

National Assembly

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21 May 2023

The Head
Procurement Policy Unit
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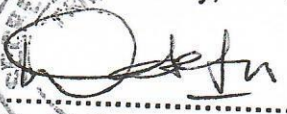
Dear Colleague,

SUBMISSION OF THE ANNUAL PROCUREMENT PLAN IN TERMS OF SECTION 25 (4)(A) OF THE PUBLIC PROCUREMENT ACT, 2015 (ACT NO. 15 OF 2015) AND REGULATION 8 (2)(D) OF THE PROCUREMENT REGULATIONS.

Kindly receive herewith the National Assembly's Annual Procurement Plan for the Financial Year 2023/2024 for your consideration.

The National Assembly however, sincerely apologise for the delayed submission in this regard

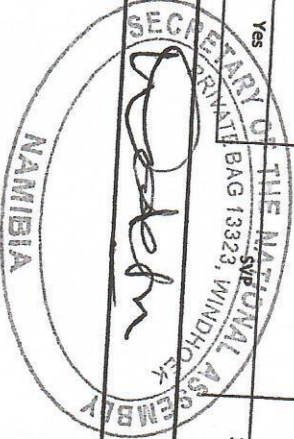
Yours sincerely,


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Lydia T Kandetu (Ms.)
Secretary, National Assembly

22	Translations/Transcriptions/printing of handzards	Various	NCS	Yes	D	3 238 000,00	N/A	Services offered by awarded bidder
23	Exhibition Fees/ Venue hire/Accommodation	Various	NCS	Yes	D	150 000,00	01-Apr-23	Services offered exclusively by one company
24	Pull up banners, gasebos and cooperate gifts, flowers and hiring of events equipment	Various	G	Yes	OAB	100 000,00	01-Apr-23	N/A
25	Promotional items	Various	G	Yes	OAB	50 000,00		N/A
26	NBC & DS TV subscriptions	Various	NCS	Yes	D	170 000,00		Services offered exclusively by one company
27	Security Services	Various	NCS	Yes	D	500 000,00		Contract in place
28	Purchase of vehicles	Various	G	Yes	RB	3 000 000,00		Only from certified dealers
29	Car rentals and fuel	Various	NCS	Yes	RB	2 792 000,00		Services offered exclusively by one company
30	Computer software licenses (Adobe, Microsoft, 365 etc.)	Various	NCS	Yes	OAB	2 284 000,00		N/A
31	Utilities (Telephone, Curriers services, Water & Rates etc)	Various	NCS	Yes	D	4 910 000,00		Services offered exclusively by one company
32	MTC Contract	Various	NCS	Yes	D	744 000,00		Services offered exclusively by one company
33	Maintenance of Security Systems	Various	NCS	Yes	D	2 632 000,00		Contract in place
34	Registration of NA vehicles	Various	NCS	Yes	D	10 000,00	01-Nov-23	Services offered exclusively by one company
35	Service and maintenance of vehicles	Various	NCS	Yes	D	1 000 000,00	01-Jun-23	Only from certified dealers
36	Air Tickets	Various	NCS	Yes	RB	8 000 000,00	01-Apr-23	Quotations to be sought from the bidders awarded the two year supply and delivery contract
37	Supply and delivery of Office Refreshments	Various	G	Yes		300 000,00	01-Apr-23	Procurement usually less than N\$15 000,00
38								

Approved - Accounting Officer (Name): Hydia Rauden

Signature:



Date: 22/5/2023



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: National Assembly		Annual Procurement Plan		Financial Period: FINANCIAL YEAR 2023/2024			
Description (include lots if applicable)	Quantity	Category of Procurement	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 Construction of two security guard houses	2	W	Yes	RB	15 000 000,00	30-May-23	N/A
2 Renovation of Parliament building	Various	W	Yes	OAB	1 000 000,00	30-Apr-23	N/A
3 Yearly supply and delivery of office stationaries	Various	G	Yes	RB	100 000,00	Requests on a need base	Quotations to be sought from the bidders awarded the two year supply and delivery contract
4 Yearly supply and delivery of cleaning Materials	Various	G	Yes	RB	262 000,00	Requests on a need base	Quotations to be sought from the bidders awarded the two year supply and delivery contract
5 Yearly supplies of computer appliances	Various	G	Yes	OAB	100 000,00	01-Aug-23	N/A
6 Yearly Supply and delivery of Laptops, printers, projectors and scanners	Various	G	Yes	ONB	100 000,00	01-Oct-23	N/A
7 Supply and Delivery of Maintenance Materials and Equipments	Various	G	Yes	ONB, D or RFQ	100 000,00	Requests on a need base	N/A
8 Payment for Hiring of Photocopy Machines	6	G	Yes	D	200 000,00	Monthly	Contracts in place
9 Supply and delivery of Protective Clothing for cleaners, messengers and other staff members	Various	G	Yes	OAB	50 000,00	01-Aug-23	N/A
10 Printing of parliament posters and pamphlets	To be specified on request	NCS	Yes	D	500 000,00	01-Jun-23	Contract in place
11 Supply and installation of blinds	Various	NCS	Yes	OAB	40 000,00	01-Jun-23	N/A
12 Supply and delivery of cartridges	Various	G	Yes	RB	100 000,00	Requests on a need base	Quotations to be sought from the bidders awarded the two year supply and delivery contract
13 Upholstery Cleaning services	Various	NCS	Yes	OAB	50 000,00	01-Sep-23	N/A
14 Training & Workshop/Conferences	Various	NCS	Yes	ONB	9 439 000,00	Requests on a need base	N/A
15 Newspapers & Periodicals	Various		Yes	D	156 000,00	01-Aug-23	Services offered exclusively by one bidder
16 Supply of medical supplies for the parliament clinic	Various	G	Yes	OAB	20 000,00	01-Jul-23	N/A
17 Procurement of Furniture for MPs	Various	G	Yes	D	230 000,00	01-Jun-23	Preference of MP as it's a condition of service
18 Procurement of entertainment for MPs	Various	G	Yes	D	720 000,00	Every month	Preference of MP as it's a condition of service
19 International Organisations Subscriptions	Various	NCS	Yes	RFQ	300 000,00	01-Aug-23	Designated bodies in place
20 Wellness and Capacity Building	Various	NCS	Yes	D	33 000,00	01-Apr-23	Services offered exclusively by some bidder
21 Adverts/Publications	Various	NCS	Yes	D			