



National Council

Annual Procurement Plan

Financial Year: 2022/2023

Public Entity: Parliament - National Council




1	2	3	4	5	6	7	8
Serial Number	Description (includes packages, lots if applicable)	Quantity	Procurement Method	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
OFFICE OF THE CHAIRPERSON							
1.	Personal entertainment for Presiding Officers	Various	INF & RFQ	<u>N\$41,000.00</u> N\$25,000.00 Chairperson N\$16,000.00 Vice-Chairperson	Q2,3	Q2,3,4	OC
2.	<u>Air tickets: Domestic Activities: (Regional) Windhoek, Rundu, Katima Mulilo, Ondangwa, Luderitz.</u>	2	INF & RFQ DP	N\$50,000.00	Q2,3,4	Q2,3,4	OC/GS
3.	<u>Air tickets:</u>	5	RFQ	N\$550,000.00	Q2,3,	Q2,3,4	OC/GS

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	<p><u>International</u> <u>Activities / Events:</u> Commonwealth Parliamentary Association(CPA), African Region and International: CWP and Inter Parliamentary Union (IPU) Tanzania, Uganda, Rwanda Kigali, Egypt, Austria Vienna, New York, Baku and Ghana. Vice Chairperson, Chairperson and Support Staff</p>							
4.	<p>Materials and Supplies: Stationaries, Newspapers, Office supplies, Uniforms, Cleaning Materials, Computer Supplies, Photocopy Supplies.</p>	Various	INF & RFQ	N\$150,000.00	Q2,3,& 4	Q2,3,& 4	OC/GS	
5.	<p>Utilities: Courier Services, Telephone and Fax Services, Internet and WiFi Services, Water and Electricity, TV Licences, Photocopy Hiring</p>	Various	INF&RFQ	N\$550,000.00	Q1,2,3,& 4	Q1,2,3,& 4	OC/GS	
6.	<p>Training: Workshops, short courses on Tailor made Advance Administration Law,</p>	Various	INF&RFQ DP	N\$150,000.00	Q2,3,& 4	Q2,3,& 4	OC/GS	

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	Policy Formulation and Information Technology,							
7.	Other Goods and Services: Branded Corporate Gifts, Photo Frames, Information Fliers and Leaflets, Advertisements, Printing of Annual Plan and Report, Consultancy fees (Training & Strategic Plan), Office Refreshments Venues, Printing Business Cards and Hosting of foreign delegations (SA Delegations, CPA Conference) Payments to Stakeholders of Rural Women's Parliament and Junior Parliament	Various	INF&RFQ DP	N\$682,000.00	Q2,3,& 4	Q2,3,& 4	OC/GS	
8.	Official entertainment for Presiding Officers	Various	INF & RFQ	N\$35,000.00 21,000.00 Chairperson 14,000.00 Vice-Chairperson	Q2,3	Q2,3,4	OC	
ADMINISTRATION								
OFFICE OF THE SECRETARY								
9.	Air tickets: Domestic Activities: (Regional) Windhoek, Rundu, Katima Mulilo, Kavango East & West, Ondangwa	2	INF/RFQ	N\$30,000.00 - Economy class	Q2,3,4	Q2,3,4	OS	

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	and Luderitz. Secretary, Dep. Secretary and Support Staff							
10.	Air tickets: International Activities/Events: Commonwealth Parliamentary Association(CPA), African Region and International: CWP and Inter Parliamentary Union (IPU) Tanzania, IPU- ASGP Geneva, Uganda, Rwanda Kigali, Egypt, Austria Vienna, New York, Baku and Ghana, PAP-JHB, Austria Vienna Secretary, Deputy Secretary and Support Staff	5	INF/RFQ	Economy class Air Tickets N\$100,000.00 Business class 150,000.00	Q2,3,4	Q2,3,4	OS	
11.	Personal entertainment	Various	INF	N\$10, 000.00	Q2,3,4	Q2,3,4	OS	
12.	Official entertainment	Various	INF	N\$20, 000.00	Q2,3,4	Q2,3,4	OS	
13.	Production of the Annual Report for the institution	1	RFQ/DP	N\$50,000.00	Q2,3,4	Q2,3,4	OS	
14.	Hosting of Foreign Delegations, CPA Conference	Various	INF/RFQ	N\$30,000.00	Q2,3	Q2,3	OS	

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15.	PDF Converter to Windows Excel Program (Whole Institution)	5	INF&RFQ	N\$30,000.00	Q2,3	Q2,3	OC/GS
16.	Renewal of membership-Registration & Subscription Fees Institute of Internal Auditors	2	INF/RFQ	N\$6,000.00	Q2,3	Q2,3	OS
17.	Subscription Fees SoCATT-CPA	1	DP/EPE	N\$10,000.00	Q2,3	Q2,3	OS
18.	Membership for the Law Society	2	DP/EPE	N\$20,000.00	Q2,3&4	Q2,3&4	OS
19.	IPU ASGAP- Membership	1	DP/EPE	N\$10,000.00	Q2,3&4	Q2,3&4	OS
20.	Exhibitions/Outreaches/ Civic education (PRO)	Various	INF	N\$15,000.00	Q3,4	Q3,4	PRO
21.	Exhibition Stand at Career and Trade Fairs 2022/23 different Places	Various	INF	N\$10,000.00	Q3,4	Q3,4	PRO
22.	Civic Education outreach Posters and Pamphlets	1	RFQ	NS20,000.00	Q2,3	Q2,3	PRO
23.	Re-printing of the Pull Up Banner cloths: Vision Mission and Core Values of the NC to be displayed on all Floors and during Events	2 000	RFQ	N\$2,000.00	Q2,3	Q2,3	PRO
24.	Purchasing and Printing of NC Folders- to be used during events/meetings	Various	INF/RFQ	N\$50,000.00	Q2,3	Q2,3	OS/PRO
	Branded Promotional Materials						

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25.	Children's Table and Chairs for Trade Fairs	Various	INF/RFQ	N\$10,000.00	Q2,3	Q2,3	PRO/ GS
26.	Media Day refreshments (Water and soft drinks only) notebooks and pens	Various	INF/RFQ	N\$5,000.00	Q2,3	Q2,3	PRO/ GS
Security							
27.	Emergency evacuation Plan	1	RFQ/INF/D P	N\$6,000.00	Q2,3	Q2,3	OS/ GS
28.	Emergency Evacuation Drills	1	RFQ/INF/D P	N\$10,000.00	Q2,3	Q2,3	OS/ GS
29.	Data ID Card Machine	1	RFQ	N\$50,000.00	Q2,3	Q2,3	OS/ GS
30.	ID Cards and Holders	1	RFQ/INF	N\$2,000.00	Q2,3	Q2,3	OS/ GS
31.	Shredding Machines	3	RFQ	N\$50,000.00	Q2,3	Q2,3	OS/ GS
32.	Surveillance Control Room, small construction work maintenance	1	EPE/RFQ	N\$50,000.00	Q2,3	Q2,3	OS/ GS
33.	Two Way Radios	6	RFQ/INF/ EPE/RFQ	N\$10,000.00	Q2,3	Q2,3	GS
34.	Perimeter Fencing	1	EPE/RFQ	N\$50,000.00	Q2,3	Q2,3	GS
35.	Smash Fencing UB	Various	EPE/RFQ	N\$50,000.00	Q2,3	Q2,3	GS
Legal Service							
36.	Desk Computers	2	RFQ	N\$50,000.00	Q2,3	Q2,3	GS
37.	Printing of Standing Rules and Orders	Various	RFQ	N\$20,000.00	Q2,3	Q2,3	GS
38.	Television Set	1	RFQ	N\$10,000.00	Q2,3	Q2,3	GS
WORKPLACE WELLNESS COMMITTEE							
39.	Essential goods and services for COVID-19, Masks, Hand sanitizers, Safety clothing, Protectors, Condom Holders	Various	RFQ	N\$90,000.00	Q2,3	Q2,3	WC/ GS

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	Mounted in Bathrooms, Ribbons							
40.	World Aids Day Commemoration, Refreshments, gym Equipment, Cancer Ribbons and fliers, All decease prevention fliers, Fitness Day- Water, Soft Drinks, Fruits. Corporate Wellness items.	Various	RFQ	N\$30,000.00		Q3	Q3	WC/GS
41.	Refill of the First Aid Kits	Various	RFQ	N\$30,000.00		Q2,3,4	Q2,3,4	WC/GS
42.	First Aid Equipment's, Mobile Clinic Rental.	Various	RFQ	N\$30,000.00		Q2,3,4	Q2,3,4	WC/GS
43.	Refill of Water tank in the Gym monthly, Purchase extra Bottle	Various	RFQ	N\$30,000.00		Q2,3,4	Q2,3,4	WC/GS
44.	GENERAL SERVICES							
	Air tickets: International <u>Activities/Events:</u> Commonwealth Parliamentary Association(CPA), African Region and International: CWP and Inter Parliamentary Union (IPU) Tanzania, PAP Johannesburg, USA and Ghana. (Legal Support Staff for committees)	Various	INF/RFQ	N\$200,000.00 Class Air tickets	Economy	Q2,3,4	Q2,3,4	GS

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	Benchmarking for Legal Staff, Security Staff, GRIS Staff, Secretary Office Staff and Wellness Committee, international Air tickets, Ghana, Kenya, Botswana Uganda, USA, SA, Australia and UK							
45.	<u>Materials and Supplies:</u> Stationaries, Newspapers, Office supplies, Uniforms, Cleaning Materials, Computer Supplies, Photocopy Supplies, Whiteboards and Mounting.	Various	INF & RFQ	<u>N\$500,000.00</u> N\$350,000.00 DSS	Admin &	Quarter 2,3,4	Quarter 2,3,4	GS
46.	<u>Transport:</u> Fleet and transport related services such as fuel, repairs, fixed tariffs, pool log, tyre expenses and rentals	Various	EPE & INF,	N\$1,000,000.00		Monthly fees	Q2,3,4	GS
47.	<u>Utilities:</u> Courier Services, Telephone and Fax Services, Internet and WiFi Services, Water and Electricity, DSTV fees, TV Licences, Photocopy Hiring MTC Cell phone contracts for MPs and Staff Members	Various	EPE/DP/RFQ	N\$3,800,000.00		Monthly fees	Q2,3,4	GS
48.	Uniforms for Cleaners	7	RFQ	N\$10,000.00		Quarter 2,	Q3	GS

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	Protective Clothing and Shoes							
49.	Renting of 3 Photo copier machines	3	RB	N\$435,000.00	Q2,3	Q2,3	GS	
50.	Shredder machines	5	INF & RFQ	N\$30,000.00	Q2,3	Q2,3	GS	
51.	<u>Other Goods and Services:</u> Branded Corporate Gifts, Photo Frames, Information Fliers and Leaflets, Advertisements, Printing of Annual Plan and Report, Consultancy fees (Training & Strategic Plan), Office Refreshments Venues, Printing Business Cards and Hosting of foreign delegations (SA Delegations, CPA Conference) Newspaper Notices, Utensils, Candles, Flower Vases, Candle stands, Table Cloths	Various	INF & RFQ	N\$840,000.00	Q2,3	Q2,3	GS	
52.	<u>Training:</u> Workshops, short courses on Tailor made Advance Administration Law, Policy Formulation Information Technology, and Wellness. (Legal, Security, GRIS, Secretary Office)	Various	RFQ & EPE	N\$150,000.00	Q2,3,4	Q2,3,4	GS	

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53.	Office furniture and Gym Equipment for the institution	20	RFQ	N\$100,000.00	Q2,3	Q2,3	GS
54.	Microsoft Word 10 Professional Program latest Version for Laptops(Licences)	50	RFQ	N\$150,000.00	Q2,3	Q2,3	GS
55.	Standard Laptops to replace aging computers	15	RFQ	N\$150,000.00	Q2,3	Q2,3	GS
56.	Microsoft 365 for Business Standard 1 year license for Zoom meetings/MS Teams	Various	RFQ	N\$200,000.00	Q2,3	Q2,3	GS
57.	Video conferencing Equipment Committee Rooms	Various	RFQ	N\$200,000.00	Q2,3	Q2,3	GS
58.	Repairs of electronic appliances for the institution	various	INF & RFQ	N\$25,000.00	Q2,3	Q2,3	GS
59.	Repair broken furniture and equipment	various	INF & RFQ	N\$50,000.00	Q2,3	Q2,3	GS
60.	Hiring of transport to transport heavy equipment from the NC. (Stock)	Various	EPE/DP	N\$30,000.00	Q2,3	Q2,3	GS
RESEARCH AND INFORMATION SERVICES (RIS)							
61.	Live streaming equipment for the chamber and related events.	1	RB OR DP	N\$500,000.00	Q2,3	Q2,3	GS
62.	Diaries for 2022	200	RFQ	N\$80,000.00	Q2,3	Q2,3	GS

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63.	Trade, Career fairs & Civic education (Windhoek, Ongwediva, Zambezi, Keetmanshoop)	2	RFQ	N\$15,000.00	Q3,4	Q3,4	GS
64.	Printing of Customer Service Charter	300	RFQ	N\$30,000.00	Q3,4	Q3,4	GS
65.	Printing - Posters & Pamphlets	2000	RFQ	N\$50,000.00	Q2,3	Q2,3	GS
66.	Corporate Gifts & Promotional items	Various	RFQ	N\$100,000.00	Q2,3	Q2,3	GS
SPECIALISED SERVICES							
MAINTENANCE							
67.	Cutting of thick bushes / trees around the premises	1	INF	N\$6,500.00	Q3	Q3	DSS/GS
68.	Plumbing and Pipping Fittings Service level agreement	1	INF/RFQ	N\$200,000.00	Q2,3&4	Q2,3&4	DSS/GS
69.	Replacement of the server door on LB with fire proof door	1	INF/RFQ/D P	N\$50,000.00	Q2,3	Q2,3	DSS/GS
70.	Additional spot lights at Admin Building	2	Small Value	N\$10,000.00	Q3	Q3	DSS/GS
71.	Report of the Lift at NC old Building	1					DSS/GS
72.	Cleaning of Carpet in NC Building	Various	RFQ/DP	N\$30,000.00	Q2,3&4	Q2,3&4	DSS/GS
73.	Servicing of air conditioners in Administration and Chamber building.	9	RFQ/INF	N\$150,000.00	Q2/3	Q2/3	DSS/GS
74.	Brackets for mounting of Televisions on the wall Blue and Red Room	2	Small Value	N\$ 10 000.00	Q2,3	Q2,3	DSS/GS

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75.	Binding Machine	2	Small Value	N\$ 3 000.00	Q2,3	Q2,3	GS
76.	White Board	1	Small Value	N\$ 2 750.00	Q2,3	Q2,3	GS
77.	Protective clothing (overall)	2	Small Value	N\$ 500.00	Q2,3	Q2,3	GS
78.	Portable Display Stand	3	Small Value	N\$1 500.00	Q2,3	Q2,3	GS
79.	Replacement of the server door on LB with fire proof door	1	Sealed Quotation	N\$ 50 000.00	Q2,3	Q2,3	DSS/GS
80.	Replacement of gate motors	Various	RFQ/INF/DP	N\$150,000.00	Q2,3&4	Q2,3&4	DSS/GS
81.	Service Level Agreement (SLA) for Servicing of air conditioners in both National Council Buildings	1	RFQ/INF/RB/DP	N\$ 15 000.00	Q2,3	Q2,3	DSS/GS
82.	Service Level Agreement for electrical services and works	1	RFQ/INF/RB/DP	N\$ 50 000.00	Q2,3	Q2,3	DSS/GS
83.	Fire detection system for old building	1	RFQ/INF/RB	N\$ 800 000.00	Q2,3	Q2,3	DSS/GS
84.	General maintenance of the Building	Various	RFQ/INF/DP	N\$200,000.00	Q2,3&4	Q2,3&4	DSS/GS
HANSARD							
85.	Printing of Volume 77,78 Oct 2020 – Nov 2020), 200 Copies (100+100)	Various	RFQ	N\$ 160 000.00	Q2,3	Q2,3	DSS/GS
86.	Recording and Transcription, editing, printing and binding of Chamber proceedings 1 st ,2 nd , 3 rd , 4 th and 5 th Sessions 2022/23	Various	RFQ	N\$ 250, 000.00	Q2,3,4	Q2,3,4	DSS/GS
87.	39 Inch Television Set	1	Small Value	N\$ 4 000.00	Q2,3	Q2,3	DSS/GS
88.	Portable Laptop	1	Small Value	N\$ 7 000.00	Q2,3	Q2,3	DSS/GS
CAPACITY BUILDING FOR MEMBERS OF PARLIAMENT AND STAFF							
89.	Training: Workshops, short courses on Tailor made Advance	2	Memorandum of	N\$ 500,000.00	Q2,3	Q2,3	DSS/GS

	Administration Law, Policy Formulation and Information Technology for DSS staff and management, UNAM training, and various training MP's		Understanding with UNAM (Direct Procurement)				
90.	<u>Air tickets:</u> <u>Domestic</u> <u>Activities: (Regional)</u> Windhoek, Rundu, Katima Mulilo, Ondangwa, Luderitz. (MP's)	6	INF & RFQ DP	N\$50,000.00	Q2,3,4	Q2,3,4	DSS/GS
91.	<u>Air tickets:</u> <u>International</u> <u>Activities / Events:</u> Commonwealth Parliamentary Association (CPA), African Region and International: CWP and Inter Parliamentary Union (IPU) Tanzania, IPU-ASCP Geneva, SADC PF Uganda, Rwanda Kigali, Egypt, Benchmark study, MP's visit to parliament of Ghana/South Africa/Zambia. Uganda and Britain (Sergeant at arms and Dep. Sergeant at Arms), Benchmark study visit to Uganda (7 Clerks & DD & Hansard Staff) Austria Vienna, New York, Baku	Various	INF / RFQ	Economy class Air Tickets N\$500,000.00 Business class 500,000.00	Q2,3,4	Q2,3,4	DSS/GS

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	and Ghana. CHEA Africa Region and International. Members of Parliament and Support Staff							
92.	7 Standing Committees Refreshments	Various	Small Value	N\$ 50,000.00	Q2,3,4	Q2,3,4	DSS/GS	
93.	Junior National Council, Daily Allowance, Food and Accommodation	Various	RFQ/INF/DP	N\$ 400,000.00	Q2,3,4	Q2,3,4	DSS/GS	
94.	Different Standing Committee Meetings and Public Hearing's recording, transcription and editing.(Public Acc.)	Various	RFQ/INF/DP	N\$ 300,000.00	Q2,3,4	Q2,3,4	DSS/GS	
95.	Flowers and Corporate gifts	Various	RFQ/INF/DP	N\$ 30,000.00	Q2,3,4	Q2,3,4	DSS/GS	
TABLE OFFICE								
96.	Printing and Binding of the Minutes of Proceedings and Order Papers Sessions for Financial Year 2022/2023.	50	RFQ/INF/DP	N\$ 70,000.00	Q2,3,4	Q2,3,4	TO/GS	
97.	Special soft papers for Chamber's documents in blue, white, yellow and pink colours Table Office Blue = 10 White = 10 Yellow =5 Pink =5	Various	Small Value	N\$ 3 000.00	Q2,3	Q2,3	TO/GS	
98.	Purchasing of branded black chamber procedure leather files	4	Small Value	N\$ 22 000.00	Q2,3	Q2,3	TO/GS	

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Summary of the estimated cost	Estimated Value
Air Ticket Cost	2,130,000.00
Material and Supplies	500,000.00
Transport	1,000,000.00
Utilities	4,350,000.00
Maintenance Expenses	600,000.00
Training Courses, symposium and Workshop	800,000.00
Other Services and Expenses	1,470,000.00
Membership Fees and Subscriptions: International	35,000.00
Membership Fees and Subscriptions: Domestic	20,000.00
Furniture and Office Equipment	700,000.00
Total	11,605,000.00

Awala 05.07.2022

Mr Valentina Awala
Head of Procurement Management Unit

Ms Lottie Bock 05/07/22

Ms Lottie Bock
Financial Advisor

FINANCIAL ADVISOR
NATIONAL COUNCIL

05/07/2022

Mr Himuvi Mbingeneeko
Chairperson - Procurement Committee

Mr Tousy Nammiseb

Mr Tousy Nammiseb
Secretary-National Council



Ms Valentina Awala