



Republic of Namibia
Revised Annual Procurement Plan

Financial Period: 2026/2027

Name of Public Entity: NATIONAL COUNCIL

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 Practices?	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 Q3. 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 which will lapse in the beginning of the 4th quarter. Thereafter the Request for Sealed Quotations method will be used to solicit bids from potential service providers. 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.
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.

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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 exceed the prescribed threshold.
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, flairs, 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	NA	DP	1,500,000.00	Q3,4	In accordance with Section 36(2)(a) & (c), 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 in place until 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.

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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 exceeds 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.
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	Yes	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, windows 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.

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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 for 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 detection 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.
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, repairs and installation of elevators at the National Council	2	W	NA	DP	3,000,000.00	Q2,3	Existing contractual agreement in place between the service provider and the Ministry of Works and Transport.
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. The Direct Procurement Method will be used for goods procured under the existing contractual agreement. RFQ will be used to solicit bids from potential service providers. In accordance with Section 32(1)(a), readily available commercially standard goods not specially manufactured to the particular specifications of the public entity.

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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. Existing contractual agreement in place which will lapse in the 2nd quarter. For services procured under the contractual agreement, the direct procurement method will be used.
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(6), 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.
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.

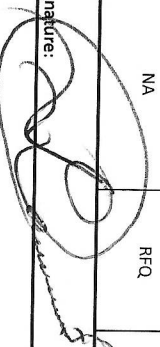
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37	Provision of refreshments for debussing and cleaning of National Council premises.	various	W	Yes	RFQ	20,000.00	Q3	In accordance with Section 32(1)(a), readily available commercially standard goods not exceeding the prescribed threshold.
38	Supply, 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. RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
39	Supply and delivery law books for the legal department	various	G	NA	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	Q1&Q2	Existing contractual agreement in place until Q3. For goods procured under the contractual procurement, the direct procurement method will be used. 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.
43	Supply and delivery of gifts and flowers to the National Council	various	G	NA	RFQ	180,000.00	Q2-4	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
44	Provision of venue hire and meals for trainings, symposiums/workshop/meetings for the National Council	various	NCS	Yes	DP	350,000.00	Q1-4	Existing contract in place.
45	Provision of facilitation fees for training/workshops/symposiums of MPs and staff members of the National Council	various	NCS	Yes	RFQ	1,500,000.00	Q1-4	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
46	Supply and delivery of live streaming equipment for the Institution	various	G	Yes	RFQ	1,500,000.00	Q2	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.

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47	Supply and delivery of photography cameras for the Institution	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 exceeding the prescribed threshold.
48	Supply and delivery of meals, accommodation, stationery, and transport for Junior National Council	various	NCS	Yes	RFQ	500,000.00	Q2	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
49	Cleaning and transporting of rubbish from the National Council to the dumpsite	1	NCS	Yes	IQ	6,000.00	Q2	Small value procurement is used in accordance of Section 38(1), to procure small quantities of goods, small works and services, which do not exceed the threshold without resorting to a formal competition.
50	Provision of plumbing services to the National Council under a service level agreement for a period of twelve (12) months	1	W	Yes	RFQ	250,000.00	Q1&2	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
51	Provision of repairing faulty biometric doors in the Administration Building	2	W	Yes	DP	11,000.00	Q1	Existing contractual agreement in place
52	Supply and delivery of first aid kits to the National Council	6	G	NA	RFQ	40,000.00	Q2,3	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
53	Provision of a ramp and minor renovations to accommodate previously disadvantaged groups.	various	W	Yes	RFQ	100,000.00	Q2,3	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
54	Provision of secondary/redundant internet services to Parliament of Namibia for a period of twenty-four (24) months	1	NCS	Yes	DP	550,000.00	Q1,2	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.
55	Repair and fixing of broken window handles at the National Council	various	NCS	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.
56	Servicing of fire extinguishers in the National Council Buildings	various	NCS	NA	RFQ	35,000.00	Q2,3	RFQ is used in accordance with Section 32(1)(a), for readily available commercially standard goods not exceeding the prescribed threshold.

Approved - Accounting Officer (Name):

TOUSY NAMISEB

Signature:



Date:

05 MAY 2026

