



**REPUBLIC OF NAMIBIA**

**MINISTRY OF PUBLIC ENTERPRISES**

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**PROCUREMENT MANAGEMENT UNIT**

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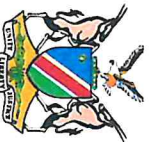
**ANNUAL PROCUREMENT PLAN**

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*2020 /2021 financial year*

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As prepared by Procurement Management Unit



## Annual Procurement Plan

Financial Year: 2020/2021

Public Entity: Ministry of Public Enterprises

1	2	3	4	5	6	7	8
Serial Number	Description (includes packages, lots if applicable)	Qty.	Procurement Method	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
	Board Induction & Training	3	EPE/OAB	945,000	Throughout the year	Once-off	None
	Board Evaluation	1	SC/OAB	450,000	Throughout the year	Once-off	None
	PEGA Training	1	EPE/SC	200,000	Throughout the year	Once-off	None
	CPE Efficiency Audit	1	SC/OAB	1,500,000	Throughout the year	Once-off	None
	Board Recruitment Allowances	1	Direct procurement	240,000	Throughout the year	Once-off	None
	Legal Harmonization	1	Direct procurement	1,000,000	Throughout the year	Once-off	None
	Rental fees	1	Direct procurement	5,299,000	Throughout the year	Monthly	Existing contract in place
	Telephone, Fax & Cell phone charges	1	Direct procurement	1,000,000	Throughout the year	Monthly	None
	Entertainment Minister & ED	1	Small value procurement	40,000	Throughout the year	Monthly	None
	Office entertainment	1	Small value procurement	40,000	Throughout the year	Monthly	None
	Cartridges, Stationery, Cleaning Materials, Photocopy Paper, general office supplies	1	Small value procurement	300,000	Throughout the year	Monthly	None
	Republiken – 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, Republiken, Namibian Sun and New Era	1	Direct procurement	5,000	January 2020	Once-off	Newspaper for Chief PRO
	Placement of adverts	10	Direct procurement	18,000	Throughout the year	Once-off	None
	Business Cards, Letterheads & folders and others	1000	RFQ	15,000	Throughout the year	None	None
	Photocopier Rental – Monthly Charges	1	RFQ	614,000	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	829,000	Throughout the year	None	None
	DSA for MPE Staff & Air tickets	1	Direct Procurement	685,000	Throughout the year	None	None
	Training courses, symposiums, workshops	30	Direct procurement	246,000	Throughout the year	None	None
	Subsidies to CPE	108	EPE	1,371,301,000	Throughout the year	Monthly	None

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

09 JUL 2020