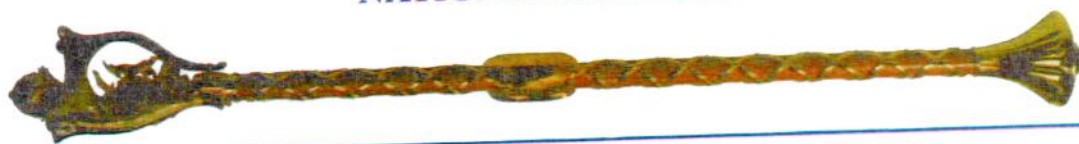


NATIONAL COUNCIL



OFFICE OF THE SECRETARY

Parliament Building, Private Bag 13371, Windhoek, Namibia
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ENQUIRIES:

Ms J. Steyn
Tel: 061-202 8071

OUR REF:

2/8/4/3

YOUR REF:

05 December 2024

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

Attention: Mr. Pineas M. Nsundano
Acting Head: Procurement Policy Unit

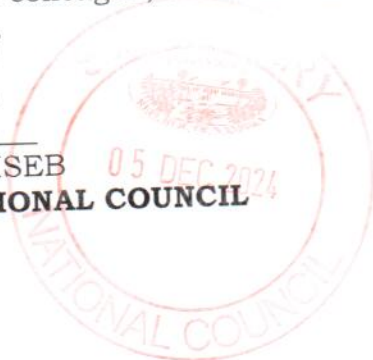
ANNUAL PROCUREMENT PLAN FOR THE PARLIAMENT-NATIONAL COUNCIL FOR 2025/2026 FINANCIAL YEAR

Pursuant to section 25(4)(a) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended, an accounting officer must *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 2025/2026 Financial Year.

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

ADV. TOUSY NAMISEB
SECRETARY-NATIONAL COUNCIL





NATIONAL COUNCIL

Annual Procurement Plan

Financial Period: 2025/2026

Name of Public Entity: PARLIAMENT-NATIONAL COUNCIL

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	OAB	6,000,000	Q1-4	N/A
2	Supply and delivery of stationery and office supplies to National Council for a period of 24 months.	Various	G	Yes	RFQ	2,000,000	Q2	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, Meetings, official engagements, workshops and interview's conducted by National Council.	Various	G	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. The small value procurement method will be used for the procurement of small quantity goods.
4	Supply and delivery of cleaning materials to the National Council for a period of 24 months	Various	G	Yes	RFQ	250,000	Q2	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.
5	Supply and delivery of uniforms and tracksuits to the National Council	Various	G	Yes	RFQ	500,000	Q2,3	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 exceeds the threshold.
6	Supply of meals/refreshments and accomodation for hosting foreign delegations	Various	NCS	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.
8	Supply of refreshments and venue hire for standing committees at National Council.	Various	NCS	Yes	RFQ	60,000	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)
9	Supply of, t-shirts, cancer ribbons, fliers, fruits, soft drinks, motivational speaker, track suits, condom holders mounted in bathroom, all disease prevention fliers, for fitness days, world aids day, fun walk and wellness days.	Various	G	Yes	RFQ	200,000	Q2,3,4	The estimated value of the procurement does not exceed NAD 2,000,000.00.
10	Provision of Fleet and transport related services such as fuel, general repairs, fixed tariffs, pool log, tyre expenses etc.	Various	NCS	Yes	EPE	1,350,000	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 these 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.
11	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	1,000,000	Q1-4	Too costly to apply the default method, given the value of the procurement in question.
12	Placement of adverts as per request	Various	NCS	Yes	DP	135,000	Q1-4	The supplier is having the exclusive right for the services.
13	Provision of Annual Newspaper Subscription Renewal	Various	NCS	Yes	DP	120,000	Q1-4	The supplier is having the exclusive right for the services.
14	Supply, printing/branding and delivery of corporate material any other related printing needs.	Various	NCS	Yes	RFQ	400,000	Q1-3	Too costly to apply the default method, given the value of the procurement in question.
15	Provision of Trade Fair Stands and exhibition items as well as Career fairs for National Council	Various	NCS	Yes	DP	60,000	Q1,3,4	The Public Entity is having the exclusive right to perform the services on behalf of GRN.
16	Renewal of all related software licences at the National Council	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)
17	Supply and delivery of office furniture and equipment for National Council.	Various	NCS	Yes	RFQ	1,200,000	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.
18	Supply and delivery of computer equipment and laptops for National Council.	Various	NCS	Yes	RFQ	960,000	Q2,3	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.
19	Supply and delivery of gardening equipment/tools for National Council.	Various	NCS	Yes	RFQ	50,000	Q2,3	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.
20	Supply and delivery of boardroom conference system at National Council.	1	W	Yes	RB	8,000,000	Q2,3	N/A
21	Provision of cleaning services for cleaning of carpets and sofas at National Council	2	NCS	Yes	RFQ	30,000	Q3	Too costly to apply the default method, given the value of the procurement in question.
22	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.
23	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.
24	Supply and installation of window blinds at National Council	Various	W	Yes	RFQ	100,000	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
25	Supply and delivery of promotional items for a period of 24 months to National Council	Various	G	Yes	RB	450,000	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
26	Supply and delivery of gifts and flowers to National Council	Various	G	Yes	RFQ	180,000	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)
27	Provision of venue hire and meals for trainings, symposiums/workshops/meetings for National Council's staff members	Various	NCS	Yes	RFQ	550,000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
28	Provision of facilitation fees for training/workshops/symposiums of MP's and staff members of National Council.	Various	NCS	Yes	RFQ	2,000,000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
29	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	450,000	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 a maintenance service level agreement for security systems (biometric, CCTV) and security equipment (scanner and walkthrough machine)	Various	W	Yes	RB	500,000	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
31	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.
32	Provision of emergency evacuation drills/training to MP's 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.
33	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.
34	Supply of cutlery and crockery for the National Council	Various	G	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.
35	Provision of recording and transcription services for committee meetings and public hearings for a period of 24 months	4	NCS	Yes	RFQ	600,000	Q1-4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
36	Provision of pocket wi-fi routers for National Council	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.
37	Supply and delivery of Toyota Hilux double cabin bakkies 4x4 CD 6, 2.8 litre, diesel engine, automatic transmission	4	G	No	OAB	4,500,000	Q2,3	N/A

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 (M\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
38	Supply and delivery of law books for legal services	Various	G	No	SVP	3,200	Q2,3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
39	Supply and delivery of Toyota Fortuner 2.8 GD.6 4x4, diesel engine, automatic transmission	2	G	No	RFQ	2,000,000	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 Signature:  Date: 06 DEC 2024								

