

REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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WINDHOEK

*Enquires: E. N. Amwaalwa
Tel: 287 2052.
Ref: 9/2/2/1*

16 May 2019

**Office of the Minister
Procurement Policy Unit
Ministry of Finance
Private Bag 13295
Windhoek
Namibia**

Attention: Mr P. Husselmann

RE: OFFICE OF THE PRIME MINISTER - ANNUAL PROCUREMENT PLAN 2019/20

In line with the Guideline 1.5.1 of the Public Procurement Guidelines issued in terms of section 7(h) of the Public Procurement Act, 2015, that “*Each Public Entity should file its annual procurement plan with the Procurement Policy Unit*”, the Office of the Prime Minister is therefore hereby submitting it’s 2019/20 Procurement Plan. Any changes in the Procurement Plan will be communicated accordingly.

For clarification or any required additional information in this matter, contact the Secretary of the Procurement Committee: Mr Brian Mungunda at 061 - 287 2666 or Ms Esther Amwaalwa at 061 – 287 2052.

Yours Sincerely

**I-BEN NATANGWE NASHANDI
EXECUTIVE DIRECTOR**

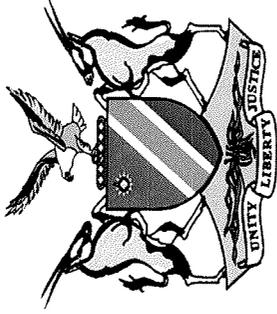




REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

ANNUAL PROCUREMENT PLAN 2019/2020



Annual Procurement Plan 2019/20

Vote 02: Office of the Prime Minister - Annual Procurement Plan 2019/20

1	2	3	4	5	6	7	8	9
Item Description	Method of Procurement	Planned delivery date	quantities	Estimated Value of procurement N\$	Budgeted amount N\$ 2018/2019FY	Budgeted amount N\$ 2019/2020FY	Subdivision/ Source of code	Comments
NON CONSULTANCY SERVICES: Travel and Subsistence allowance	Execution by Public Entities/Small procurement	01 April 2019 – 31 March 2020	various	2 950 000		2 950 000	021	Provision of flight tickets under various main division, and accommodations and Subsistence allowance.
GOODS: Materials and supplies	Request for sealed quotation/ small value procurement	01 April 2019 – 31 March 2020	various	2 550 000	1 400 000	2 550 000	022 (Centralized under Main Division 03)	Purchasing of general office supplies, stationeries, cartridges, photocopy papers, daily newspapers, cleaning materials, uniform for cleaners and warehouse officials and other related materials and supplies.

Transport services	Execution by Public Entities/ Direct procurement	01 April 2019 – 31 March 2020	133 Vehicles	7 500 000	6 274 000	7 500 000	023 (Centralized under Main Division 03)	Payment for servicing and repair vehicles, fuel and licences renewal fees for 133 vehicles
Utilities	Direct procurement	01 April 2019 – 31 March 2020	COW, Telecom, etc	26 380 000	14 407 000	26 380 000	024 (Centralized under Main Division 03)	Provision for water, electricity, courier services, and telephone services, payment of existing contract for refuse removal
Maintenance Expenses	Request for sealed quotation/small value procurement, RB, and ONB	01 April 2019 – 31 March 2020	Various	2 000 000	6 000 000	2 000 000	025 (Centralized under Main Division 0203)	Maintenance of buildings, equipment's, fixing and repair of office equipment and furniture
Property and Rental related charges	Direct procurement	01 April 2019 – 31 March 2020	6 Buildings	2 900 000	3 800 000	2 900 000	026 (Centralized under Main Division 0203)	Payment of renewal of licenses, such as Afrinic And Ondis Internet, VMware etc and software's agreements such as Unified Communication Solution, Citrix Netscaler Annual Subscription, Maintenance and Support of Data Center Equipment etc
Other Services and Expenses a) Ex gratia	Direct Procurement/ small value/Request for sealed quotation/Restricted bidding	01 April 2019 – 31 March 2020	Various Suppliers	50 000	30 000	50 000	027, centralized under PMB	Payments of rented office space for the 6 Directorates as per agreements Spending as per Ex gratia provision

b) OPM Wellness	Direct Procurement/ small value/Request for sealed quotation/Restricted	01 April 2019 – 31 March 2020	Various Suppliers	50 000	30 000	50 000	50 000	027, centralized under DAITM	Purchasing as per the requirement of the Wellness
c) Africa Public Service Day	Direct Procurement/ small value/Request for sealed quotation/Restricted	July 2019	Various Suppliers	300 000	300 000	300 000	300 000	027, centralized under DAITM	Procure of goods/services and works for the celebration of the African Public Service Day
d) Marketing OPM Services	Direct Procurement/Restricted bidding and Execution by Public Entities/Small value procurement	01 April 2019 -31 March 2020	Various Suppliers	230 000	50 000	230 000	230 000	027, centralized under DAITM	Marketing the OPM services through media, NBC, TV etc.
e) Innovation Policy	Direct Procurement/Restricted bidding and Execution by Public Entities/Small value procurement	01 April 2019 -31 March 2020	Various Suppliers	300 000	960 000	300 000	300 000	027, centralized under DPSIR	Conducting various activities related innovation policy
f) Provision for Cabinet meetings	Direct Procurement/Restricted bidding and Execution by Public Entities/Small value procurement	01 April 2019 -31 March 2020	Various meetings	300 000	500 000	300 000	300 000	027, centralized under DCS	Purchasing as per the needs of the Cabinet Meetings
g) Retainer fees for Commissioners	Direct Procurement	01 April 2019 -31 March 2020	Various	480 000	480 000	480 000	480 000	027, centralized under DPOBCS	Provision for Commissioners payments and all benefits
Training courses, symposiums and	Direct procurement/ Request for sealed quotation/Small value	01 April 2019 – 31 March 2020	Various workshop and Suppliers	1 300 000	456 000	1 300 000	1 300 000	028 (centralized under Main Division 0203 and 0209)	Workshops and training. Hiring of Training venues, financial assistance. etc

Workshops												
Printing and advertisements	Restricted bidding/ Request for sealed quotation/Small value procurement	01 May 2019 – 28 February 2020	Various Suppliers	380 000	250 000	380 000		380 000	029 (Centralized under Main Division 0203 and 0209)	Printing of annual reports, promotional materials, letter heads, business cards etc. Advertisement of position, bids advert and other related services that falls under printing and advertisement		
Security services/Contracts	Direct procurement/ ONB	01 April 2019 – 31 March 2020	two Security companies	1 500 000	1 223 000	1 500 000		1 500 000	040 (Centralized under Main Division 03)	Payment of monthly fees for security contracts and alarm services. Open National Bidding for the new contracts to be in place.		
Office refreshment	Small value/ restricted bidding/Request for Sealed Quotations	01 April 2019 – 31 March 2020	Various Suppliers	180 000	150 000	180 000		180 000	033 (Centralized under Main Division 0203 and 0209)	Purchasing of office refreshment for meetings and mini workshops, and office refreshments for the Top Manager's office.		
Official Entertainment /Corporate Gifts	Small value procurement/ request for sealed quotation	01 April 2019 – 31 March 2020	Various Suppliers	118 000	122 000	118 000		118 000	034	Provision of Official Entertainment		
Claims against the State	Direct procurement/Restricted bidding, RFQ and small value Procurement	01 April 2019 – 31 March 2020	Various Suppliers	350 000	200 000	350 000		350 000	036	The provision of payment the legal representative and other processes.		
Consultancy fees: Roll out- Policy Analysis Toolkit	Request for proposal	July 2019	One Supplier/ continuous service	900 000	2 000 000	900 000		900 000	038 (centralized under DCS)	Roll out of the Policy Analysis off Toolkit as a continuous and of the project.		

Membership fees and Subscription International	Direct Procurement/Transfer					041	Payment of the annual membership fees and subscription to, AAPAM, AAPCOMs, CBF, CAFRAD, AND CAPAM.
046: Sub National Bodies <ul style="list-style-type: none"> o National Emergency and Disaster Red Cross Namibia Heroes Day Commemoration and Funerals o National Independence Celebrations 	Direct Procurement/Direct Transfer					046	Transfer of funds to Sub-National Bodies such as National Emergency and Disaster, Red Cross Namibia, Heroes Day Commemoration and funerals and National Independence Celebrations.
			12 000 25 000 1 460 000 600 000 260 000	12 000 25 000 50 000 200 000 130 000	12 000 25 000 1 460 000 600 000 260 000	041 041 041 041 041	
			105 271 000 4 000 000 1 000 000 2 500 000	20 000 000 2 600 000 1 000 000 2 500 000	105 271 000 4 000 000 1 000 000 2 500 000		

047: Subsidies to other Budgetary Bodies <input type="radio"/> NIPAM <input type="radio"/> NEEEF <input type="radio"/> NFSN	Direct Procurement/Transfer		23 500 000 400 000 400 000	22 200 000 700 000 400 000	23 500 000 400 000 400 000	047	Subsidies to other Budgetary Bodies as Namibia Institute of Public Administration, NEEEF and National Food Security and Nutrition.
049: Support for Non --Profit Organizations <input type="radio"/> Namibia Public Service Savings Credit	Direct Procurement, informal quotation, and Request for Sealed Quotation		2 000 000	4 000 000	2 000 000		Purchasing goods, services for the implementation of NAMSSACO
101: Furniture & Office Equipment	ONB, Request for Sealed Quotation, small value		1 500 000	1 600 000	1 500 000		Payment of furniture and office equipment already procured in 2018/19 FY and procure of new office furniture and equipment for 2019/20 FY.

107: Development Budget/Capital projects	ONB, Request proposal for		18 807 000	5 000 000	18 807 000	Appointment of the Quantity Surveyor for the renovation of the United House, and ONB for the Renovations and alterations of United House and Maintenance of facilities and upgrading of office building of the OPM to provide a conducive working environment for staff members and Public Service Commission
TOTAL			260 953 000		260 953 000	

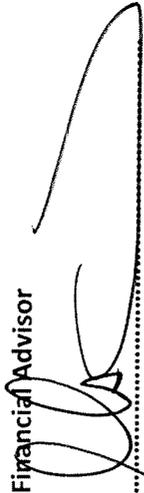

 Signature:
 Head: Procurement Management Unit



 Chairperson: Procurement Committee



 Financial Advisor


 Ben Natangwe Nashandi
 Executive Director