



NATIONAL COUNCIL



OFFICE OF THE SECRETARY

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OUR REF: 2/8/4/3

YOUR REF:

08 December 2023

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 2024/2025 FINANCIAL YEAR

Pursuant to section 25(4)(a) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended, 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 2024/2025 Financial Year.

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

MR TOUSY NAMISEB
SECRETARY-NATIONAL COUNCIL






NATIONAL COUNCIL
Annual Procurement Plan

Name of Public Entity: PARLIAMENT-NATIONAL COUNCIL		Financial Period: 2024/2025						
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 (NS)	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	OAB	3 000 000	Q1-4	N/A
2	Supply and delivery of office stationery such as photocopy paper, cartridges, pens, pencils, staples, stamps, short hand note books, diaries, calendars, date documents, contact plastic rolls, photoframes, file dividers, colour papers, pritt, cello tape, envelopes, key holders, cleaning materials, official shirts for chamber, cleaning of carpets, sofas and chairs, law books, uniforms and general office supplies to National Council.	Various	G	Yes	RFQ	1 000 000	Q1-3	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 exceed the threshold.
3	Supply and delivery of refreshments for the Chairperson, Vice-Chairperson, Secretary, Deputy Secretary, Meetings, official engagements 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. The small value procurement method will be used for the procurement of small quantity goods.
4	Supply of dinner/lunch and accommodation for hosting foreign delegations	Various	NCS	Yes	RFQ	150 000	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, t-shirts, cancer ribbons, fliers, fruits, soft drinks, motivational speaker, tracksuits, 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.

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)
7	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. 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.
8	Provision of private car rentals to National Council to conduct oversight visits to the Regions and also hiring of transport to convey heavy equipment from National Council (Stock)	Various	NCS	Yes	RFQ	1 500 000	Q1-4	Too costly to apply the default method, given the value of the procurement in question.
9	Placement of adverts as per request	Various	NCS	Yes	DP	60 000	Q1-4	The supplier is having the exclusive right for the services.
10	Provision of Annual Newspaper Subscription Renewal	Various	NCS	Yes	DP	50 000	Q1-4	The supplier is having the exclusive right for the services.
11	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 st , 2 nd , 3 rd , 4 th and 5 th Sessions 2023/2024, branded black chamber procedure files and any other related printing requests.	Various	NCS	Yes	RFQ	350 000	Q1-3	Too costly to apply the default method, given the value of the procurement in question.
12	Provision of Trade Fair Stands and exhibition items (Keetmanshoop, Erongo and Diamond festival) as well as Career fairs (Nust, Unam, IUMf) for National Council	Various	NCS	Yes	DP	30 000	Q1,3,4	The Public Entity is having the exclusive right to perform the services on behalf of GRN.
13	Renewal of adobe, Kaspersky Anti-virus licences for the National Council	Various	NCS	Yes	RFQ	150 000	Once-off	Too costly to apply the default method, given the value of the procurement in question.
14	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	300 000	Once-off	Too costly to apply the default method, given the value of the procurement in question.

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)
15	Supply of laptops, desktop sets, chairs, printers, floor carpet, office plants, children's table, exhibition chairs, laminating machine, hard drive, projector, 20m cable, multi plugs, fridges, binding machine, typist chairs, shade nets, footrest, whiteboards, in/out magnetic board, microwaves, portable display stand, 39 inch television set, document holder, brackets for mounting television, shredders and other related office furniture/equipment for National Council.	Various	NCS	Yes	RFQ	1 500 000	Q1-3	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.
16	Supply and delivery of spades, digging forks, weed cleaning shovels, rakes axes, pangas and wheelbarrows for cutting of bushes and cleaning of grass on National Council premises.	Various	G	Yes	RFQ	50 000	Q2, 3	Too costly to apply the default method, given the value of the procurement in question.
17	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.
18	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.	1	W	Yes	OAB	10 200 000	Q2, 3	The estimated value of the procurement does not exceed NAD 2,000,000.00.
19	Provision of cleaning services for cleaning of carpets in National Council's boardrooms	2	NCS	Yes	RFQ	20 000	Q3	Too costly to apply the default method, given the value of the procurement in question.
20	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.
21	Supply and installation of fire detection system for National Council's old building	1	W	Yes	RFQ	1 000 000	Q2,3	The estimated value of the procurement does not exceed NAD 2,000,000.00.
22	Supply and delivery of refreshments for debussing and cleaning of National Council's premises.	Various	NCS	Yes	RFQ	20 000	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
23	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.
24	Supply of promotional items	Various	G	Yes	RFQ	350 000	Q2,3	are disproportionate to the value of the procurement in question.
25	Supply and delivery of gifts 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.

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)
26	Provision of venue hire and meals for induction training, records management, Microsoft office, budget training, advanced administration, ICT, financial management, public speaking, diplomacy and protocol, procurement training, monitoring and evaluation, risk management, emotional intelligence, legal services, administrative law, customer service charter, outreach programs, oversight visits, public hearings and any other related training for National Council's staff members	Various	NCS	Yes	RFQ	1 000 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
27	Provision of facilitation fees for induction training, records management, Microsoft office, budget training, Continuous professional development, Security training, report writing, financial management, procurement training, monitoring and evaluation, risk management, Diplomacy and protocol, principles and concepts relating to affirmative action and emotional intelligence, Joint ICT committees for planned e-parliament, legal services, administrative law and any other related training for National Council's staff members	Various	NCS	Yes	RFQ	500 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
28	Supply of extra online footage storage system of SRMS data together with a service level agreement for a period of three years	1	NCS	Yes	RB	1 200 000	Q2	For security reasons the Restricted Bidding Method are used. Bidders will be selected from the NCIS lists. The estimated value of the procurement does not exceed NAD 2,000,000.00
29	Supply of a maintenance service level agreement for security systems (biometric, CCTV) and security equipment (scanner and walkthrough machine)	Various	W	Yes	RB	980 000	Q2	For security reasons the Restricted Bidding Method are used. Bidders will be selected from the NCIS lists. The estimated value of the procurement does not exceed NAD 2,000,000.00
30	Supply of services for crafting of an Emergency Evacuation plan with assistance of experts from City of Windhoek, Emergency and Disaster Risk Management Division to give guidance to NC staff during emergencies	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.
31	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.

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 (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
32	Supply and delivery of entry and exit baton for use by the police officers at the main entrance/ checkpoint	1	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.
33	Supply of cutlery and crockery for DSS (cups, saucers, spoons, milk containers, sugar, tea and coffee canisters, flask, big water boiler	Various	G	Yes	RFQ	20 000	Q2	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
34	Provision of recording and transcription services, editing, binding of Chamber proceedings 1st, 2nd, 3rd and 4th session, committee meetings and public hearings	4	NCS	Yes	RFQ	630 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
35	Provision of recording and transcription services for committee meetings and public hearing	Various	NCS	Yes	RFQ	100 000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
36	Photocopy hire for a period of 36 months	3	NCS	Yes	RFQ	500 000	Q1,2	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
37	Provision of pocket wi-fi routers for PMU staff and clerks	various	G	Yes	RFQ	200 000	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
Approved - Accounting Officer (Name): TOUSY NAMISEB							Date: 08 Dec 2023	

