



REPUBLIC OF NAMIBIA

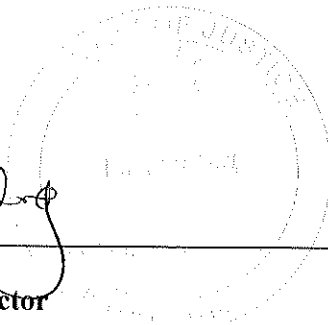
MINISTRY OF JUSTICE

TITLE: ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR: 2024/2025

Vote:16

Approved

Executive Director



Date:

Procurement Committee Endorsed

Chairperson Signature:

Date:

15/02/2024




Republic of Namibia
Annual Procurement Plan

Name of Public Entity: MINISTRY OF JUSTICE

Financial Period: FINANCIAL YEAR 2024/2025

	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Code of Good Practice	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Accomodations for staff and witnesses	Various	NCS	Yes	OAB	500,000.00	when need arises	N/A
2	Adverts/Publications	Various	NCS	Yes	OAB	500,000.00	when need arises	N/A
3	Air Tickets and Accommodations	Various	NCS	Yes	OAB	3,500,000.00	when need arises	N/A
4	Anti-Theft Cables	Various	G	Yes	OAB	30,000.00	when need arises	N/A
5	Branding and Promotional Material	1	NCS	Yes	OAB	200,000.00	when need arises	N/A
6	Call Centre for the whole ministry	1	NCS	yes	OAB	8,000,000.00	To be determined	N/A
7	Case Management System: Legal Directorates	Various	G	Yes	RB	18,000,000.00	01-Jul-24	N/A
8	Consultants	Various	NCS	Yes	OAB	1,000,000.00	To be determined	N/A
9	Construction and Upgrading of Justitia Building	1	W	Yes	ONB	190,000,000.00	with CPBN	N/A
10	Construction of a Court Building at Nkurenkuru	1	W	Yes	OAB	180,000,000.00	To be determined	N/A
11	Construction of Gender -Based Violence Court at Keetmanshoop	1	W	Yes	OAB	14,000,000.00	To be determined	N/A
11	Construction of Guardhouse & Waiting Area at Otjiwarongo Magistrate's Court	1	W	Yes	OAB	1,200,000.00	To be determined	N/A
12	Crockery/Cutlery/Electrical Appliances	Various	G	Yes	OAB	100,000.00	when need arises	N/A
13	Doors Stickers and Nameplates	Various	G	Yes	OAB	20,000.00	01-Nov-24	N/A
14	Dynamic 365 Front End server	1	NCS	Yes	OAB	2,000,000.00	06-Jun-24	N/A
15	EFM-EF lens adapter	1	G	Yes	OAB	3,000.00	01-May-24	N/A
6	Exhibition Fees/ Venues	4	NCS	Yes	OAB	100,000.00	Quarterly	N/A
	Forensic Audit	2	NCS	Yes	OAB	1,500,000.00	To be determined	N/A
17	HD Lens 50mm	1	G	Yes	OAB	2,000.00	01-May-24	N/A
18	Hiring of Photocopy Machines for the whole Ministry	1	G	Yes	OAB	3,000,000.00	01-Aug-24	N/A
19	Installation of air conditioners & cctvs at Windhoek Magistrate's Court	Various	W	Yes	OAB	800,000.00	To be determined	N/A
20	Installation of air conditioners at the Regions	Various	W	Yes	OAB	500,000.00	To be determined	N/A
21	Installation of Lifts at Supreme Court	1	W	Yes	OAB	2,500,000.00	To be determined	N/A
22	Law books	Various	G	Yes	OAB	1,000,000.00	when need arises	N/A
24	Leasing of vehicles for a period of thirty - sixty (60) months (5 years)	180	NCS	Yes	OAB	50,000,000.00	01-May-24	N/A
25	Microsoft Office 365 and MS Office 2019 front end server (3Yrs Con	1	NCS	Yes	OAB	1,800,000.00	01-Aug-24	N/A
26	MicroSoft Share point	1	NCS	Yes	OAB	500,000.00	01-Sep-24	N/A
27	MicroSoft SQL 2016 and 2017	1	NCS	Yes	OAB	500,000.00	01-Sep-24	N/A
28	National Holidays Celebrations	1	NCS	Yes	OAB	100,000.00	To be determined	N/A
29	Office of the Judiciary Building Renovation	1	W	Yes	OAB	600,000.00	To be determined	N/A
30	Online leave system	1	NCS	Yes	OAB	1,500,000.00	01-May-24	N/A
31	Printing of bussiness cards and African Charter	Various	NCS	yes	OAB	500,000.00	when need arises	N/A
32	Printing of Government Gazette	3 years contract	NCS	yes	NCS	3,000,000.00	01-Aug-24	N/A
33	Printing of reports (design & layout)	Various	NCS	Yes	OAB	500,000.00	When need arises	N/A
34	Public Outreach Events	1	NCS	Yes	OAB	300,000.00	To be determined	N/A
35	Pull up banners, gazebos and cooperate gifts and hiring of events equipment	Various	G	Yes	OAB	500,000.00	when need arises	N/A

36	Purchase of Building in Windhoek	Various	W	Yes	OAB	8,000,000.00	To be determined	N/A
37	Purchase of the furniture for the Ministry	4	G	Yes	OAB	2,000,000.00	Quotary	N/A
38	Purchase of Ombudsman's Office in Regions	Various	W	Yes	OAB	2,000,000.00	To be determined	
39	Renovation of Legal Aid Office	1	W	Yes	OAB	500,000.00	To be determined	N/A
40	Renovation of new Master's Building (Phase 3)	1	W	Yes	OAB	4,000,000.00	To be determined	N/A
41	Renovation of Ombudsman's Offices in the Regions	Various	W	Yes	OAB	2,000,000.00	To be determined	N/A
42	Renovation of PG offices at Gobabis Magistrate's Court	1	W	Yes	OAB	300,000.00	To be determined	N/A
43	Renovation of Prosecutors' houses in the Regions	Various	W	Yes	OAB	1,000,000.00	To be determined	N/A
44	Repairs of Laptops, Printers and projectors and UPS upgrade	Various	NCS	Yes	OAB	600,000.00	when need arises	N/A
45	Subscription fees	Various	NCS	Yes		50,000.00	01-May-23	N/A
46	Supply an delivery of Office stationaries	4	G	Yes	OAB	2,000,000.00	Quarterly	N/A
47	Supply and delivery of cartridges	4	G	Yes	OAB	1,000,000.00	Quarterly	N/A
48	Supply and Delivery of Maintenance Materials and Equipments	Various	G	Yes	OAB	500,000.00	When need arises	N/A
49	Supply and delivery of Protective Clothing for cleaners, messengers and other staff members	various	G	Yes	OAB	500,000.00	when need arises	N/A
50	Supply and installation of blinds	Various	NCS	Yes	OAB	400,000.00	When need arises	N/A
52	Trade Fair and Exhibitions Fees	1	NCS	Yes	OAB	100,000.00	To be determined	N/A
53	Training/Workshop/Conferences	Various	NCS	Yes	OAB	3,000,000.00	when need arises	N/A
54	Translations/Transcriptions	Various	NCS	Yes	OAB	200,000.00	when need arises	N/A
55	Upgrading of the High Court	1	W	Yes	OAB	500,000.00	To be determined	N/A
56	Upholstery Cleaning services	1	NCS	Yes	OAB	100,000.00	Yearly	N/A
57	Vehicles Tools/Accessories	Various	G	Yes	OAB	1,000,000.00	when need arises	N/A
58	Verification of official Social Media Accounts	1	NCS	Yes	OAB	10,000.00	when need arises	N/A
59	Video Lights	1	G	Yes	OAB	10,000.00	01-May-24	N/A
60	Wellness and Capacity Building	4	NCS	Yes	OAB	1,000,000.00	Quarterly	N/A
61	Windows 10 or latest operational system	500	NCS	Yes	OAB	4,000,000.00	01-May-24	N/A
62	Windows Server 2012 and 2016 Licence	1	NCS	Yes	OAB	1,500,000.00	01-Jul-24	N/A
63	Wireless LAN for Windhoek offices	Various	NCS	Yes	OAB	1,200,000.00	01-Aug-24	N/A
64	Wireless Mics (Lapel)	1	G	Yes	OAB	10,000.00	01-May-24	N/A
64	Yearly Renewal fortigate fire wall license	1	NCS	Yes	OAB	900,000.00	06-Jun-24	N/A
65	Yearly Renewal Kaspersky Anti-virus (500 user License)	1	NCS	Yes	OAB	150,000.00	06-Jun-24	N/A
66	Yearly supplies of computer appliances	Various	G	Yes	OAB	1,500,000.00	To be determined	N/A
67	Yearly supply and delivery of A4 & A3 Photocopy paper (Boxes)	4	G	Yes	OAB	2,500,000.00	Quarterly	N/A
68	Yearly supply and delivery of cleaning Materials for all offices including all regional offices	4	G	Yes	OAB	1,500,000.00	Quarterly	N/A
69	Yearly Supply and delivery of Laptops, printers, projectors and scanners	Various	G	Yes	OAB	3,000,000.00	01-Nov-24	N/A
Approved - Accounting Officer (Name): Gladice Pickering				Signature: 		Date: 11/02/2024		