

REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

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Private Bag 13338
WINDHOEK

Ref: 9/2/2/2
Enquiries: E. Amwaalwa
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28 July 2020

The Executive Director
Ministry of Finance
Private Bag 13295
Windhoek

Att: Procurement Policy Unit

RE: ANNUAL PROCUREMENT PLAN IN LINE WITH SECTION 25 (4) (A) OF THE PUBLIC PROCUREMENT ACT, 2015 (ACT NO. 15 OF 2015) AND REGULATION 8 (2) (D) OF THE PUBLIC PROCUREMENT REGULATIONS

1. The above subject matter refers
2. In line with Section 25 (4) (a) of the Public Procurement Act, 2015 (Act No. 15 of 2015) and Regulation 8 (2) (d) of the Public Procurement Regulations, the Office of the Prime Minister is hereby submitting its Annual Procurement Plan 2020/21FY.
3. For clarification or any required information, contact the Procurement Committee Secretary; Mr. Brian Mungunda at 061 -287 2666 or Ms Esther Amwaalwa at 061 – 287 2052.

Yours Sincerely

I-BEN NATANGWE NASHANDI
EXECUTIVE DIRECTOR





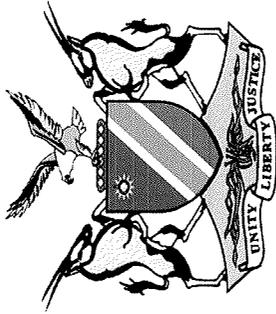
REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

ANNUAL PROCUREMENT PLAN 2020/21 FY

VOTE - 02

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Annual Procurement Plan 2020/21

Vote 02: Office of the Prime Minister - Annual Procurement Plan 2020/21

1	2	3	4	5	6	7	8
Item Description	Method of Procurement	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	quantities	Estimated Value of procurement N\$	Subdivision/Source of code	Comments
NON CONSULTA NCY SERVICES: Travel and Subsistence allowance	Execution by Public Entities/Small value procurement/Request for Sealed Quotation	01 April 2020 – 31 March 2021		various	PMB: 3,500,000 DDRM: 240,000 DAITM: 180,000 DPSIR: 120,000 PSCS: 240,000 DPSITM:	021	Provision of flight tickets under various main division, accommodations as well as Subsistence allowance.

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								135,000 DCS: 240,000 DPSM: 240,000			
								DPOBCS: 120,000			
GOODS: Materials and supplies	Request for sealed quotation/ small value procurement	01 April 2020 – 31 March 2021	Every quarter	various				DAITM 2,000,000 DPOBCS 50,000	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 Office materials and supplies.	
Transport services	Execution by Public Entities/ Direct procurement/small value procurement	01 April 2020 – 31 March 2021	Services, repairs and License renewals as per need arises	OPM - GRN Vehicles			DAITM 4,200,000	023 (Centralized under Main Division 03)	Payment for servicing, repair and maintaining of vehicles, fuel and licences renewal fees for GRN-OPM Vehicles.		
Utilities	Direct procurement/Execution by Public Entities	01 April 2020 – 31 March 2021	Every month	COW, Telecom, NAMP OST etc			DAITM 35,622,000	024 (Centralized under Main Division 03)	Provision for payment of water, electricity, courier services, and telephone services, Nampost , and payment of existing contract for refuse removal, etc		
Maintenance Expenses	Request for sealed quotation/small value		As per needs arise	Various			DAITM: 4,500,000	025	Maintenance of buildings, equipment's, fixing and repair of Water pipe, office		

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	procurement, RB, and ONB	01 April 2020 – 31 March 2021			(Central ized under Main Division 0203)	equipment and furniture, and payment of outstanding invoices.
				DPSITM: 48, 000, 000	025 (Central ized under Main Division 0206)	<p>1. Payment of outstanding invoices: (a) (Redesign and Configuration of Data Center phase 1 for the amount of N\$ 2,439,589.50. (b) End Point Security Services for Data Center for the amount of N\$ 1,399,433.85. (c) Darktrace Cyber Intelligence for the amount of N\$ 2,394,990.00</p> <p>2. Procurement of Redesign and Configuration of Data Center Phase 2, for the amount of N\$ 3,997,604.70.</p> <p>3. Procurement of Security and Installation of Security Firewalls for the N\$ 11,817,931.12.</p> <p>4. Procurement of Disaster Recovery Services and UPS for the amount of N\$ 3,000,000.</p> <p>5. Procurement of High End Laptops for the amount of N\$ 450,000.00.</p> <p>6. Supply and delivery of new Hard Ware for the amount of N\$ 8 994 482.12</p>

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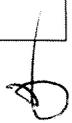
c) Africa Public Service Day	Direct Procurement/ Request for sealed quotation/Restricted bidding	Sept 2020	Nov 2020	Various	DPSM: 200,000	027, centralized under DPSM	<ul style="list-style-type: none"> Development of APSD Framework. Consultation and Publications.
d) Marketing OPM Services	Direct Procurement/Restricted bidding and Execution by Public Entities/Small value procurement	01 April 2020 -31 March 2021	As per needs arise	Various	DAITM: 187,500	027, centralized under DAITM	Marketing the OPM services through media, (Newspapers, NBC, TV etc.)
e) Provision for Cabinet meetings	Direct Procurement/Restricted bidding and Execution by Public Entities/Small value procurement	01 April 2020 -31 March 2021	Twice every week	Various meetings	DCS: 300,000	027, centralized under DCS	Purchasing of goods and services as per the needs of the Cabinet Meetings.
f) Retainer fees for Commissioners	Direct Procurement	01 April 2020 -31 March 2021	Every month	Various	DPOBCS 400,000	027, centralized under DPOBCS	Provision for Commissioners payment and all related benefits.
Training courses,			As per needs arises	Various workshop	DDRM: 900,000	027, Distributed	<ul style="list-style-type: none"> Courses, Workshops and training.

OPM –ANNUAL PROCUREMENT PLAN 2020/21FY

symposiums and Workshops	Direct procurement/ Request for sealed quotation/Small value	01 April 2020– 31 March 2021		op and Supplies	<p>DAITM & Others 720,000</p> <p>PSCS: 300,000</p> <p>DPOBCS: 150,000</p>	<p>ted under the following main Division s: (0202, 0203,0205, and 0209)</p>	<ul style="list-style-type: none"> Hiring of Training venues, financial assistance etc of OPM Staffs. DAITM amounts caters for all Departments/Divisions that are not appearing on the allocation.
Printing and advertisements	Restricted bidding/ Request for sealed quotation/Small value procurement	01 April 2020 – 30 March 2021	As per needs arises	Various Supplies	<p>DAITM & Others 225,000</p> <p>DPOBCS: 150,000</p>	<p>027, Distributed under the following Main Division s: (Main Division 0203 and 0209)</p>	<p>Printing of annual reports, promotional materials, Letter Heads, business cards etc.</p> <p>Advertisement of position, bids advert and other related services that falls under printing and advertisement.</p> <p>DAITM's amount caters for Depts/Divisions that are not part of the allocation.</p>
Security Contracts	Direct procurement/ ONB	01 April 2020 – 31 March 2021	Monthly payments for Security Contracts	Security Companies on Contracts.	DAITM: 950,000	027, (Centralized under Main Division 03)	<p>Payment of monthly fees for security contracts and alarm Services. Open National Bidding for the new contracts to be in place</p>

OPM –ANNUAL PROCUREMENT PLAN 2020/21FY

Office refreshment	Small value/ restricted bidding/Request for Sealed Quotations	01 April 2020 – 31 March 2021	As per need arises	Various Supplies	<table border="1"> <tr> <td>PMB</td> <td>60,000</td> </tr> <tr> <td>DAITM & others</td> <td>187,000</td> </tr> <tr> <td>PSCS</td> <td>37,500</td> </tr> <tr> <td>DPOBCS</td> <td>38,000</td> </tr> </table>	PMB	60,000	DAITM & others	187,000	PSCS	37,500	DPOBCS	38,000	027, Distributed under the following Main Division s: 0201, 0203, 0205 and 0209.	Purchasing of office refreshment for meetings and mini workshops, and office refreshments for the Top Manager's office. DAITM's amount caters for the Depts/Divisions that are not part of the allocation.		
PMB	60,000																
DAITM & others	187,000																
PSCS	37,500																
DPOBCS	38,000																
Official Entertainment/ Corporate Gifts	Small value procurement/ request for sealed quotation	01 April 2020 – 31 March 2021	As per needs arises	Various Supplies	<table border="1"> <tr> <td>PMB:</td> <td>49,200</td> </tr> <tr> <td>DAITM & others</td> <td>6,000</td> </tr> <tr> <td>PSCS:</td> <td>16,000</td> </tr> <tr> <td>DCS:</td> <td>16,000</td> </tr> <tr> <td>DPSM:</td> <td>10,000</td> </tr> </table>	PMB:	49,200	DAITM & others	6,000	PSCS:	16,000	DCS:	16,000	DPSM:	10,000	027, Distributed under the following Main Division s: 0201,020 3,0205,0 207 and 0208.	Provision of Official Entertainment as per the need budgeted for. DAITM's amount caters for Depts/Divisions that are not part of the allocation.
PMB:	49,200																
DAITM & others	6,000																
PSCS:	16,000																
DCS:	16,000																
DPSM:	10,000																
Claims against the State	Direct procurement/Restricted bidding, RFQ and small value Procurement	01 April 2020 – 31 March 2021	As per needs arises	Various Supplies	<table border="1"> <tr> <td>DAITM & others</td> <td>150,000</td> </tr> <tr> <td>PSCS</td> <td>112,500</td> </tr> </table>	DAITM & others	150,000	PSCS	112,500	027, Distributed under the following Main	Provision of payment of the Legal Representative and other related legal claim fees. DAITM's amount caters for Depts/Divisions that are not part of the allocation.						
DAITM & others	150,000																
PSCS	112,500																



OPM –ANNUAL PROCUREMENT PLAN 2020/21FY

Gender Mainstreaming Activities within OPM	Direct Procurement, Small Value and Request for Sealed Quotation	August 2020 – 31 March 2021	August 2020 – 31 March 2021	Various	DAITM: 150,000	Division s: 0203 and 0205. 027, centralised under Main Division 0203.	Provisions for Gender Main- Streaming activities within OPM
PSEMAS Unit Administrative Cost	Direct Procurement, Small Value, Public Execution for Request for Sealed Quotation.	July 2020 – 31 March 2021	As per needs arises	various	DPSM: 1,000,000	027, Centralised under Main Division 0208.	Provision for Administrative cost For PSEMAS Unit.
Consultancy Fees: a) Implementation Plan of Public Service Innovation Policy (PSIP)	Direct Procurement, Small Value, Public Execution for Request for Sealed Quotation, RFP	July 2020 – 31 March 2021	July 2020 – 31 March 2021	Various	DPSIR: 300,000	027, Centralised under Main Division 0204.	<ul style="list-style-type: none"> • Provision for payment of an outstanding invoice for the Innovation Policy Consultancy. • Inauguration of the Innovation Policy. • Development of Innovation Toolkit. • Establishment of Champions and Mentors. • Development of model and Implementing of Innovation in Public Sector. • Development of Biannual Innovation Journal.

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b) Citizen Survey/ Staff Survey	Direct Small Procurement, Execution for Public Entities and Request for Sealed Quotation, RFP	August 2020 - Mar 2021	August 2020 - Mar 2021	Various	DPSIR: 1,875,000	027, Centralized under Main Division 0204	<ul style="list-style-type: none"> • Training on Staff Survey • Conducting survey on Staff Survey. • Planning of Citizen Survey.
c) One-Stop Centres Framework	Direct Small Procurement, Execution for Public Entities and Request for Sealed Quotation, RFP	July 2020 - Mar 2021	July 2020 - Mar 2021	Various	DPSIR: 300,000	027, Centralized under Main Division 0204	<ul style="list-style-type: none"> • Approval of the Framework. • Pilot to put some Services Online.
d) Review of PMS	Direct Small Procurement, Execution for Public Entities and Request for Sealed Quotation, RFP	Sept 2020	Dec 2021	Various	DPSM: 280,000	027, Centralized under Main Division 0208	Procurement of a Consultancy Services to Review of PMS. Procurement of services related the PMS activities.
Membership fees and Subscription International a)AAPAM	Direct Procurement/Transfer	July 2020 - Mar 2021	Once off	-	PSCS: 12,000	041, Centralized under Main Division 0205	Transfer of Annual fees to AAPAM.

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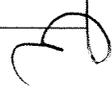
b) Association of African Public Services Commissions (AAPCOMs)	Direct Procurement/Transfer	July 2020 – Mar 2021	Once off	-	PSCS: 25,000	041, Centralized under Main Division 0205	Transfer of Annual fees to AAPCOMs.
c) ACBF	Direct Procurement/Transfer	July 2020 – Mar 2021	Once off	-	DPSM: 730,000	041, Centralized under Main Division 0208	Transfer of Annual fees to ACBF.
d) CAFRAD	Direct Procurement/Transfer	July 2020 – Mar 2021	Once off	-	DPSM: 200,000	041, Centralized under Main Division 0208	Transfer of Annual fees to CAFRAD
e) CAPAM	Direct Procurement/Transfer	July 2020 – Mar 2021	Once off	-	DPSM: 130,000	041, Centralized under Main Division 0208	Transfer of Annual fees to CAPAM

OPM –ANNUAL PROCUREMENT PLAN 2020/21FY

Government Organizations : 043: a)National Emergency and Disaster	Direct Procurement/Transfer	April 2020 – Mar 2021	various	-	DDRM: 101,389,000	043, Centralized under Main Division 0202	Payment of the Annual fees to National Emergency and Disaster
b)Heroes Day Commemoration and Funerals	Direct Procurement/Transfer/RFSQ/IQ	April 2020 – Mar 2021	various	-	DAITM 1,000,000	043, Centralized under Main Division 0203	Provision of Heroes Day Commemoration and State funerals. Purchasing of goods, services and works related Heroes Day and State funerals.
c)National Independence Celebrations	Direct Procurement/Transfer	April 2020 – Mar 2021	various	-	DAITM: 2,500,000	043, Centralized under Main Division 0203	Provision for National Independence Celebrations. Purchasing of goods, services and works related National Independence Celebrations.
d)Namibia of Institute Public Administration	Direct Procurement/Transfer	April 2020 – Mar 2021	Once off	-	DAITM: 23,000,000	043, Centralized under Main Division 0203	Transfer of Annual Payment to NIPAM

OPM –ANNUAL PROCUREMENT PLAN 2020/21FY

a) New Equitable Economic Empowerment Framework	Direct Procurement/Transfer	April 2020 – Mar 2021	various	-	DAITM: 400,000	043, Centralized under Main Division 0203	Provisions for New Equitable Economic Empowerment Framework (NEEEF)
b) National Food Security and Nutrition.	Direct Procurement/Transfer		various	-	DAITM: 400,000	043, Centralized under Main Division 0203	Provisions for National Food Security and Nutrition.
101: Furniture & Office Equipment	ONB, Request for Sealed Quotation, small value procurement, Restricted Bidding	Outstanding invoices payment – July 2020 Bid Invitation (computer equipment and Furniture – August 2020.	Payment of outstanding is July 2020. Dec 2020	various	DAITM: 2,400,000	101, Centralized under Main Division 0203	<ul style="list-style-type: none"> • Payment of outstanding invoices - 15 Laptops, 35 Desktop and 2 projects procured during 2019/20fy. • Procurement of new Office Furniture (Chairs and Desks for the worn and damaged items. • Procurement of new IT Equipment Such as Laptops, Computers, Server etc.



OPM –ANNUAL PROCUREMENT PLAN 2020/21FY

120: Development Budget/Capital projects	ONB, Request for proposal	July 2020 - invitation of bid for Mechanical Engineers.	September 2020	United House	DAITM: 3,576,000	120, Centralized under Main Division 0203.	<ul style="list-style-type: none"> • Appointment of the Mechanical Engineers for United House. • Feasibility Studies, Design and Supervision for Both Head Office and United House. • Construction, Renovations and Improvement of Head Office Building and United House.
		August 2020 -Feasibility Studies.	October 2020	Head office			
		Jan 2021 - bids invitation (Construction of United House and Head Office.	Mar 2021	Head Office and United House			
TOTAL					247,271,000		

Signature:

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Head: Procurement Management Unit

Chairperson: Procurement Committee

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Signature, Financial Advisor

I-Ben Natangwe Nashandi
Executive Director