



Republic of Namibia  
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Our Ref: 6/2/1

Your Ref:

Enquiries: SN Shikwaga

26 April 2019

Executive Director  
Ministry of Finance  
Private Bag 13295  
**WINDHOEK**

Attention: Ms. Julia Itana  
**Procurement Policy Unit**


**RE: SUBMISSION OF ANNUAL PROCUREMENT PLAN FOR 2019/2020  
FINANCIAL YEAR**

The Office of the President is hereby submitting its Annual Procurement Plan for 2019/2020 Financial Year, in accordance with the Public Procurement Guidelines 1.5 (1) which requires each Public Entity to file its Annual Procurement Plan with the Procurement Policy Unit. The Plan is for the Four Main Divisions of Vote 1: Office of the President, namely;

Main Divisions	Estimated Value in NS
Main Division 01: President	80 537 000.00
Main Division 02: Administration	27 580 000.00
Main Division 03: Office of the Founding President	953 000.00
Main Division 04: Vice President	1 232 000.00
<b>Total</b>	<b>110 302 000.00</b>

Enclosed, kindly find the attached.

Sincerely

  
Amb. Claudia G. Uushona  
**EXECUTIVE DIRECTOR**





Annual Procurement Plan

Financial Year: 2019//2020

OFFICE OF THE PRESIDENT: VOTE 1

1	2	3	4	5	6	7	8
Serial Number	Description (includes packages, lots if applicable)	Quantity	Procurement Method	Estimated Value in NS	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
<b>1. 021-Traveling expenses</b>							
1.1	Air tickets and other travelling allowances	Various	Request for Sealed Quotations, Direct Method	12 802 000,00	Monthly	Monthly	When need arise
<b>2. 022-Materials and Supplies:</b>							
2.1	Publications and books, Computers supplies, General offices materials and supplies, Cleaning materials and other consumables, Uniforms and protective clothing, Kitchen Utensils (crockery and cutlery)'s.	Various	Restricted Bidding, Request for Sealed Quotations, Open National Bidding.	2 686 000,00	Monthly / Quarterly	Monthly Quarterly	To be acquired monthly or quarterly depending on utilization
<b>3. 023-Transport Services</b>							
3.1	Hiring of Aircraft (Falcon/rear jet/chopper)	Various	Direct Method	8 542 000,00	Monthly	Monthly	Monthly rental of vehicle, fuel consumptions, maintenance



	Vehicles and motorbikes expenses ( monthly tariffs, fuels & other expenses)						and other vehicles expenses
<b>4.</b>	<b>024-Utilities Services</b>						
4.1	Water & Electricity Telephones, Cellular phones and faxes, Licences fees, Microsoft and Kaspersky licences, Multi Choice Contract Subscriptions fees, Service Level Agreement for photocopy machines and waste removal, hiring of mobile toilets, Couriers and other delivery services.	Various	Direct Method, Restricted Bidding, Execution by Public Entity	10 490 000.00	Monthly	Monthly Annually	Monthly payment for local authorities services and other utilities
<b>5.</b>	<b>025-Repair / Maintenance Services</b>						
5.1	General Maintenance furniture, Office equipment and labour saving devices, communication equipment, networking, annual servicing of manual fire suppression equipment.	Various	Direct Method, Request for Sealed Quotation	1 121 000.00	Quarterly/ Annually	Quarterly/Annually	When need arise
<b>6.</b>	<b>027-Other Services and Expenses</b>						
6.1	Provisions for payment of outstanding invoices, Other services, Professional and editing services, Video conferencing systems and maintenance, improvement of record studio and equipment, annual servicing of power generators and other electrical equipment, miscellaneous, sports activities, HIV/AIDS awareness for safe sex and related materials, Photo development.	Various	Request for Sealed Quotation, Small Value, Restricted Bidding, Open National Bidding.	68 467 000.00	Monthly / Quarterly/ Annually	Monthly/Quarterly/ Annually	Monthly payment of outstanding invoices from previous financial year, annual servicing for equipment done as per scheduled plan and when need arise

7.									
7.1	028 - Training Courses & Symposium Workshop	Various	Request for Sealed Quotations and Direct Quotations	640 000.00	Quarterly	Quarterly	Develop staff members knowledge and skills as per PDP and when need arise		
8.	029 - Printing Services and Advertisement	Various	Request for Sealed Quotations	2 043 000.00	Quarterly	Quarterly	For corporate identifications, educate and information dissemination. Advertisement only when need arise		
8.1	Printing of Official Letterheads, Annual Plan, Annual Reports, Office Brochures and Newsletters, Printing of SONA, HHP Year 3 Report, Customer Service Charter, Communication and branding strategy Advertisement of vacant positions and bids.	Various	Request for Sealed Quotations	2 043 000.00	Quarterly	Quarterly	For corporate identifications, educate and information dissemination. Advertisement only when need arise		
9.	031 - Entertainment - Politicians	Various	Direct Method, Request for Sealed Quotations	250 000.00	Monthly/ Quarterly	Monthly/ Quarterly	When need arise		
9.1	Entertainment -Politicians	Various	Direct Method, Request for Sealed Quotations	250 000.00	Monthly/ Quarterly	Monthly/ Quarterly	When need arise		
10.	033 - Office Refreshments	Various	Small Request for Sealed Quotations	147 000.00	Monthly/ Quarterly	Monthly /Quarterly	When need arise		
10.1	Refreshments for meetings and interviews	Various	Small Request for Sealed Quotations	147 000.00	Monthly/ Quarterly	Monthly /Quarterly	When need arise		
11.	034 - Official entertainment	Various	Small Request for Sealed Quotations	650 000.00	Monthly/ Quarterly	Monthly/ Quarterly	When need arise		
11.1	Office and official entertainment for Guests, corporate gifts and other ceremonial expenses	Various	Small Request for Sealed Quotations	650 000.00	Monthly/ Quarterly	Monthly/ Quarterly	When need arise		



12.	<b>041 – Membership Fees and Subscriptions International</b>							
12.1	OAF/A Common Partnership Dialogues	Memberships and Wealth Smart	Annually	Direct Method	464 000.00	Annually	Annually	Membership contributions
13.	<b>101 - Furniture &amp; Office Equipment</b>							
13.1	Office furniture and equipment, Labour saving devices	Once Off	Request Sealed Quotation/Open National Bidding	for	2 000 000.00	May 2019	February 2020	When need arise
	<b>Total</b>				<b>1 10 302 000.00</b>			

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 Sylvia N. Shikeenga  
 Procurement Management Unit

Date: 26/04/2019

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 Monika Eises  
 Financial Advisor  
 Erastus M. Haterigela  
 Chairperson Procurement Committee

Date: 26/04/2019  
 Date: 30/04/2019

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 Amb. Claudia G. Hushona  
 Executive Director

Date: 2/05/2019

