



## NATIONAL COUNCIL



### OFFICE OF THE SECRETARY

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**ENQUIRIES:**

Ms Jacqueline Steyn  
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**OUR REF:**

2/8/4/3

**YOUR REF:**

19 December 2022

Mr. Titus Ndove  
The Executive Director  
Ministry of Finance and Public Enterprises  
Private Bag 13295  
WINDHOEK

Attention: Mr. Francios Brand  
Procurement Policy Unit

### **ANNUAL PROCUREMENT PLAN FOR THE PARLIAMENT-NATIONAL COUNCIL FOR 2023/2024 FINANCIAL YEAR**

Pursuant to section 13(4)(a) of the Public Procurement Amendment Act, 2022 (Act No. 3 of 2022) An accounting officer must:

- (a) *engage in procurement planning, plan each step of the procurement process and prepare an annual procurement plan, and **must submit the plan to the Policy Unit at least three months before the commencement of each financial year;***

In compliance with the Act, the Parliament-National Council is pleased to submit the Annual Procurement Plan for 2023/2024 Financial Year.

Kindly accept, dear colleague, the assurance of my highest regard.

  
MR TOUSY NAMISEB  
SECRETARY-NATIONAL COUNCIL

*All official correspondence must be addressed to the Secretary*



**NATIONAL COUNCIL**  
Annual Procurement Plan

Name of Public Entity: **PARLIAMENT-NATIONAL COUNCIL**

Financial Period: 2023/2024

Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Local Sourcing Directive on	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Provision of air tickets for domestic and foreign travels for benchmarking and official engagements for the Chairperson, Vice Chairperson, Secretary, Deputy Secretary, MPs and staff members of National Council for a period of 12 months.	Various	NCS	Yes	RB	2 500 000	Q1-4	It would be impractical to apply the default method for this procurement as per Section 27(4)(b) of the Act, given the fact that there is a limited number of travel agencies that operate in that industry.
2	Supply and delivery of office stationery such as photocopy paper, cartridges, pens, pencils, staples short hand note books, diaries, calendars, exam pads sticky notes, soft paper for Chamber documents, contact plastic rolls, file dividers, key holders, cleaning materials, law books, uniforms and general office supplies to National Council.	Various	G	Yes	RFQ	950 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question. Furthermore, the value of the procurement does not exceeds the threshold.
3	Supply and delivery of refreshments for the Chairperson, Vice-Chairperson, Secretary, Deputy Secretary and interview's conducted by National Council.	Various	G	Yes	RFQ	250 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
4	Supply of dinner/lunch for hosting foreign delegations	Various	NCS	Yes	RFQ	80 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
5	Supply of refreshments and venue hire for standing committees at National Council.	Various	NCS	Yes	RFQ	50 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
6	Supply of dinner/lunch and hire translator for Junior Women's Parliament/Rural Women's Parliament	Various	NCS	Yes	RFQ	1 200 000	Q3,4	The estimated value of the procurement does not exceed NAD 2,000,000.00.
7	Supply of refreshments, t-shirts, cancer ribbons, flyers, hand sanitizers, fruits, soft drinks, motivational speaker, condom holders mounted in bathroom, all disease prevention flyers, for fitness days, world aids day, fun walk and wellness days.	Various	G	Yes	RFQ	150 000	Q2,3,4	The estimated value of the procurement does not exceed NAD 2,000,000.00.



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8	Provision of extra Refill water bottle for the Gym monthly	12	NCS	Yes	SVP	30 000	Q1-4	Too costly to apply the default method, given the value of the procurement in question.
9	Provision of Fleet and transport related services such as fuel, general repairs, fixed tariffs, pool log, tyre expenses etc.	Various	NCS	Yes	EPE	900 000	Q1-4	It would be impractical to apply the default method for this procurement as per section 27(4)(b). In terms of section 34(d) EPE is the practical method for the supply of this services since GRN Garage has the exclusive right to perform the services on behalf of GRN.
10	Provision of private car rentals to National Council and also hiring of transport to convey heavy equipment from National Council (Stock)	Various	NCS	Yes	RFQ	100 000	Q1-4	For rental of private vehicles the RFQ Method will be used. At times the Institution services GRN owned vehicles at M&Z Motors on behalf of GRN Garage to avoid delays for servicing official vehicles assigned to the Chairperson, or Vice Chairperson in this event the Direct Procurement Method will be used.
11	Placement of adverts as per request	Various	NCS	Yes	DP	40 000	Q1-4	The supplier is having the exclusive right for the services.
12	Provision of Annual Newspaper Subscription Renewal	Various	NCS	Yes	DP	80 000	Q1-4	The supplier is having the exclusive right for the services.
13	Supply and printing of information fliers, leaflets, annual reports, corporate gifts, standing rules and order, posters, printing of volume 78 & 79 (10-26 May 2021), letterheads, corporate folders, recording and transcription editing, printing and binding of Chamber proceedings 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> Sessions 2023/2024, branded black chamber procedure files and any other related printing requests.	Various	NCS	Yes	RFQ	250 000	Q1-4	Too costly to apply the default method, given the value of the procurement in question.
14	(Opuwo, Khomas, Keetmanshoop, Erongo and Cerafestival) as well as Career fairs (Nust, Unam, IUM) for National Council	Various	NCS	Yes	EPE	40 000	Q1,3,4	The Public Entity is having the exclusive right to perform the services on behalf of GRN.
15	Renewal of adobe, Kaspersky Anti-virus licences for the National Council	Various	NCS	Yes	RFQ	100 000	Once-off	Too costly to apply the default method, given the value of the procurement in question.
16	Renewal of Microsoft 365 for Business Standard licence for zoom meetings/ Ms Teams at National Council for a period of 12 months	Various	NCS	Yes	RFQ	170 000	Once-off	Too costly to apply the default method, given the value of the procurement in question.


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17	Supply of laptops, desktops, chairs, printers, children's table, exhibition chairs, laminating machine, hard drive, projector, 5m cable for presentation, Bluetooth microphone, digital camera, tripods, macintosh computer, binding machine, typist chairs, whiteboards, in/out magnetic board, portable display stand, 39 inch television set, brackets for mounting television, shredder machines and other related office furniture/equipment for National Council.	Various	NCS	Yes	RFQ	1 000 000	Q1-4	The estimated value of the procurement does not exceed N\$ 2,000,000.00 (Request for sealed quotation method will be used). For the procurement of small quantities of goods, works and services the small value procurement method will be used.
18	Supply and delivery of hiring a photocopy machine	1	NCS	Yes	RFQ	250 000	Q1-4	Too costly to apply the default method, given the value of the procurement in question.
19	Supply of computer software (PDF convertor to word)	2	NCS	Yes	SVP	4 000	Q1,2	Too costly to apply the default method, given the value of the procurement in question.
20	Upgrading and rewiring of Chamber microphones audio as well as to upgrade and rewiring of committee rooms (Blue & Red Rooms) video conferencing at National Council.	2	W	Yes	RB	300 000	Q2,3	The estimated value of the procurement does not exceed NAD 2,000,000.00.
21	Replacement of the server door on the lower basement (LB) at National Council and installation of fire proof door.	1	G	Yes	RFQ	50 000	Q2,3	Too costly to apply the default method, given the value of the procurement in question.
22	Provision of cleaning services for cleaning of carpets in National Council's boardrooms (C4 & 2.14)	2	NCS	Yes	RFQ	20 000	Q3	Too costly to apply the default method, given the value of the procurement in question.
23	Supply and delivery of a standby generator for National Council	1	G	Yes	RFQ	80 000	Q2,3	The estimated value of the procurement does not exceed NAD 2,000,000.00.
24	Servicing of air conditioner in both National Council's buildings	Various	W	Yes	RFQ	300 000	Q1-4	The estimated value of the procurement does not exceed NAD 2,000,000.00.
25	Provision for service level agreement for electrical services and works at National council	1	W	Yes	RB	50 000	Q2	The services are available from a limited number of suppliers.
26	Supply and installation of fire detection system for National Council's old building	1	W	Yes	RFQ	1 500 000	Q2,3	The estimated value of the procurement does not exceed NAD 2,000,000.00.
27	Repair and maintenance of plumbing and fitting services for a period of 3 years	Various	W	Yes	RFQ	300 000	Q2,3	The estimated value of the procurement does not exceed NAD 2,000,000.00.



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28	Cutting of thick bushes/trees around National Council's premises. Correctional services to do work if possible	Various	NCS	Yes	W	50,000.00	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
29	Supply and installation of window blinds at National Council	Various	NCS	Yes	RFQ/I	25,000.00	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
30	Supply and delivery of corporate gifts, photo frames, and flowers	Various	G	Yes	RFQ	100,000.00	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
31	Provision of venue hire and meals for induction training, records management, Microsoft office, budget training, advanced administration, ICT, public speaking, procurement training, monitoring and evaluation, risk management, emotional intelligence, legal services, administrative law and any other related training for National Council's staff members and refreshments on Private Secretaries Day	Various	NCS	Yes	RFQ	400,000.00	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
32	Provision of facilitation fees for induction training, records management, Microsoft office, budget training, Continuous professional development, report writing, procurement training, monitoring and evaluation, risk management, emotional intelligence, legal services, administrative law and any other related training for National Council's staff members	Various	NCS	Yes	RFQ	200,000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
33	Provision of venue, meals, and accommodation for retreat/ team building of the Office of the Secretary and Managers at National Council	Various	NCS	Yes	RFQ	150,000	Q1-2	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
34	Provision of facilitation fees for retreat/ team building of the Office of the Secretary and Managers at National Council	Various	NCS	Yes	RFQ	100,000	Q1-2	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
35	Provision of facilitation fees for staff members serving on Joint-ICT committees for planned activities and e-Parliament	5	NCS	Yes	RFQ	300,000	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
36	Repairs or broken furniture and equipment at National Council	Various	W	Yes	RFQ/IQ	50,000.00	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.

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37	Supply of long-term online cluster storage system together with Management software that will store footage for a period of 12 months for Security and Risk Management. This will be both for biometric and surveillance records	1	NCS	Yes	RB	1,142,000	Q2	For security purposes the Restricted Bidding Method are used. The estimated value of the procurement does not exceed N/AID 2,000,000.00
38	Replacement of old cameras with contemporary version in Admin Building and to cover other identified blind spots within the buildings and surroundings	Various	W	Yes	RFQ	179 800	Q2	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
39	Maintenance of security systems (biometric, surveillance) security equipment (scanner, walkthrough)	Various	NCS	Yes	RB	150,000,000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question. For security purposes the Restricted Bidding Method is used
40	Finalising the conversion of store rooms at the lower basement (LB) into a surveillance control room. Correctional service to do the work and National Council to procure materials	1	W	Yes	RFQ	200,000.00	Q2	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
41	Crafting of an Emergency Evacuation plan with assistance of experts from City of Windhoek, Emergency and Disaster Risk Management Division	Various	NCS	Yes	EPE	15,000.00	Q3	In terms of section 34(d) EPE is the only practical method for the supply of this service, since the Public Entity has the capacity to do such work on behalf of GRN.
42	Provision of emergency evacuation drills/training to MPs and staff members by the City of Windhoek, Emergency and Disaster Risk Management Division	Various	NCS	Yes	EPE	15 000	Q3	In terms of section 34(d) EPE is the only practical method for the supply of this service, since the Public Entity has the capacity to do such work on behalf of GRN.
43	Supply and provision for vehicle tyre clamping machines for official use (clamping of unauthorised vehicles parked at reserved parking bay within parliament precinct	2	G	Yes	IQ	6 000	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
44	Supply of red and white tapes for cordoning of event/parking places or accident scene for security reasons.	2	G	Yes	IQ	5,000.00	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.



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45	Supply of courier services, telephone and fax, internet service as per 5 year contract, Wi-Fi, electricity, TV licences/ DSTV, for National Council. Replacement of telephone for Private Secretary. Provision of pocket wi-fi routers.	various	NCS	Yes	EPE	3,800,000	Q1-4	It would be impractical to apply the default method for this procurement as per section 27(4)(b). In terms of section 34(d) EPE is the only practical method for the supply of these services, since the Public Entity has the capacity to do such work on behalf of the government in terms of section 34(g) (Telecom, NIBC, MTC, NAMPOSD). Existing contract in place with MTC. DP will be used for Multichoice and Paratus since they have the exclusive right to perform such services.
Approved - Accounting Officer (Name): <b>TOUSY NAMISEB</b>				Signature: 	Date: 19.12.22			