



## 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

#### **REVISED ANNUAL PROCUREMENT PLAN FOR THE PARLIAMENT-NATIONAL COUNCIL FOR 2022/2023 FINANCIAL YEAR**

The above subject refers to the Procurement Guidelines Chapter 1.5.1 issued in terms of Section 7(1)(h) of the Public Procurement Act, Act no 15 of 2015, whereby a Public Entity should file its annual procurement plan with the Procurement Policy Unit (PPU). Furthermore, throughout the year, the Public Entity should give the Policy Unit notice of changes on the annual procurement plan.

In compliance with the Act, the Parliament-National Council is pleased to submit the amended/revised Annual Procurement Plan for 2022/2023 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  
Revised Annual Procurement Plan

Name of Public Entity: PARLIAMENT-NATIONAL COUNCIL

Financial Period: 2022/2023

| 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)  |
|----------------------------------|---|----------|-------------------------|--|--------------------|-----------------------|---------------------------------------|--|
| 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                 | 2 000 000             | 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 photocopier paper, cartridges, pens, pencils, ID cards & holders, 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 value of the procurement does not exceeds the threshold.   |
| 3                                | Supply and delivery of refreshments for the Chairperson, Vice-Chairperson, Secretary, Deputy Secretary, meetings and interviews conducted by National Council.  | Various  | G                       | Yes  | RFQ                | 170 000               | 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 promotional items and corporate gifts for the 30th Anniversary Celebration of National Council.   | Various  | G                       | Yes  | RFQ                | 100 000               | Q4                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 6                                | Supply of refreshments, decor, sound and venue hire for 30th Anniversary celebration for 170 people   | 1        | NCS                     | Yes  | RFQ                | 100 000               | Q4                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 7                                | Placement of adverts for the 30th Anniversary Celebrations (A5)   | 2        | NCS                     | Yes  | SVP                | 30 000                | Q4                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |


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|---------------------------------|--|----------|-------------------------|--|--------------------|-----------------------|---------------------------------------|---|
| 8                               | Printing of overhead banners, book for messages, pop up banners, back drop, programmes, flyers, certificates, folders, notebooks, new vision, mission, core values, enlarged strategic plan cover with frame (A1),                                     | Various  | G                       | Yes  | RFQ                | 80 000                | Q4                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.  |
| 9                               | Supply of refreshments, facilitation fees and venue hire for Directorate of Specialised Services re-treat/teambuilding in Swakopmund.  | Various  | NCS                     | Yes  | RFQ                | 150 000               | Q4                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.  |
| 10                              | 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.  |
| 11                              | Supply of dinner/lunch and hire translator for Junior Women's Parliament/Rural Women's Parliament  | Various  | NCS                     | Yes  | RFQ                | 1 100 000             | Q3,4                                  | The estimated value of the procurement does not exceed NAD 2,000,000,00.  |
| 12                              | Supply of refreshments, t-shirts, cancer ribbons, fliers, hand sanitizers, fruits, soft drinks, motivational speaker, condom holders mounted in bathroom, all disease prevention fliers, 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.  |
| 13                              | 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.   |
| 14                              | 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.  |
| 15                              | 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. |
| 16                              | Placement of adverts as per request  | Various  | NCS                     | Yes  | DP                 | 40 000                | Q1-4                                  | The supplier is having the exclusive right for the services.  |
| 17                              | Provision of Annual Newspaper Subscription Renewal   | Various  | NCS                     | Yes  | DP                 | 75 000                | Q1-4                                  | The supplier is having the exclusive right for the services.  |

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|---------------------------------|---|----------|-------------------------|--|--------------------|-----------------------|---------------------------------------|---|
| 18                              | Supply and printing of information fliers, civic education outreach pamphlets and posters, leaflets, annual reports, corporate gifts, customer service charter, new years, cards, re-printing of pull up banner cloths, NC folders, 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                | 200 000               | Q1-4                                  | Too costly to apply the default method, given the value of the procurement in question.   |
| 19                              | Provision of Trade Fair Stands and exhibition items (Zambezi, Windhoek, Ongwediva, Keetmanshoop) as well as Career fairs (Nust, Unam, IUM) for National Council   | Various  | NCS                     | Yes  | EPE                | 30 000                | Q1,3,4                                | The Public Entity is having the exclusive right to perform the services on behalf of GRN.   |
| 20                              | 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.   |
| 21                              | 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.   |
| 22                              | Microsoft Word 10 Professional Program latest Version for Laptops (licences)  | 50       | NCS                     | Yes  | RFQ                | 150 000               | Once-off                              | Too costly to apply the default method, given the value of the procurement in question.   |
| 23                              | Supply of laptops, desktops, chairs, printers, children's table, exhibition chairs, laminating machine, hard drive, 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, video conferencing equipment, 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. |
| 24                              | 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.   |
| 25                              | 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.   |

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| 26                              | 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.   |
| 27                              | 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.                                |
| 28                              | Provision of cleaning services for cleaning of carpets in National Council's boardrooms (G4 & 214)   | 2        | NCS                     | Yes  | RFQ                | 30 000                | Q3                                    | Too costly to apply the default method, given the value of the procurement in question.                                |
| 30                              | Replacement and servicing of faulty 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.   |
| 31                              | Repairs of electronic appliances for the Institution   | Various  | W                       | Yes  | RFQ                | 25 000                | Q2,3                                  | Too costly to apply the default method, given the value of the procurement in question.                                |
| 32                              | 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.   |
| 33                              | 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.   |
| 34                              | 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.   |
| 35                              | 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. |
| 36                              | Supply and installation of window blinds at National Council   | Various  | NCS                     | Yes  | RFQ/               | 25,000.00             | Q2,3                                  | are disproportionate to the value of the procurement in question.  |
| 37                              | 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. |

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|---------------------------------|---|----------|-------------------------|--|--------------------|-----------------------|---------------------------------------|--|
| 38                              | Provision of venue hire and meals for induction training, records management, Microsoft office, budget training, advanced administration, ICT, public speaking, risk management, 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.                 |
| 39                              | 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.                 |
| 40                              | 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.                 |
| 41                              | 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.                 |
| 42                              | 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.                 |
| 43                              | Repair 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.                 |
| 44                              | 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 NAD 2,000,000,000 |
| 45                              | Supply of data ID card machine  | 1        | G                       | Yes  | RFQ                | 50,000                | Q2,3,4                                | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.                 |

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|---------------------------------|---|----------|-------------------------|--|--------------------|-----------------------|---------------------------------------|--|
| 46                              | Supply of two way radios  | 6        | G                       | Yes  | SVP                | 10 000                | Q2,3                                  | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 48                              | 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 |
| 49                              | Replacement of gate motors for National Council   | Various  | NCS                     | Yes  | RFQ                | 150 000               | Q2,3,4                                | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 50                              | Provision of general maintenance at National Council  | Various  | NCS                     | Yes  | RFQ                | 200 000               | Q2,3,4                                | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 51                              | 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                | 50 000                | Q2                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 52                              | Crafting of an Emergency Evacuation plan with assistance of experts from City of Windhoek, Emergency and Disaster Risk Management Division  | Various  | NCS                     | Yes  | EPE                | 6 000                 | 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.              |
| 53                              | 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                | 10 000                | 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.              |
| 54                              | Supply of additional spot lights at the Admin Building  | 2        | G                       | Yes  | SVP                | 10 000                | Q3                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |
| 55                              | Servicing of power units and replacing of USB batteries   | 2        | G                       | Yes  | DP                 | 86 000                | Q1                                    | The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.   |

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|--|--|----------|-------------------------|---|--------------------|----------------------|---------------------------------------|--|
| 58   | 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, NAMIPOST). 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:              |                      |                                       |  |