



REPUBLIC OF NAMIBIA

MINISTRY OF PUBLIC ENTERPRISES

Telephone: +264 61 202 3600
Facsimile : + 264 252 914

PROCUREMENT MANAGEMENT UNIT

1st Floor, Old FNB Building
Independence Avenue, Erf 7222
Private Bag 13408
WINDHOEK

ANNUAL PROCUREMENT PLAN

2019 /2020 financial year

APRIL 2019



Annual Procurement Plan

Financial Year: 2019/2020
Public Entity: Ministry of Public Enterprises

1 Serial Number	2 Description (includes packages, lots if applicable)	3 Qty.	4 Procurement Method	5 Estimated Value	6 Scheduled Date for Invitation of Bids	7 Scheduled Date for Award of Contract	8 Remarks
	Rental fees	1	Direct procurement	5,716,000	Throughout the year	Monthly	Existing contract in place
	Telephone, Fax & Cell phone charges	1	Direct procurement	1,574,000	Throughout the year	Monthly	None
	Courier charges	1	Direct procurement	10,000	Throughout the year	Monthly	None
	Refreshments	1	Small value procurement	18,000	Throughout the year	Monthly	None
	Official entertainment/Corporate Gifts	1	Small value procurement	17,000	Throughout the year	None	None
	Cartridges, Stationery, Cleaning Materials, Photocopy Paper, general office supplies	1	Small value procurement	295,000	Throughout the year	Monthly	None
	Republikein – Placement of Advert	1	Direct procurement	6,000	Throughout the year	Once-off	None
	Namibian – Placement of Advert	1	Direct procurement	6,000	Throughout the year	Once-off	None
	Annual subscription renewal – Namibian, Republikein, Namibian Sun and New Era	1	Direct procurement	5,000	January 2020	Once-off	Newspaper for Chief PRO
	Business Cards, Letterheads & folders and others	1000	RFQ	30,000	Throughout the year	None	None
	Printing of Wall banner	1	RFQ	15,000	Throughout the year	Once-off	None
	Design and printing of Annual Report	10	RFQ	15,000	Throughout the year	None	None
	World Aids Day – T-shirts	35	RFQ	15,000	Throughout the year	November 2019	None
	Printing and Design of Communication plan	10	RFQ	13,000	Throughout the year	None	None
	Photocopier Rental – Monthly Charges	1	RFQ	180,000	Throughout the year	Monthly	Existing contract in place
	Maintenance	1	Small value procurement	30,000	Throughout the year	None	None
	Government Garage – Transport	1	Direct procurement	1,381,000	Throughout the year	None	None
	E-recruitment Board of Directors Database	1	Open National Bidding	860,000	Throughout the year	January 2019	Continuation
	Board Induction	2	EPE	800,000	Throughout the year	None	None
	Other Consultancies	1	Open National Bidding	1,011,000	Throughout the year	None	None
	DSA for MPE Staff & Air tickets	1	Direct Procurement	545,000	Throughout the year	None	None
	Training courses, symposiums, workshops	30	Direct procurement	480,000	Throughout the year	None	None
	Office equipment	1	RFQ	100,000	Throughout the year	None	None

Prepared by:	PMU Head	J. Mouton	Signature
Verification of funds availability:	Financial Advisor	R. Naukushu	Signature
Recommended by:	PC: Chairperson	L. Shixwameni	Signature
Approved by:	Accounting Officer	A. Mwanyangapo	Signature

