	30,000	Jul-24	N/A
	Middle Level Laptops for the staff	4	G	Yes	ONB	90,000	Jul-24	N/A
	Zerex Printer	1	G	Yes	ONB	40,000	Jul-24	N/A
	CLO's workshop (Venue, catering services, Materials)	1	NCS	Yes	RB	250,000	Sep-24	Is not practical for procurement in question
	Upgrade and Roll-Out of Public Policy Analysis Toolkit/ e-Cabinet system	1	CS	Yes	ONB	1,000,000	Jun-24	N/A
	Air Tickets for official travel	various	G	Yes	RFQ	400,000	Apr-24	Is not practical for procurement in question
	Air tickets for the Benchmarking Studies on Cabinet Governance system for best practice.	various	G	Yes	RFQ	100,000	Aug-24	Is not practical for procurement in question
	TOTAL - DCSPAC					1,935,000		
	DPSIR							
	Air Tickets for official travel	various	G	Yes	RFQ	200,000	Apr-24	Is not practical for procurement in question
	Knowledge Management							
	Submission of final Knowledge Management(KM) Policy	1	NCS	Yes	DP	400 000,00	Aug-24	Is not practical for procurement in question
	Development of KM tool kit	various	NCS	Yes	RFQ	80 000,00	Aug-24	too costly to apply given the value of procurement
	Raise awareness on KM Policy	various	NCS	Yes	RFQ	150 000,00	Aug-24	too costly to apply given the value of procurement
	Facilitate roll out of KM Policy and t	various	NCS	Yes	RFQ	120 000,00	Sep-24	too costly to apply given the value of procurement
	Public Service Innovation							
	Public Sector Innovation Conference (Venue and Catering services)	various	NCS	Yes	RFQ	600,000	Aug-24	too costly to apply given the value of procurement
	Public Sector Innovation Awards (Venue and refreshment)	various	NCS	Yes	RFQ	400,000	Oct-24	too costly to apply given the value of procurement
	Development of guidelines	various	NCS	Yes	DP	300,000	Nov-24	Is not practical for procurement in question
	Innovation Workshops (One per qu	4	NCS	Yes	RFQ	360,000	Q1-Q4	too costly to apply given the value of procurement
	One-Stop Service Center							

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	Consult & conduct 4 clustered regional stakeholders' consultations		NCS	Yes	DP	250,000	Oct-24	Is not practical for procurement in question
	Customer Satisfaction Survey: Conduct the Survey	various	CS	Yes	RFP	1,750 000	Jul-24	N/A
	Publish the Survey Report • Printing and release of the results	various	NCS	Yes	RFQ	20,000	Jul-24	Is not practical for procurement in question
	Stakeholders Workshop - Post Survey Regional visits - Sensitization of the Survey Results	various	NCS	Yes	RFQ	50,000	Oct-24	too costly to apply given the value of procurement
	System:	various	NCS	Yes	RFQ	20,000	Nov-24	too costly to apply given the value of procurement
	Training Workshops with CROs Conduct workshop with the Ministry of Information Communication Technology	various	NCS	Yes	DP	50,000	Aug-24	Is not practical for procurement in question
	Administration:	1	NCS	Yes	EP	40,000	Jul-24	Is not practical for procurement in question
	Purchasing of business cards	various	NCS	Yes	IQ	5,000	Jul-24	too costly to apply given the value of procurement
	Purchasing cutlery for the Office	various	G	Yes	RFQ	4,000	Jun-24	too costly to apply given the value of procurement
	Purchasing of Official Shirts for the Directorate	various	G	Yes	RFQ	10,000	Jul-24	too costly to apply given the value of procurement
	TOTAL - DPSIR					2,309,000		
	POBC							
	Air Ticket	Various	G	Yes	RFQ	200,000	Apr-24	Is not practical for procurement in question
	Purchase of Office stationaries	Various	G	Yes	IQ	4,000	Jun-24	too costly to apply given the value of procurement
	Meeting facilities, accommodation & meals (Stakeholder Engagement Workshop)	1	NCS	Yes	RFQ	210000	May-24	too costly to apply given the value of procurement
	Purchase of office refreshments	Various	G	Yes	IQ	5000	Jun-24	too costly to apply given the value of procurement
	Printing of branded folders	Various	NCS	Yes	IQ	5000	May-24	too costly to apply given the value of procurement
	Printing of POB Handbook	Various	NCS	Yes	RFQ	50,000	Oct-24	too costly to apply given the value of procurement

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	Consulting Services (Review of POB conditions of service)	Various	CS	Yes	RFP	400,000	Sep-24	N/A
	TOTAL - POBC					874,000		
	POLICY AND PROGRAMME COORDINATION							
	Development and implementation of communication strategy on food and nutrition security (printing of the communication strategy, hiring of multi-media equipment, hiring of venues for workshops, procurement of projects implants)	various	NCS	Yes	RB	228,000	01-Jun-24	Is not practical for procurement in question
	Facilitating the implementation of National Equitable Economic Empowerment (hiring of venue for workshops, news papers publications, consultancy for development of regulations)	various	NCS	Yes	RB	400,000.00	01-Jun-24	Is not practical for procurement in question
	Coordinating Gender activities under- Cluster 5 (Workshops for the revised reporting matrix, training materials for Gender responsive budgeting and gender mainstreaming)	various	NCS	Yes	RB	200,000.00	01-Jul-24	Is not practical for procurement in question
	TOTAL - PPC					828,000.00		
	DAITM							
	Air Tickets	various	G	Yes	RFQ	300000	May-24	Is not practical for procurement in question
	Service level agreement to maintain the existing security infrastructure incl, CCTV, CAMERAS, Access Control system at OPM various Building.	1	NCS	Yes	RB	400,000	01-Sep-24	Is not practical for procurement in question
	Replacing of CCTV monitors Head Office	8	NCS	Yes	ONB	100000	01-Jul-24	N/A
	Replacing Emergency doors at DPSeGM - Brendan Simbwaye Square Building	2	NCS	Yes	RFQ	50,000	01-Sep-24	too costly to apply given the value of procurement

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	Replacement of ceiling Boards damaged by the Termites in Constitution Room. Repair Window handle in small Store room in Constitution Room. Fixing of wooden plank in Constitution Room.	6	NCS	Yes	RFQ	50,000.00	01-Jun-24	too costly to apply given the value of procurement
	Repairing of Iron Gate at VVIP Parking Area.	1	NCS	Yes	IQ	5 000.00	01-Jun-24	too costly to apply given the value of procurement
	Replacement of Window Glass at the Foya, Main Building	1	NCS	Yes	RFQ	25,000.00	01-Jul-24	too costly to apply given the value of procurement
	Replacement of worn-out Tile at OPM-HQ	1	NCS	Yes	RFQ	43 000.00	01-Jun-24	too costly to apply given the value of procurement
	Repair of 5 broken Bar Fridges	5	CS	Yes	IQ	5,000.00	01-Jul-24	too costly to apply given the value of procurement
	Replacement of Broken beyond repair Airconditioners	50	NCS	Yes	RFQ	600,000.00	June 24	Is not practical for procurement in question
	Repairing of ceiling in Cabinet Chamber	1	NCS	Yes	IQ	12 000.00	01-Jul-24	too costly to apply given the value of procurement
	Revamp the Road around OPM Building	1	NCS	Yes	RFQ	130, 000.00	01-Aug-24	too costly to apply given the value of procurement
	Repair of 2 Main Gates at DDRm	2	W	Yes	RFQ	150,000.00	01-May-24	too costly to apply given the value of procurement
	Replacement of worn-out Tiles at DDRM	1	NCS	Yes	RFQ	500,000	01-Jul-24	too costly to apply given the value of procurement
	Re-divert water pipe from Ware House to Outside	1	W	Yes	ONB	900, 000.00	01-Aug-24	N/A
	Fumigation of buildings	3	NCS	Yes	EP	120,000		Is not practical for procurement in question
	Replacement of worn-out Tiles at DPSITM	1	NCS	Yes	RFQ	200, 000.00	01-Jun-24	too costly to apply given the value of procurement
	Purchasing of new Computer equipment (25 x Laptops and 5 x desktop computer for new staff members and replacement	various	G	Yes	ONB	600,000	01-Jul-24	N/A
	Purchasing of new office chairs and Desk	various	G	Yes	RB	300,000	01-Jun-24	Is not practical for procurement in question
	Repairing of chairs for the office	80	NCS	Yes	RB	160,000.00	01-Jul-24	Is not practical for procurement in question
	Renovation of OPM Flats	2	NCS	Yes	RB	400,000.00	01-Jun-24	Is not practical for procurement in question

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	Repairing and Servicing of OPM GRN Vehicles by Government Garage	20	NCS	Yes	EPE	600,000	2024- 2025	Is not practical for procurement in question
	Purchasing of batteries, minor services, mirrors from private Car Dealers for GRN Vehicles when needs arise	20	NCS	Yes	EPE	100,000	01-Aug-24	Is not practical for procurement in question
	Hiring of private Combies for official use when no combies at Government Garage	various	NCS	Yes	EPE	500,000	01-Jul-24	Is not practical for procurement in question
	Newspapers from local newspapers	various	G	Yes	RB	30,000	01-Apr-24	Is not practical for procurement in question
	Purchasing of photocopy papers	various	G	Yes	EPE	300,000	01-May-24	Is not practical for procurement in question
	Purchasing of various cleaning materials for the office		G	Yes	ONB	700,000	01-May-24	N/A
	USB flash drives (32 GB)	100	G	Yes	ONB	25,000	01-Jul-24	N/A
	Purchasing of office stationaries and cartridges	various	G	Yes	ONB	600,000	01-Jun-24	N/A
	Heavy Duty Shredders for the office	5	G	Yes	RB	85,000	01-Jun-24	Is not practical for procurement in question
	Purchasing of uniforms for cleaners, labourers, and Regisgity staffs	various	G	Yes	RB	98,000	01-Aug-24	Is not practical for procurement in question
	Purchasing of general office suppliers, such as bulbs, rocks, and key holders etc	various	G	Yes	RFQ	200,000	01-Jul-24	too costly to apply given the value of procurement
	Refuse Removal	various	NCS	Yes	ONB	100,000	01-Aug-24	too costly to apply given the value of procurement
	Sourcing of security contract (Security Guards)	1	NCS	Yes	EPE	950,000	01-Aug-24	too costly to apply given the value of procurement
	Induction Programme (Venue, meds, refreshments, stationeries)	2	NCS	Yes	EPE	70 000,000	01-Jul-24	too costly to apply given the value of procurement
	overhead projector for HR Division	1	G	Yes	ONB	10,000	Jul-24	too costly to apply given the value of procurement
	Microwave for HR Division	1	G	Yes	RFQ	3,000	Jun-24	too costly to apply given the value of procurement
	Refreshment, platters and snacks for Interviews - HR Divisions	various	NCS	Yes	DP	292,000	May-24	Is not practical for procurement in question
	Job Advertisement services, Bid advertisement, events advertisement in the local newspapers	various	NCS	Yes	RB	400,000	2024- 25	Is not practical for procurement in question

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	Short training and courses for staff members	various	NCS	Yes	RB	1,000,000	2024-25	Is not practical for procurement in question	
	Office refreshment such as meeting, Committee meetings and snacks	various	NCS	Yes	IQ	200,000	Apr-24	too costly to apply given the value of procurement	
	Procurement for well ness programme	various	NCS	Yes	RFQ	250,000	Jun-24	too costly to apply given the value of procurement	
	Development Budget:								
	Renovation and Additions of United House Building	1	W	Yes	ONB	40,674,000	Jun-24	N/A	
	Feasibility study for the renovation of OPM HQ	1	NCS	Yes	DP	500,000	Aug-24	Is not practical for procurement in question	
	Renovation of OPM Swakopmund official House	1	W	Yes	RB	10,000,000	Jul-24	Is not practical for procurement in question	
	TOTAL - DAITM					61,167,000			
	PMB								
	Air Tickets	various	NCS	Yes	DP	2,400,000	Apr-24	Is not practical for procurement in question	
	Procurement using ex-gratia	various	G	Yes	RFQ	100,000	Jun-24	too costly to apply given the value of procurement	
	Office refreshments and entertainment	various	NCS	Yes	RFQ	102,000	Apr-24	too costly to apply given the value of procurement	
	TOTAL - PMB					2,602,000			
	GRAND TOTAL - OPM					821,617,770			
	Approved - Accounting Officer (Name): I. N. NASHANDI signature: 							Date: 14/05/2025	

