



NATIONAL COUNCIL



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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

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

Pursuant to the Reference Guide to Public Procurement 2021, *each Public Entity should file its annual procurement plan with the Procurement Policy Unit (Policy Unit). Throughout the year, the Public Entity should give the Policy Unit notice of changes in the annual procurement plan.*

In light of the above, the National Council is herewith pleased to submit its Revised 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
Revised Annual Procurement Plan

Name of Public Entity: PARLIAMENT-NATIONAL COUNCIL					Financial Period: 2025/2026			
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	DP	5,700,000	Q3,4	Existing contractual agreement in place
2	Supply and delivery of stationery and office supplies to National Council for a period of 24 months.	Various	G	Yes	DP	106500	Q3,4	Existing contractual agreement in place
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	200,000	Q3,4	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	DP	370,000	Q3,4	Existing contractual agreement in place
5	Supply and delivery of uniforms to the National Council	Various	G	Yes	RFQ	289,000	Q3	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	DP	314,000	Q3-4	Existing contractual agreement in place
7	Supply of venue hire and refreshments for standing committees at National Council.	Various	NCS	Yes	DP	690,000	Q3-4	Existing contractual agreement in place
8	Supply of, t-shirts, fliers, fruits, soft drinks, motival speaker, for Wellness Activities	Various	G	Yes	RFQ	450,000	Q3,4	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)
9	Provision of Fleet and transport related services such as fuel, general repairs, fixed tariffs, pool log, tyre expenses etc.	Various	NCS	Yes	EPE	1,500,000	Q3-4	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 other registered car dealers 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.
10	Provision of private car rentals to National Council to conduct oversight visits to the Regions and to transport key stakeholders	Various	NCS	Yes	DP	1,000,000	Q3-4	Existing contractual agreement in place
11	Placement of adverts as per request	Various	NCS	Yes	DP	60,000	Q3-4	The supplier is having the exclusive right for the services.
12	Placement of adverts as per request	Various	NCS	Yes	EPE	37,500	Q3-4	The supplier is having the exclusive right for the services.
13	Provision of Annual Newspaper Subscription Renewal	Various	NCS	Yes	DP	50,000	Q3,4	The supplier is having the exclusive right for the services.
14	Supply, printing/branding and delivery of corporate and promotional items any other related printing needs.	Various	NCS	Yes	RFQ	250,000	Q3,4	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.
15	Provision of Trade Fair Stands and exhibition items as well as Career fairs for National Council	Various	NCS	Yes	DP	60,000	Q3,4	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 Sophos Antivirus for a period of twenty-four (24) months	Various	NCS	Yes	RFQ	500,000	Q3,4	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.
18	Supply and delivery of office furniture and equipment for National Council.	Various	NCS	Yes	RFQ	800,000	Q3,4	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.
19	Supply and delivery of computer equipment and laptops for National Council.	Various	NCS	Yes	RFQ	500,000	Q3,4	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.
20	Supply and delivery of boardroom conference system at the National Council.	1	W	Yes	RB	4,000,000	Q3,4	bidders will be sourced from the pre-qualified list
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	150,000	Q3	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	1,500,000	Q3,4	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	Q3,4	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	DP	300,000	Q3,4	Existing contractual agreement in place
26	Supply and delivery of gifts and flowers to National Council	Various	G	Yes	RFQ	180,000	Q3,4	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 (R\$)	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	DP	350,000	Q3/4	Existing contractual agreement in place
28	Provision of facilitation fees for training/workshops/symposiums of MPs and staff members of National Council.	Various	NCS	Yes	RFQ	1,686,000	Q3/4	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	Q3	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	DP	500,000	Q3	Existing contractual agreement in place
31	Supply and installation of mesh wire to seal openings at the Parliament Precinct	Various	W	Yes	RFQ	80,000	Q3/4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
32	Provision of a service level agreement for maintenance of the motor gates for a period of twenty-four (24) months	2	W	Yes	RFQ	360,000	Q3/4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
33	Provision of plumbing service level agreement for a period of thirty-six (36) months	Various	W	Yes	OAB	360,000	Q3/4	not applicable
34	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	15,000,000	Q3/4	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.
35	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	Q3/4	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.
36	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	Q3/4	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)
37	Supply of cutlery and crockery for the National Council	Various	G	Yes	RFQ	50,000	Q3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
38	Provision of recording and transcription services for committee meetings and public hearings for a period of 24 months	4	NCS	Yes	RFQ	755,000	Q3,4	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 Hilux double cabin bakkies 4x4 GD 6, 2.8 litre, diesel engine, automatic transmission	4	G	No	OAB	6,000,000	Q3	N/A
40	Supply and delivery of law books for legal services	Various	G	No	SVP	3,200	Q3	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
41	Provision of a service level agreement for the Chamber conference system for a period of twenty-four (24) months	Various	W	No	RFQ	500,000	Q3,4	The time and cost considering a large number of bids are disproportionate to the value of the procurement in question.
42	Supply and delivery of sedan vehicles to the National Council	3	G	No	RFQ	990,000	Q3	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:		

