



Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Ministry of Finance and Public Enterprises

Financial Period: 01 April 2024 to 31 March 2025

**\*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	Procurement of Transportation of Household of retired staff members) for the period of 36 months	20	NCS	Yes	RFQ	800,000.00	01 April 2024 to 31 March 2025	N/A
2	Procurement of all kind of Stationaries which includes Cartridges and Toners, Photocopy papers, Arch files, Pens, writing pads, staples, Envelopes, Office Calculators, Receipts books, etc for the period of 36 months	3	G	Yes	ONB	3,000,000.00	01 April 2024 to 31 March 2025	N/A
3	Procurement of Shredder Machines, Binding Machines, Laminating Machines, Voice Recorders for Medical Aid Division, Wireless Presenter Printer for Medical Aid Division, Projectors, Shelves and Electrical Accessories, etc	Various	G	No	RFQ	150,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal

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4	Procurement of Cleaning Materials for the period of 36 months	3	G	Yes	ONB	600,000.00	01 April 2024 to 31 March 2025	N/A
5	Procurement of Utility Software Licences Renewals: (ManageEngine-Service Desk, Forti Analyser, FortiGate Firewall, Vulnerability Scanning/CS Management Tool, TOAD, Veritas Backup, Malware Bytes, Grammarly Premium, Lexis Nexis.	10	CS	Yes	RFQ	2,820,700.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
6	Procurement of Microsoft Office 365 Software Licence Enterprise Agreement	3	CS	Yes	RB	6,000,000.00	01 April 2024 to 31 March 2025	Sourcing the service from Specialised Service provider
7	Laptops with Carrying Cases (bags)	30	G	Yes	RFQ	675,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
8	Desktop Computers	30	G	Yes	RFQ	540,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
9	Computer Standard Monitors (screens)	30	G	Yes	RFQ	300,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal

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10	HP Color LaserJet Pro MFP M479fdn (W1A79A) with one set of all 4 Cartridges for each printer	5	G	Yes	RFQ	219,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
11	HP LaserJet Enterprise MFP M635h (7PS97A) with one set of toner for each printer	3	G	Yes	RFQ	174,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
12	Servers & Storage Replacement (Virtualization Project)	3	G	Yes	RFQ	5,000,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
13	Supply of Network services (Internet/VPN) to the MFPE	1	CS	Yes	RB	4,200,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
14	Procurement of Consultancy Services: Oracle LMS Expertise & Solutions Implementation Services	1	CS	Yes	RB	2,350,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
15	IFMS Maintenance and Support Services	1	CS	Yes	ONB	7,560,000.00	01 April 2024 to 31 March 2025	N/A
16	IFMS (Oracle) Hardware Support	1	CS	Yes	RB	2,000,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
17	Procurement of Consultancy Services: Microsoft, Servers, Domain and DR Managed Services	1	CS	Yes	RFQ	300,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal

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18	Procurement of Consultancy Services: Networking/Security Managed Services (configurations, pen. test)	1	CS	Yes	RFQ	300,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
19	Procurement of Consultancy Services: Video Conferencing Services	1	CS	Yes	RFQ	150,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
20	Procurement of: IT Accessories and Consumables: Laptop batteries, AC Power adaptor, USB Cables, HDMI Cables, Converter, Batteries (AAA), Logitech Wireless keyboard and Mouse Comb MK540, Labelling Machine Cartridge, D-Link 5-Port Fast Ethernet Switch, Computer Surge Protector, Dedicated 16A Red Plugs, AC power adapter, BROTHER TZE-231V2 LAMINATED LABELLING TAPE 12MM BLACK ON WHITE PACK, Cable Ties 3.5mm x 150mm Black 100 per pack, 1TB 5400/7200rpm SATA 7mm 2.5 inches Internal Hard Drives, R&D, video conference, projectors, virtual meeting devices and extras, network access switches, fiber cables and maintenance kits for printers.	Various	G	Yes	RFQ	825,500.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
21	Production of the Citizens Guide to the Budget (GGB) - translation, design, layout, printing and distribution	150,000	NCS	Yes	RFQ	505,000.00	Feb-25	To be advertised on E-GP Portal

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22	Procurement of Venues for NAMTRIMO Model Training	25 People	NCS	No	RFQ	200,000.00	May-24	Is not efficient or practical for the procurements in question
23	Procurement of Venues for the Annual retreat for Macro-Economic Modelling and Simulations for GDP Estimates and Projections	15 People	NCS	No	RFQ	150,000.00	Jul-24	Is not efficient or practical for the procurements in question
24	PSEMAS Administrator's Fees	12	NCS	Yes	ONB	75,000,000.00	01 April 2024 to 31 March 2025	N/A
25	PSEMAS Forensic and Compliance Audit	1	CS	NA	ONB	3,000,000.00	01 April 2024 to 31 March 2025	N/A
26	Promotional items / Material - eg. Pens, Water Bottles, T-shirts, Note Books, Gazabos, Pull-up Banners, Wall Banners, Flyers, Brochures, Pamphlets, etc (Items to be branded as per Directorates/Division/Sections request/specifications.	Various	G	Yes	RFQ	2,133,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
27	Procurement of Catering Services	Various	NCS	Yes	RFQ	300,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal


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28	PE Transformation / Restructuring Strategies	1	NCS	Yes	RFQ	1,000,000.00	May-24	Is not efficient or practical for the procurements in question, be advertised on E-GP Portal
29	Board of Directors Induction Training	3	NCS	Yes	EPE	600,000.00	TBD	The Public Entity (NIPAM) has the capacity to do the work on behalf of the Government in terms of facilitating trainings
30	Board of Directors Skills Training	2	NCS	Yes	RFQ	400,000.00	TBD	Is not efficient or practical for the procurements in question, be advertised on E-GP Portal
31	Board of Directors Recruitment (Placement of Notice for Board Vacancy)	Various	NCS	Yes	RFQ	250,000.00	Through out the Year	Is not efficient or practical for the procurements in question, be advertised on E-GP Portal
32	Ministerial Stakeholders Engagement (Public Relations Office, EPAS, PPU, etc...)	Various	NCS	Yes	RFQ	2,500,000.00	TBD	Is not efficient or practical for the procurements in question, be advertised on E-GP Portal
33	Overhauling of Fiscus Building Fire System	1	W	NA	DP	1,800,000.00	01 April 2024 to 31 March 2025	Sourcing the service from Specialised Service provider as per the SLA in place

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34	Fire Systems Maintenance (SLA)	1	W	NA	DP	200,000.00	01 April 2024 to 31 March 2025	Sourcing the service from Specialised Service provider as per the SLA in place
35	Metal Detector Scanners ( FISCUS BUILDING RECEPTION)	1	G	NA	DP	100,000.00	01 April 2024 to 31 March 2025	Sourcing the service from Specialised Service provider as per the SLA in place
36	Procurement of First Aid kits and Reflector Jackets	5	G	Yes	RFQ	157,000.00	01 April 2024 to 31 March 2025	Is not efficient or practical for the procurements in question, be advertised on E-GP Portal
37	Procurement of CCTV's and Access Control SLA	1	W	NA	DP	350,000.00	01 April 2024 to 31 March 2025	Sourcing the service from Specialised Service provider
38	Procurement of Legal Consultants	Various	CS	No	ONB	3,000,000.00	01 April 2024 to 31 March 2025	N/A
39	Procurement for Provision for Legal Representative Services	Various	CS	No	DP	2,000,000.00	01 April 2024 to 31 March 2025	Exemption granted in terms of Directive issued on 09/12/2022

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40	<p><b>Legal Training /Stakeholders Engagement Workshops:</b></p> <p>1. Stakeholder engagement workshop (Draft Governance and Performance Directive Templates)</p> <p>2. Legal Advisor/Company Secretary Forum (2 sessions per annum planned)</p> <p>3. Training on PEGA, 2019 (2 training sessions planned)</p> <p>4. Facilitate training on Corruption awareness and ethics for PES staff members (2 training sessions planned)</p>	Various	NCS	No	RFQ	1,000,000.00	01 April 2024 to 31 March 2025	Is not efficient or practical for the procurements in question, be advertised on E-GP Portal
41	Procurement of Consultant for the Upgrading of Fiscus Building	12	CS	Yes	ONB	3,000,000.00	01 April 2024 to 31 March 2025	Is not efficient or practical for the procurements in question
42	Procurement of General Maintenance	100	W	Yes	ONB	2,500,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
43	Procurement of Maintenance/Serviceing of UPS	12	CS	No	DP	100,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal



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44	Procurement of Spare Parts, Accessories, Licensing, Replacement of Tyres and Batteries, Fuel and Lubricants and the Overall Maintenance of Vehicles	12	G	No	ONB	1,500,000.00	01 April 2024 to 31 March 2025	Is not efficient or practical for the procurements in question
45	Procurement of Kitchen Utensils for the Ministry	Various	G	Yes	RFQ	150,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
46	Procurement of Translation Customer Service Charters	15	NCS	No	RFQ	50,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
47	Procurement of Printing of Customer Service Charters	15	NCS	No	RFQ	150,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
48	Procurement of Sign Language Training for Identified Staff	13	NCS	No	RFQ	84,500.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
49	Procurement of Corporate Ware	325	G	No	RFQ	2,000,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal

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50	Procurement of MFPE Wellness Activities, Year End Function and other Related Goods and Services	Various	NCS	Yes	RFQ	1,000,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
51	Procurement of Replacement and Maintenance of Elevators	1	W	Yes	RB	1,500,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
52	Implementation of Training Plan for the Ministry during 2024/2025 financial year	1	NCS	No	RFQ	3,500,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
53	Procurement of New Security Contracts (36 months)	1	NCS	No	ONB	2,800,000.00	01 April 2024 to 31 March 2025	To be advertised on E-GP Portal
54	Procurement of Vehicle Tracking System	50	G	Yes	ONB	200,000.00	01 April 2024 to 31 March 2025	It is too costly to apply, given the value of procurement, to be advertised on E-GP Portal
55	Procurement of Office Furniture	Various	G	Yes	ONB	3,500,000.00	01 April 2024 to 31 March 2025	Is not efficient or practical for the procurements in question
Approved - Accounting Officer (Name): MR. TITUS NDOVE				Signature:			Date:	