



## NATIONAL COUNCIL



### OFFICE OF THE SECRETARY

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**ENQUIRIES:**

Ms J. Steyn  
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**OUR REF:**

2/8/4/3

**YOUR REF:**

02 December 2025

Dr Michael Humavindu  
The Executive Director  
Ministry of Finance  
Private Bag 13295  
**WINDHOEK**

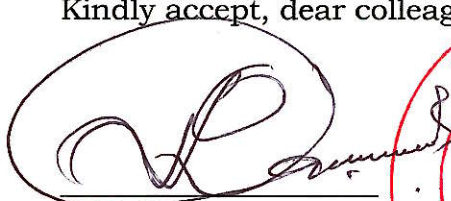
Attention: Mr. Pineas M. Nsundano  
Head: Procurement Policy Unit

#### **ANNUAL PROCUREMENT PLAN FOR THE PARLIAMENT-NATIONAL COUNCIL FOR 2026/2027 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 2026/2027 Financial Year.

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

  
ADV. TOUSY NAMISEB  
**SECRETARY-NATIONAL COUNCIL**





Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: NATIONAL COUNCIL									
Financial Period: 2026/2027									
*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED*									
Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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	Provision of travel management services, air tickets, venue hire, accommodation, vehicle hire for domestic and foreign travel for benchmarking and official engagements for the Chairperson, Vice Chairperson, Secretary, Deputy Secretary, MPs and staff members of National Council for a period of twenty-four (24) months	various	NCS	Yes	ONB	6,000,000.00	Q1,2	The existing contractual agreement is effective until Q2. The direct procurement method will be used for items to be procured under the contractual agreement.	
2	Supply and delivery of stationery and office supplies to National Council for a period of twenty-four (24) months.	various	G	Yes	DP	500,000.00	Q1-4	Existing contractual agreement in place.	
3	Supply and delivery of refreshments for the Chairperson, Vice Chairperson, Secretary, Deputy Secretary for meetings, official engagements, workshops, interviews conducted by the National Council	various	G	Yes	RFQ	300,000.00	Q1-4	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not specially manufactured to the particular specifications of the public entity. Furthermore, the estimated value of the procurement does not exceeds the prescribed threshold.	
4	Supply and delivery of uniforms and personal protective clothing to the National Council	various	G	Yes	RFQ	200,000.00	Q2,3	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not specially manufactured to the particular specifications of the public entity. Furthermore, the estimated value of the procurement does not exceeds the prescribed threshold.	



Procurement No. (e.g. 1.2.3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
5	Supply of meals/refreshments and accommodation for hosting foreign delegations	various	NCS	Yes	RFQ	350,000.00	Q1-4	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not specially manufactured to the particular specifications of the public entity. Furthermore, the estimated value of the procurement does not exceed the prescribed threshold.
6	Supply and delivery of corporate wear, tracksuits, flters, fruits, motivational speakers for wellness programs.	various	G	Yes	RFQ	1,000,000.00	Q2-3	In accordance with Section 32(1)(a), readily available commercially standard goods not specially manufactured to the particular specifications of the public entity. The estimated value of the procurement does not exceed N\$2,000,000.00
7	Provision of fleet and transport related services such as general repairs, tyre expenses etc	various	NCS	No	DP	1,500,000.00	Q3-4	In accordance with Section 36, one supplier has the exclusive right and for additional deliveries of goods by the original supplier.
8	Provision of private car rentals to the National Council to conduct oversight visits, and to transport key stakeholders	various	NCS	Yes	ONB	1,000,000.00	Q2,3	Existing contractual agreement up to Q3. In the event of the contractual agreement the direct procurement method will be used.
9	Placement of adverts as per request for the National Council	various	NCS	Yes	DP	100,000.00	Q2,3,4	In accordance with Section 36(2)(a), one supplier has the exclusive right.
10	Placement of adverts as per request for the National Council	various	NCS	Yes	EPE	50,000	Q2-4	In accordance with Section 34(g), a public entity has the capacity to do such work on behalf of the Government.
11	Provision of Annual Newspaper Subscription Renewal for management and information officers.	various	NCS	Yes	RFQ	250,000.00	Q4	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not specially manufactured to the particular specifications of the public entity. Furthermore, the estimated value of the procurement does not exceed the prescribed threshold.
12	Printing of information, education and communication materials for the Institution and other printing related needs.	various	NCS	Yes	RFQ	300,000.00	Q1-4	Existing contractual agreement in place until Q3. In accordance with Section 32(1)(a), readily available commercially standard goods not specially manufactured to the particular specifications of the public entity.

Procurement No. (e.g. 1.2.3.)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
13	Provision of trade fair stands and exhibition items as well as career fairs for the National Council.	various	NCS	No	DP	60,000.00	Q1-4	In accordance with Section 36(2)(a), one supplier has the exclusive right.
14	Renewal of all software related licences at the National Council.	various	NCS	No	RFQ	300,000.00	once-off	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
15	Supply and delivery of Sophos antivirus for a period of twelve (12) months	various	NCS	Yes	RFQ	500,000.00	Q3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
16	Supply and delivery of office furniture and equipment for National Council	various	NCS	Yes	RFQ	600,000.00	Q2,3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
17	Supply and delivery of desktops and laptops for the National Council	various	G	Yes	RFQ	1,000,000.00	Q2,3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
18	Supply and delivery of boardroom conference system at the National Council	various	W	Yes	ONB	7,000,000.00	Q2,3	N/A
19	Provision of cleaning services for cleaning of carpets and sofas within the National Council.	various	NCS	Yes	RFQ	30,000.00	Q2-3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
20	Provision of a service level agreement for electrical works at the Old and Administration Buildings for a period of twenty-four (24) months.	various	W	Yes	RFQ	500,000.00	Q2,3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
21	Provision of a service level agreement for the Chamber conference system for a period of twenty-four months.	various	W	Yes	RB	250,000.00	Q2,3	In accordance with Section 31(1), the goods or services are only available from a limited number of bidders.
22	Provision of service level agreement of for DSTV for the Institution for a period of twenty-four (24) months	various	W	Yes	RB	100,000	Q2,3	In accordance with Section 31(1), the goods or services are only available from a limited number of bidders.
23	Supply, delivery and installation of a fire extinguisher system for the National Council and the provision of a service level agreement for a period of twenty-four (24) months.	various	W	Yes	RB	1,500,000.00	Q2,3	In accordance with Section 31(1), the goods or services are only available from a limited number of bidders.



Procurement No. (e.g. 1,2,3...)	Description of Procurement (Include lots if applicable)	Quantity	Procurement Category	Is the procurement reserved in terms of the Code of Good Practice?	Procurement Method	Estimated Value (R\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
24	Provision of laundry services for chamber uniforms and gowns	various	W	Yes	RFQ	30,000.00	Q1-4	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
25	Replacing and fixing of roofing and ceilings for the National Council Buildings.	various	W	Yes	RFQ	1,000,000.00	Q2,3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
26	Provision of a service level agreement for motor gates for a period of twenty-four (24) months.	3	W	Yes	RB	150,000.00	Q2	In accordance with Section 31(1), the goods or services are only available from a limited number of bidders.
27	Supply, delivery, and installation of elevators at the National Council	2	W	Yes	RB	3,000,000.00	Q2,3	In accordance with Section 31(1), the goods or services are only available from a limited number of bidders.
28	Supply and delivery of promotional items for the National Council for a period of twenty-four (24) months.	various	NCS	Yes	RFQ	600,000.00	Q3	Existing contractual agreement in place until Q3. In accordance with Section 32(1)(a), readily available commercially standard goods not specially manufactured to the particular specifications of the public entity.
29	Supply and delivery of cleaning materials for the institution for a period of twenty-four (24) months	various	G	Yes	RFQ	400,000.00	Q1,2	Existing contractual agreement in place until Q2. In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
30	Supply and delivery of microsoft 365 licences for the institution for a period of twenty-four (24) months	various	NCS	Yes	RFQ	450,000.00	Q2	Existing contractual agreement in place until Q3. In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
31	Provision of recording and transcription services for the institution for a period of twenty-four (24) months	various	NCS	Yes	RFQ	450,000.00	Q1-4	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
32	Provision of an Emergency Evacuation Plan (EEP) for the National Council with the aid of City of Windhoek.	1	NCS	No	EPE	50,000.00	Q2	In accordance with Section 34(g), a public entity has the capacity to do such work on behalf of the Government. The EEP will be done with the assistance of City of Windhoek, Emergency and Disaster Risk Management Division.

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
33	Supply and delivery of duplication of spare keys for the Institution.	various	NCS	No	RFQ	20,000.00	Q2	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
34	Supply, delivery and installation of floodlights at the old building.	various	NCS	Yes	RFQ	30,000.00	Q3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
35	Supply, delivery and installation of a high security fence at the National Council.	various	W	No	RFQ	50,000.00	Q3,4	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
36	Provision of interlocks, positioned 2m from the rear of the National Council Building.	various	W	Yes	RFQ	200,000.00	Q3,4	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
37	Provision of refreshments for debussing and cleaning of National Council premises.	various	W	Yes	RFQ	20,000.00	Q3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
38	Supply, delivery and installation of mesh wire around openings at the National Council Buildings.	various	W	Yes	RFQ	150,000.00	Q2,3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
39	Supply and delivery law books for the legal department	various	G	Yes	RFQ	30,000.00	Q2	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
40	Supply and delivery of mineral still water for the Institution for a period of twenty-four (24) months.	various	G	Yes	RFQ	150,000.00	Q2	Existing contractual agreement in place until Q3. In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
41	Provision of a contractual agreement for courier services at the National Council for a period of thirty-six (36) months.	various	NCS	Yes	RB	450,000.00	Q2	In accordance with Section 31(1), the goods or services are only available from a limited number of bidders.
42	Supply and delivery of window blinds at the National Council	various	W	Yes	RFQ	100,000	Q2,3	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.



