



HARDAP REGIONAL COUNCIL

Annual Procurement Plan 2023/2024

Public Entity:

HARDAP REGIONAL COUNCIL AND DELEGATED FUNCTIONS

Approved & date:

CHIEF REGIONAL OFFICER

Accounting Officer

Procurement Committee Endorsed

Chairperson Signature:

Date: / /2023



Republic of Namibia
Annual Procurement Plan



Name of Public Entity: Hardap Regional Council and Delegated Functions					Financial Period: 2023/2024			
Procurement No. (e.g. 1,2,3,...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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	Procurement of PR Materials for HRC	1	G	Yes	IQ	NAD 10,000.00	Jun-23	Section 38 (1) (a)
2	Repair and Maintenance, Servicing, Tracking Devices, licencing fleet management systems and tyre replacement , spare parts and accessories of Council Vehicles	1	NCS	Yes	RFQ	NAD 1,990,000.00	Jun-23	Section 32 (1) (a)
3	Procurement of Digital Video Camera for HRC	1	G	Yes	RFQ	NAD 50,000.00	Jun-23	Section 32 (1) (a)
4	Catering for Workshops for HRC, RDCC, Micro-projects BTPPrograms	1	G	Yes	ONB	NAD 100,000.00	Jun-23	Section 29 (a)
5	Manufacture , supply and delivery of Trailers for Sewerage and Refuse removal for Three settlement offices.	1	G	Yes	RFQ	NAD 180,000.00	Jun-23	Section 32 (1) (a)
6	Procurement of a Biometrics System and CCTV Cameras for HRC H/Office	1	NCS	Yes	ONB	NAD 100,000.00	Jul-23	Section 29 (a)
7	Insurance for HRC H/O, Constituency Offices, Settlement Offices and All assets and BT Program (Lifebond)	1	NCS	Yes	Contracts	NAD 1,000,000.00	Jan-23	
8	Bank Charges for Main Accounts, Fleet Accounts & other various Acc.	1	NCS	Yes	Contracts	NAD 365,000.00	Jan-23	
9	Procurement of Miscellaneous Office Supplies (office Locks etc)	1	G	Yes	IQ	NAD 10,000.00	Jul-23	Section 38 (1) (a)
10	Security service contracts for HRC	1	NCS	Yes	ONB	NAD 2,400,000.00	Jul-23	Section 29 (a)
11	Procurement of Cleaning Materials for HRC	1	G	Yes	RFQ	NAD 150,000.00	Jul-23	Section 32 (1) (a)
12	Procurement of Stationary for HRC	1	G	Yes	RFQ	NAD 250,000.00	Jul-23	Section 32 (1) (a)
13	Procurement of Furniture and Office Equipment for HRC	1	G	Yes	RFQ	NAD 150,000.00	Oct-23	Section 32 (1) (a)
14	Membership Fees	1	NCS	Yes	Contracts	NAD 85,000.00	Sep-23	
15	Procurement of Matresses, Blankets and Tents (IDRM)	1	G	Yes	RFQ	NAD 83,000.00	Sep-23	Section 32 (1) (a)
16	Procurement of Tools/Gardening Equipment and Kitchen Supplies for Constituency and Settlement Offices	11	G	Yes	RFQ	NAD 50,000.00	Jul-23	Section 32 (1) (a)

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17	License Renewals (Software licences Pastel, JMW Holding Fees (leave Modules)	As per request	NCS	Yes	Contracts	NAD 150,000.00	Jul-23	
18	Subscription fees (Vending Machines, Asset verification app AFS app)	As per request	NCS	Yes	Contracts	NAD 300,000.00	Jul-23	
19	Replacement of Aging network server of Constituency Offices	1	NCS	Yes	ONB	NAD 350,000.00	Jul-23	Section 29 (a)
20	Procurement of Photocopy Paper for HRC	3	G	Yes	RFQ	NAD 130,000.00	Oct-23	Section 32 (1) (a)
21	Protective Clothing for HRC staff members	1	G	Yes	RFQ	NAD 30,000.00	Aug-23	Section 32 (1) (a)
22	Procurement of Electrical Supplies, Electrical and Water prepaid and conventional meters for Hardap Regional Council for Installations in the Region.	2	G	Yes	RFQ	NAD 450,000.00	Aug-23	Section 32 (1) (a)
23	Procurement of Toners and Cartridges for Hardap Regional Council	1	G	Yes	ONB	NAD 250,000.00	Aug-23	Section 29 (a)
24	Procurement of Computer Supplies (Computers CDC & S/O) for HRC	1	G	Yes	RFQ	NAD 300,000.00	Oct-23	Section 32 (1) (a)
25	Procurement of Printers, Scanners & Fax for 5 Divisions	4	G	Yes	ONB	NAD 100,000.00	Septemebr 2023	Section 29 (a)
26	Maintenance and Servicing of Vending Machines	1	NCS	Yes	DP	NAD 25,000.00	Jun-23	Section 36 (1) (2)
27	Procurement of Refuse bins for declared settlement offices for HRC	1	G	Yes	IQ	NAD 10,000.00	Jun-23	Section 38 (1) (a)
28	Procurement of Tango Recharge Vouchers for Staff Members of HRC	1	G	Yes	RFQ	NAD 138,000.00	Jun-23	Section 32 (1) (a)
29	Hiring of Vehicles form GRN Stores for HRC	As requested	NCS	Yes	RFQ	NAD 60,000.00	Dec-23	Section 32 (1) (a)
30	Printing of Receipt Books, Tender documents, Newsletters and Brochures for HRC	1	NCS	Yes	RFQ	NAD 150,000.00	Jun-23	Section 32 (1) (a)
31	Cleaning Services for HRC H/Office	1	NCS	Yes	RFQ	NAD 50,000.00	Jul-23	Section 32 (1) (a)
32	Placement of Adverts in the Newspapers for bids and Vacancies.	1	NCS	Yes	RFQ	NAD 70,000.00	Jul-23	Section 32 (1) (a)
33	Servicing and Replacement of Fire Extinguishers for HRC H/O, Constituencies and Settlement Offices	1	NCS	Yes	RFQ	NAD 50,000.00	Jul-23	Section 32 (1) (a)
34	Removal of Household Refuse and Pumping of Septic tanks at Settlement offices in the Hardap Region	2	NCS	Yes	RFQ	NAD 100,000.00	Aug-23	Section 32 (1) (a)

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35	SLA (Service Level Agreements contracts to Rent Nashua, Swarite, Minolta Printers (Scan, Copy, Print Features)	1	NCS	Yes	RFQ	NAD 150,000.00	Jul-23	Section 32 (1) (a)
36	National Events & Official Visits (N\$ 12 500 per CDC)	As per request	NCS	Yes	RFQ	NAD 100,000.00	Aug-23	Section 32 (1) (a)
37	Consultancy Services	1	CS	Yes	RFQ	NAD 100,000.00	Aug-23	Section 32 (1) (a)
38	Installation of CCTV cameras DRM Warehouse	1	NCS	Yes	ONB	NAD 30,000.00	Sep-23	Section 29 (a)
39	Servicing and Replacing Fire Extinguishers for DRM Warehouse	1	NCS	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1) (a)
40	Furnigation of Disaster Risk Management Warehouse	1	NCS	Yes	IQ	NAD 15,000.00	Aug-23	Section 38 (1) (a)
41	Procurement of Services: Refresher Training for Firefighting Volunteers	1	CS	Yes	RFQ	NAD 30,000.00	Sep-23	Section 32 (1) (a)
42	Procurement of Firefighting Machines	2	G	Yes	RFQ	NAD 50,000.00	Oct-23	Section 32 (1) (a)
43	Maintenance of Cold/Freezer Room DRM Warehouse	Various	NCS	Yes	IQ	NAD 10,000.00	Jul-23	Section 38 (1) (a)
44	Food items for Volunteers and Victims DRM	Various	G	Yes	RFQ	NAD 20,000.00	Jul-23	Section 32 (1) (a)
45	Procurement of Digital Camera for DRM	1	G	Yes	IQ	NAD 2,000.00	Jul-23	Section 38 (1) (a)
46	Training Courses for DRM Staff Members	2	NCS	Yes	RFQ	NAD 15,000.00	Aug-23	Section 32 (1) (a)
47	Volunteer Training Certificates	1	G	Yes	IQ	NAD 10,000.00	Jul-23	Section 38 (1) (a)
48	Catering All Official meetings and Interviews	1	NCS	Yes	RFQ	NAD 300,000.00	Sep-23	Section 32 (1)
	Year-End Function for HRC	1	NCS	YES	RFQ	NAD 100,000.00	Nov-23	Section 32 (1)
49	Official entertainment for Hon. Councillors	As requested	NCS	Yes	RFQ	NAD 56,000.00	Sep-23	Section 32 (1) (a)
50	Wellness and Teanbuilding Exercises	1	NCS	Yes	RFQ	NAD 60,000.00	Sep-23	Section 32 (1)
51	Qualifying training from various recognized tertiary institutions for staff members.	14	SC	Yes	DP	NAD 300,000.00	Aug-23	Section 36 (2) (a)
52	Training Courses for Staff Member (Capacity Building)		SC	Yes	DP	NAD 100,000.00	Aug-23	Section 36 (2) (a)
53	Professional Services (Legal Fees & Possible claims)	1	SC	Yes	RFQ	NAD 100,000.00	Sep-23	Section 32 (2) (a)
54	Cash For Work: Digging Trench of waterline and sewerage line in Klein-Aub RHB Rural	1	W	Yes	RFQ	NAD 57,692.31	Jul-23	Section 32 (1)
55	Cash For Work: Vegetable Garden Fencing and irrigation Farm Voigtsgrung Mtal Urban	1	W	Yes	RFQ	NAD 57,692.31	Jul-23	Section 32 (1)

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56	Cash For Work: Rehabilitation of Pft Ulbes Daweb	1	G	Yes	RFQ	NAD 57,692.31	Jul-23	Section 32 (1) (a)
57	Cash For Work: Bernafay Orchard Project	1	G	Yes	RFQ	NAD 57,692.31	Jul-23	Section 32 (1) (a)
58	Micro Finance: Poultry Houses Ulbes Daweb Constituency	1	G	Yes	RFQ	NAD 230,769.23	Jul-23	Section 32 (1) (a)
59	Construction of Toilets Daweb, Gibeon Mital Rural	1	W	Yes	ONB	NAD 1,100,000.00	Jul-23	Section 29 (a)
60	Bulk Water Supply and Storage Services Constructed Schlip, Rehoboth Rural	1	W	Yes	ONB	NAD 3,000,000.00	Jul-23	Section 29 (a)
61	Construction of Civil & Electrical Services Klein-Aub RHB Rural	1	W	Yes	ONB	NAD 100,000.00	Aug-23	Section 29 (a)
62	Construction of Services Water & Extension of Oxidation Sewer Pond - Hoachanas	1	W	Yes	ONB	NAD 3,000,000.00	Jul-23	Section 29 (a)
63	Appointment of Town Planners for Surveying of layout plans Hoachanas and Schlip	1	CS	Yes	RFQ/DP	NAD 500,000.00	Jul-23	Section 32 (1) (a)
64	Construction Of PV Solar Plant -Hardap Regional Council Head Office Captain Hendrik Witbooi	1	W	Yes	ONB	NAD 1,800,000.00	Sep-23	Section 29 (a)
65	LED Strategy Developed Approved and Launched	1	CS	Yes	RFQ	NAD 150,000.00	Quarterly	Section 32 (1) (a)
66	Economic Profile for Proclaimed Settlements Developed	1	W	Yes	RFP	NAD 300,000.00	Quarterly	Section 35 (a)
67	Refilling and Procurement of First-Aid Kits for Hardap Regional Council.	1	NCS	Yes	RFQ	NAD 25,000.00	Sep-23	Section 32 (1) (a)
68	Maintenance of HRC Buildings	As requested	W	Yes	RFQ	NAD 1,000,000.00	Aug-23	Section 32 (1)
69	Procurement of Stationary for Traditional Authorities	1	G	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1) (a)
70	Procurement of Cleaning Materials for Traditional Authorities	1	G	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1) (a)
71	Procurement of Building Materials for Disaster Victims	Various	G	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1) (a)
72	Casual Workers for DRM warehouse	9	NCS	Yes	RFQ	NAD 50,000.00	Jun-23	Section 32 (1)
73	Cleaning Materials for DRM Warehouse	Various	G	Yes	IQ	NAD 10,000.00	Aug-23	Section 38 (1)
74	Stationary for DRM Warehouse	Various	G	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1)
75	Protective Clothing for DRM Warehouse	Various	G	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1)
76	Hiring of trucks from GRN Stores for DRM	2	NCS	Yes	EPE	NAD 30,000.00	Aug-23	Section 34 (a) (g)
77	Maintenance of DRM Warehouse Crane and Genset	1	NCS	Yes	DP	NAD 10,000.00	Sep-23	Section 36 (2) (a)

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78	First Aid Kits for all Constituency Offices	12	G	Yes	RFQ	NAD 30,000.00	Jul-23	Section 32 (1) (a)
79	Install Shading Area for Generator and Freezer room units	1	NCS	Yes	RFQ	NAD 30,000.00	Aug-23	Section 32 (1) (a)
80	Awareness Campaigns, Banners and Posters	1	NCS	Yes	RFQ	NAD 20,000.00	Jul-23	Section 32 (1) (a)
81	Training of Fire fighters and First Aid Volunteers	1	NCS	Yes	RFQ	NAD 80,000.00	Sep-23	Section 32 (1) (a)
82	Micro-Projects – Aranos Constituency Office	1	G	Yes	RFQ	NAD 150,000.00	Aug-23	Section 32 (1) (a)
83	Micro-Projects–Mariental Rural Constituency	1	G	Yes	RFQ	NAD 150,000.00	Aug-23	Section 32 (1) (a)
84	Micro-Projects – Daweb Constituency	1	G	Yes	RFQ	NAD 150,000.00	Sep-23	Section 32 (1) (a)
85	Micro-Projects – Rehoboth Rural	1	G	Yes	RFQ	NAD 150,000.00	Oct-23	Section 32 (1) (a)
86	Micro-Projects- Rehoboth Urban East	1	G	Yes	RFQ	NAD 150,000.00	Nov-23	Section 32 (1) (a)
87	Micro-Projects – Rehoboth Urban West	1	G	Yes	RFQ	NAD 150,000.00	Dec-23	Section 32 (1) (a)
88	Micro-Projects – Mariental Urban	1	G	Yes	RFQ	NAD 150,000.00	Jan-24	Section 32 (1) (a)
89	Micro-Projects – Gibeon Constituency	1	G	Yes	RFQ	NAD 150,000.00	Feb-24	Section 32 (1) (a)
90	Co-ordinate and Facilitate Tourism Development in All Constituencies. Local Economic Development	2	NCS	Yes	IQ	NAD 15,000.00	Quarterly	Section 38 (1) (a)
91	CBO'S Supported to achieve socio-economic development. Local Economic Development.	1	CS	Yes	RFQ	NAD 80,000.00	Jul-23	Section 32 (1) (a)
92	Regional Research All Constituencies	8	CS	Yes	RFP	NAD 100,000.00	Quarterly	Section 35 (1)
93	Capacity Building training for Constituency Aids Co-ordinating Committee members	1	CS	Yes	IQ	NAD 10,000.00	Jul-23	Section 38 (1)
94	CDC Trainings to Enhance capacity of key stakeholders on participatory development planning	6	CS	Yes	RFQ	NAD 50,000.00	Quarterly	Section 32 (1) (a)
95	CACOC Community Projects	4	NCS	Yes	RFQ	NAD 40,000.00	4th Quarter	Section 32 (1) (a)
96	Implementation of Regional Database and NSOI	1	CS	Yes	RFQ	NAD 450,000.00	Quarterly	Section 32 (1) (a)
97	Catering for RACOC / CACOC, RDC and CDC meetings	As requested	NCS	Yes	RFQ	NAD 286,000.00	Jul-23	Section 32 (1) (a)
98	Regional World Aids Day	1	NCS	Yes	RFQ	NAD 40,000.00	Nov-23	Section 32 (1) (a)
99	Constituency World Aids Day.	8	NCS	Yes	RFQ	NAD 80,000.00	3rd Quarter	Section 32 (1) (a)
100	Monitoring and Evaluation of various programmes Impact Assessment of Developmental projects All Constituencies	1	CS	Yes	RFP	NAD 290,000.00	Quarterly	Section 35 (1)

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101	Procurement of all services related to Sports activities	As requested	NCS/G	Yes	RFQ	NAD 100,000.00	Aug-23	Section 32 (1) (a)
102	Condolences and Gratitude	As per request	NCS	Yes	IQ	NAD 15,000.00	Jul-23	Section 38 (1)
103	All activities regarding Affirmative action meetings and activities	As per request	NCS	Yes	RFQ	NAD 60,000.00	Jul-23	Section 32 (1) (a)
104	Procurement of a telephone control system	1	NCS	Yes	DP	NAD 50,000.00	Aug-23	Section 36 (2) (a)
105	Procurement of TV sets for HRC Head office (Security Purpose)	2	G	Yes	RFQ	NAD 50,000.00	Sep-23	Section 32 (1) (a)
106	Procurement of LCD projectors for head office HRC	1	G	Yes	RFQ	NAD 50,000.00	Oct-23	Section 32 (1) (a)
107	Procurement of Vehicle S/Cab for HRC	1	G	Yes	ONB	NAD 500,000.00	Aug-23	Section 29 (a)
Total:						\$ 26,426,538.47		

Directorate of Education, Arts and Culture

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1	Procurement of cleaning materials for schools, hostels, Regional Office, Circuit Office, TRC's, LLL and Libraries	1	G	Yes	EPE	NAD 1,170,554.00	Jul-23	Section 34(a)(g)
2	Procurement of stationery for Regional Office, Circuit Office, TRC's, LLL	1	G	Yes	EPE	NAD 1,055,000.00	Jul-23	Section 34(a)(g)
3	Catering, payment of Training of Trainer for Chief Hostel Matrons and Catering Matrons on basic hygiene and food handling.	1	NCS	Yes	RFQ	NAD 30,000.00	Jul-23	Section 32 (1) (a)
4	Catering and payment of Training of Trainer for NSFP Focal Teachers	1	NCS	Yes	RFQ	NAD 10,000.00	Aug-23	Section 32 (1) (a)
5	Procurement of gas for hostels (hostel catering budget)	60	G	Yes	RFQ	NAD 130,000.00	Aug-23	Section 32 (1) (a)
6	Fumigation of Hostels	20	NCS	Yes	ONB	NAD 150,000.00	Sep-23	Section 29 (a)
7	Procurement of Tango Recharge Vouchers (Utilities)	1	G	Yes	EPE	NAD 170,000.00	Sep-23	Section 34 (a) (g)
8	Procurement of protective clothing for cleaners, labourers and drivers hostels, schools offices and Archive	1	NCS	Yes	EPE	NAD 500,000.00	Jul-23	Section 34(a)(g)

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9	Fencing equipment, Gardening equipment, seeds for Gardening project at the Regional Office	1	G	Yes	RFQ	NAD 50,000.00	Sep-23	Section 29 (a)
10	Procurement of Accessories for maintenance of Vehicles, Vehicle licence renewal, fuel	23	G/NCS/	Yes	RFQ	NAD 2,000,000.00	April 2023-March 2024	Section 32 (1) (a)
11	Procurement of Notice Board Wall mounted Board, Road sign boards, Flag poles PAD,RHB TRC & HRM, Naukluft Circuit	1	G	Yes	RFQ	NAD 100,000.00	April 2023-March 2024	Section 32 (1) (a)
12	Procurement of furniture and Equipment i.e. chairs, tables, file cabinets, IT Equipment and accessories, rental of photocopy machines, IT materials and spare parts for Regional Office, Circuit Office and LLL	1	G	Yes	ONB	NAD 1,000,000.00	Sep-23	Section 29 (a))
13	Advance and defensive driving training for drivers	5	SC	Yes	RFQ	NAD 25,000.00	Aug-23	Section 32 (1) (a)
14	Training for Switchboard Operator	1	SC	Yes	IQ	NAD 5,000.00	Sep-23	Section 38 (1)
15	Security Services at Schools/hostels	1	NCS	Yes	ONB	NAD 9,587,212.00	Jul-23	Section 29 (a)
16	Procurement of materials for the Construction for parking shades for bus and Truck Education Building, Mariental TRC	1	W	Yes	RFQ	NAD 84,000.00	Aug-23	Section 32 (1) (a)
17	Service and installation of Air conditioners Replacements of parts at Mariental TRC	1	W	Yes	ONB	NAD 250,000.00	Jun-23	Section 29 (a)
18	Catering for Training of Teachers on how to assess learners with learning difficulties RSC-SE	1	NCS	Yes	RFQ	NAD 25,000.00	17-21 April 2023	Section 32 (1) (a)
19	Meals and accommodation for Rukonga Vision School-SE (Workshop catering Secondary)	19	NCS	Yes	RFQ	NAD 100,000.00	Sep-23	Section 32 (1) (a)
20	Catering Parents meeting/learners assessment. RSC-SE	8	NCS	Yes	RFQ	NAD 15,000.00	April 2023- March 2024	Section 32 (1) (a)
21	Catering for Regional Career Fair- RSC-SE	1	NCS	Yes	RFQ	NAD 40,000.00	10-11 May 2023	Section 32 (1) (a)
23	Catering for training of LS Teachers(Training on Responding to Violence in Schools)	1	NCS	Yes	RFQ	NAD 20,000.00	31-Jul-23	Section 32 (1) (a)
24	Catering for Mf/MC Capacity Building Workshop-Race	1	NCS	Yes	RFQ	NAD 20,000.00	Sep-23	Section 32 (1) (a)

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25	Catering for training of LS Teachers(Training on how to complete Monitoring forms, counselling, D's forms, Cumulative Record Cards) RSC	1	NCS	Yes	RFQ	NAD 10,000.00	16-20 October 2023	Section 38 (1)
26	Train culture entrepreneurs in basic business skills. Culture	1	NCS	Yes	RFQ	NAD 15,000.00	April-May 23	Section 38 (1)
27	Basic curatorship training for Youth and community- with vision to set up a community museum for Mariental- Culture	1	NCS	Yes	RFQ	NAD 20,000.00	May-Jun. 23	Section 32 (1) (a)
28	Indigenous Games Catering / Tents etc. -Culture-	1	NCS	Yes	RFQ	NAD 10,000.00	Jun. -Jul. 23	Section 38 (1)
29	Youth for Culture (Y4C) Program, activities for Youth in Mariental. Culture	1	NCS	Yes	RFQ	NAD 10,000.00	Jul.-Aug. 23	Section 38 (1)
30	National Heritage Week Celebration-Culture- Amperbo	1	NCS	Yes	RFQ	NAD 20,000.00	Aug-Sept. 2022	Section 32 (1) (a)
31	Poetry Evening- Arts	1	G	Yes	IQ	NAD 5,000.00	April-May 23	Section 38 (1)
32	Music Workshop Guitar and Keyboard	1	NCS	Yes	IQ	NAD 10,000.00	April-May 23	Section 38 (1)
33	Creative Writing Workshop	1	NCS	Yes	RFQ	NAD 10,000.00	May- June 23	Section 38 (1)
34	Follow-up Music Workshop Guitar and Keyboard	1	NCS	Yes	IQ	NAD 10,000.00	July-August 23	Section 38 (1)
35	Choir Conductors Workshop	1	NCS	Yes	RFQ	NAD 10,000.00	August-September 23	Section 38 (1)
36	Musicians and arts Practitioners Information Sharing Workshop	1	NCS	Yes	IQ	NAD 10,000.00	September- October 23	Section 38 (1)
37	Follow-up Creative Writing Workshop	1	NCS	Yes	RFQ	NAD 10,000.00	September- October 23	Section 38 (1)
38	Proposal Writing Workshop	1	NCS	Yes	RFQ	NAD 10,000.00	October- November 23	Section 38 (1)
39	Rehoboth Art Centre Concert	1	NCS	Yes	RFQ	NAD 10,000.00	October- November 23	Section 38 (1)
40	Meals for Adult Learners Week Celebration at Mariental, Lunch + Cool drinks)- Adult Education	250 people	NCS	Yes	RFQ	NAD 20,000.00	August-September 23	Section 32 (1) (a)
41	One Week Refresher Course for all NLPN and AUPE Promoters- Adult Education	1	NCS	Yes	RFQ	NAD 20,000.00	April-May 23	Section 32 (1) (a)
42	Induction of the new appointed staff members-Adult Education	1	NCS	Yes	RFQ	NAD 15,000.00		Section 38 (1)
43	One week FLP Promoters Initial training- Adult Education	1	NCS	Yes	RFQ	NAD 15,000.00	Dec23-Jan 24	Section 38 (1)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
44	One week NLPN and AUPPE Initial Promoters training- Adult Education International and National Celebration as library awareness campaign/ Outreach activities Once per library Youth Day (Gibeon library)(Lunch + Cool drinks) & the Girl Child activities.	1	NCS	Yes	RFQ	NAD 10,000.00	Nov-Dec 23	Section 38 (1)
45	International and National Celebration as library awareness campaign/ Outreach activities Once per library African child Day Maitahohle library)(Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	Aug-23	Section 38 (1)
46	International and National Celebration as library awareness campaign/ Outreach activities Once per library World Toilet day (Kalkrand library)(Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	May-June 23	Section 38 (1)
47	International and National Celebration as library awareness campaign/ Outreach activities Once per library World Food safety day (Mariental library)(Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	October- November 23	Section 38 (1)
48	International and National Celebration as library awareness campaign/ Outreach activities Once per library Youth Skills Day (Aranos library)(Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	September- October 23	Section 38 (1)
49	International and National Celebration as library awareness campaign/ Outreach activities Once per library Read a book Day (Rehoboth library)(Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	July-August 23	Section 38 (1)
50	International and National Celebration as library awareness campaign/ Outreach activities Once per library World TB Day (Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	August-September 23	Section 38 (1)
51	International and National Celebration as library awareness campaign/ Outreach activities Once per library World TB Day (Lunch + Cool drinks) & the Girl Child activities.	100 people per library	NCS	Yes	IQ	NAD 5,000.00	April 23- March 24	Section 38 (1)
52	Koha training	1	NCS	Yes	RFQ	NAD 30,000.00	May- June 23	Section 32 (1) (a)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
53	Record Management File Plan Training for Regional Office and Schools- Archives	2	NCS	Yes	RFQ	NAD 5,000.00	June- August 2023	Section 38 (1)
54	National/Regional Archive week celebration		NCS	Yes	RFQ	NAD 10,000.00	May- June 23	Section 38 (1)
55	Installation of Koha to the libraries	1	NCS	Yes	IQ	NAD 10,000.00	July-August 23	Section 38 (1)
56	Catering for HIV and AIDS Awareness and Health and Wellness Awareness Campaigns: Menstrual Health and Hygiene Day	1	NCS	Yes	RFQ	NAD 15,000.00	June- July 2023	Section 38 (1)
57	Catering for School Health Task Force Meeting	1	NCS	Yes	RFQ	NAD 5,000.00	June- July 2023	Section 38 (1)
58	Catering for Wellness Programme (Teenbuilding)	1	NCS	Yes	RFQ	NAD 57,000.00	July – August 2023	Section 32 (1) (a)
59	Catering for School Sport 4 Development Activities, Training of Drum Majorettes (Additional budget will be provided by the Ministry)	1	NCS	Yes	RFQ	NAD 40,000.00	July – Sept 2023	Section 32 (1) (a)
60	Catering for PE 4 Life Training (Additional budget will be provided by the Ministry)	1	NCS	Yes	RFQ	NAD 72,000.00	July 2023	Section 32 (1) (a)
61	Catering for Youth Conference	1	NCS	Yes	RFQ	NAD 20,000.00	September 2023	Section 32 (1) (a)
62	Catering for Regional Sports Events (Additional budget will be provided by the Ministry)	1	NCS	Yes	RFQ	NAD 50,000.00	April – July 2023	Section 32 (1) (a)
63	Refreshment and one meal to be provided for Principals, HECs and Invigilators training on conducting Credible National Examinations	1	NCS	Yes	RFQ	NAD 30,000.00	Jan-24	Section 32 (1) (a)
64	Refreshment and one meal to be provided for HEC and Cashiers training on conducting of online Examination registrations	1	NCS	Yes	IQ	NAD 10,000.00	Sep-23	Section 38 (1)
65	Procurement of Strong room Door for Daweb SS/ Development Budget	1	W	Yes	RFQ	NAD 30,000.00	Apr-23	Section 32 (1) (a)
66	Conduct Schoolboard refresher Training x3 Circuit Offices	1	NCS	Yes	RFQ	NAD 100,000.00	August-September 23	Section 32 (1) (a)
67	Training Newly appointed Principals and HODSx3 Circuit Offices	1	NCS	Yes	RFQ	NAD 50,000.00	August-September 23	Section 32 (1) (a)
68	Training of School Administrative Officers	1	NCS	Yes	RFQ	NAD 25,000.00		

Procurement No. (e.g. 1,2,3,...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
69	Circuit Teachers Conference and Awards Ceremony CircuitX3 Circuit Offices	1	NCS	Yes	RFQ	NAD 135,000.00	August-September 23	Section 32 (1) (a)
70	Refresher training on the Public Procurement Act, Act 15 of 2015, for procurement staff and Management	25		Yes	RFQ	NAD 125,000.00	Sep-23	Section 32 (1) (a)
71	Safes for General Services: Transport & Procurement	2	G	Yes	RFQ	NAD 10,000.00	Oct-23	Section 38 (1)
72	Procurement of Stationeries, Trophies, Medals, frames, Cartridges/toners, copy paper flowers, catering, outsourcing of printing booklets, programs and certificates, banners, live streaming services, renting of chairs/tables/chair-covers/red carpet, sound system for the Regional Awards Ceremony – March 2023-PD	1	G/NCS	Yes	RFQ	NAD 250,000.00	Nov-23	Section 32 (1) (a)
73	Procurement of Stationeries flowers, outsourcing of printing booklets and programs, livestreaming, ICT equipment, sound system, catering for the Stakeholders Conference- 2024-PD	1	G/NCS	Yes	RFQ	NAD 200,000.00	December 23- January 24	Section 32 (1) (a)
74	Procurement of ICT Equipment for Schools (Rehoboth HS, Pioneer SS, Rooiduin SS, PJ Tsitsab SS) -PD	4	G	Yes	ONB	NAD 2,300,000.00	June- July 2023	Section 29 (a)
75	Accounting JS Workshop-PD	1	NCS	Yes	IQ	NAD 10,500.00	septemehr 2023	Section 38 (1)
76	Renovation of ablution facilities at Piet Diegaardt (Funds from Head Office)	1	W	Yes	RFQ	NAD 490,000.00	Aug-23	Section 32 (1) (a)
77	Mathematics Workshop-PD	1	NCS	Yes	RFQ	NAD 16,500.00	septemehr 2023	Section 32 (1) (a)
78	SP Refresher Workshop Afrikaans 1st Lang.- PD	1	NCS	Yes	RFQ	NAD 16,500.00	June- July 2023	Section 32 (1) (a)
79	Regional ICT Integration Conference-PD	1	NCS	Yes	RFQ	NAD 100,000.00	April- May 23	Section 32 (1) (a)
80	Other workshops PD	1	NCS	Yes	RFQ	NAD 20,000.00	Aug-23	Section 32 (1) (a)
81	Regional Debating Competition (Gr 8-11) -PD	1	NCS	Yes	IQ	NAD 8,000.00	May- June 2023	Section 32 (1) (a)
82	English Refresher Training -PD	1	NCS	Yes	RFQ	NAD 16,500.00	May- June 2023	Section 32 (1) (a)
83	Natural Sciences: Workshops NSHE-PD	2	NCS/G	Yes	RFQ	NAD 16,500.00	May- June 2023	Section 32 (1) (a)
84	Khoekhoegowab L1 Workshops-PD	2	NCS/G	Yes	RFQ	NAD 16,500.00	May- June 2023	Section 32 (1) (a)
85	Regional Science Fair-PD	1	NCS/G	Yes	RFQ	NAD 60,000.00	May- June 2023	Section 32 (1) (a)
86	Physical Sciences: Physics, Chemistry Workshops-PD	3	NCS	Yes	RFQ	NAD 16,500.00	May- June 2023	Section 32 (1) (a)
87	Social Sciences: -PD	3	NCS	Yes	RFQ	NAD 16,500.00	June- July 2023	Section 32 (1) (a)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (Include lots if applicable)	Quantity	Procurement Category	Is the 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)
88	JP Workshops/Trainings (Jolly Phonics, Revised Curriculum, Novice Teachers) -PD	3	NCS	Yes	RFQ	NAD 50,000.00	January- February 2024	Section 32 (1) (a)
89	Afrikaans & Mathematics Conference Registration Fees -PD	2	NCS	Yes	IQ	NAD 6,000.00	May- June 2023	Section 38 (1)
90	The renovation of the Rehoboth Arts Centre- Oanob C/O	1	W	Yes	RFQ	NAD 50,000.00	Aug-23	Section 32 (1) (a)
91	Rewire the electricity of Malatsohe Library and Rev Schmidt PS	1	W	Yes	RFQ	NAD 120,000.00	Oct-23	Section 32 (1) (a)
92	Advertising of Vacancies and Procurement Bids in Local Newspapers	3	NCS	Yes	RFQ	NAD 50,000.00	April 23- March 24	Section 38 (1)
93	Customer Care Training	13	NCS	Yes	IQ	NAD 15,000.00	April 23- March 24	Section 38 (1)
94	Refreshments during Interviews- HRM	50	NCS	Yes	IQ	NAD 15,000.00	April 23- March 24	Section 38 (1)
95	Refreshments during Induction and orientation- HRM	1	NCS	Yes	IQ	NAD 15,000.00	April 23- March 24	Section 38 (1)
96	HR Retreat and Teambuilding	13	NCS	Yes	IQ	NAD 15,000.00	Sep-23	Section 38 (1)
97	Employee Wellness Manual- HRM	1	G	Yes	IQ	NAD 10,000.00	Oct-23	Section 38 (1)
98	Anti-Virus- Regional Office & TRC& Libraries	20	NCS	Yes	RFQ	NAD 40,000.00	April 23- March 24	Section 38 (1)
99	Procurement of Vehicles for Directorate	9	G	Yes	ONB	NAD 4,600,000.00	April 23- March 24	Section 29 (a)
100	School Furniture/ Equipment (Servers for Schools, Teachers Furniture and Color Plastic Chairsx 200)	1	G	Yes	ONB	NAD 1,400,000.00	Sep-23	Section 29 (a)
101	Holiday School	1	NCS/G	Yes	RFQ	NAD 400,000.00	Oct-23	Section 32 (1) (a)
102	Science Equipment	1	G	Yes	ONB	NAD 375,000.00	Nov-23	Section 29 (a)
103	Technical School Machineries	1	G	Yes	ONB	NAD 500,000.00	Jul-23	Section 29 (a)
104	Textbooks	1	G	Yes	DP	NAD 865,000.00	Jun-23	Section 36 (2) (a)
105	School Stationeries (Photocopy papers 6 000 reams, Practical materials for Exams)	1	G	Yes	EPE	NAD 4,160,878.00	April 23- March 24	Section 34 (a)(g)
106	Pasel	1	NCS	Yes	DP	NAD 300,000.00	September 2023	Section 36 (2) (a)
107	Training of Caretakers, Cleaners and Labourers	1	NCS	Yes	RFQ	NAD 40,000.00	Aug-23	Section 32 (1) (a)
108	Stocktaking Training for stocktaking board members	1	NCS	Yes	RFQ	NAD 20,000.00	Sep-23	Section 32 (1) (a)
109	Materials to repair cold rooms and freezer rooms at Hostels	19	G	Yes	RFQ	NAD 150,000.00	Jul-23	Section 32 (1) (a)
110	Materials to repair and Replace of Kitchen equipment at Hostels	19	G	Yes	RFQ	NAD 150,000.00	Jul-23	Section 32 (1) (a)
111	Maintenance materials for repair of schools and Hostel	84	G	Yes	RFQ	NAD 100,000.00	Jul-23	Section 32 (1) (a)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (Include lots if applicable)	Quantity	Procurement Category	Is the 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)
112	Service of fire extinguishers at schools, Hostels, Circuit Offices, Libraries and TRC's	1	NCS	Yes	RFQ	NAD 100,000.00	Aug-23	Section 32 (1) (a)
113	Building and maintenance Tools and equipment	1	G	Yes	RFQ	NAD 50,000.00	Sep-23	Section 32 (1) (a)
Total						NAD 34,801,644.00		

Sub-Division of Maintenance

Procurement No. (e.g. 1,2,3...)	Description of Procurement (Include lots if applicable)	Quantity	Procurement Category	Is the 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	Procurement of Photocopy Paper	1	G	Yes	RFQ	NAD 19,500.00	Jul-23	Section 32 (1) (a)
2	Procurement of Stationary for the 4 Offices in Hardap Region	1	G	Yes	RFQ	NAD 19,500.00	Oct-23	Section 32 (1) (a)
3	Procurement of Laptop, PC's , Cartridges, Toners for Printers, fax machines for the 4 offices in the Region.	41	G	Yes	RFQ	NAD 40,500.00	Jul-23	Section 32 (1) (a)
4	Procurement of Protective Clothing for Maintenance Division	1	G	Yes	RFQ	NAD 30,000.00	Aug-23	Section 32 (1) (a)
5	Procurement of Cleaning Materials	1	G	Yes	RFQ	NAD 50,000.00	Jun-23	Section 32 (1) (a)
6	Carpentry Materials for Maintenance Division	1	G	Yes	RFQ	NAD 50,000.00	Jun-23	Section 32 (1) (a)
7	Electrical materials for Maintenance Division		G	Yes	RFQ	NAD 64,500.00	Jun-23	Section 32 (1) (a)
8	Mechanical materials for Maintenance Division		G	Yes	RFQ	NAD 72,000.00	Jun-23	Section 32 (1) (a)
9	Procurement of Civil Materials for Maintenance Division		G	Yes	RFQ	NAD 77,000.00	Jun-23	Section 32 (1) (a)
10	Procurement of Civil Works		W	Yes	RFQ	NAD 100,000.00	Aug-23	Section 32 (1) (a)
11	Procurement of Electrical Works		W	Yes	RFQ	NAD 150,000.00	July, September, Nov 2023	Section 32 (1) (a)
12	Procurement of Mechanical Works		W	Yes	ONB	NAD 100,000.00	Jul-23	Section 29 (a)
13	All Transport services for Maintenance division		NCS	Yes	ONB	NAD 150,000.00		Section 29 (a)
14	Training and wellness for Staff of Maintenance Division		NCS	Yes	RFQ	NAD 53,311.00	Jul-23	Section 32 (1) (a)
15	Catering for meeting held by Maintenance Division		NCS	Yes	IQ	NAD 10,500.00	Aug-23	Section 38 (1)
16	Utilities for Maintenance Division		NCS	Yes		NAD 350,000.00	Jul-23	Section 32 (1) (a)
17	Tools and supplies for Maintenance division	1	G	Yes	RFQ	NAD 20,000.00	Jul-23	Section 32 (1) (a)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
18	Servicing of Fire Extinguishers		NCS	Yes	RFQ	NAD 20,000.00	Aug-23	Section 32 (1) (a)
Total						NAD 1,376,811.00		

Sub-division: Rural Water supply: Sanitation Coordination								
Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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	Procurement of stationary for Water Supply	1	G	Yes	RFQ	NAD 60,000.00	Jul-23	Section 32 (1) (a)
2	Procurement of cleaning material for Water Supply	1	G	Yes	RFQ	NAD 40,000.00	Jul-23	Section 32 (1) (a)
3	Procurement of Protective clothing for Water Supply	1	G	Yes	RFQ	NAD 50,000.00	Jul-23	Section 32 (1) (a)
4	Procurement of tools and supplies	1	G	Yes	RFQ	NAD 50,000.00	Aug-23	Section 32 (1) (a)
5	Procurement of IT equipment and Photocopy machine for Water Supply	1	G	Yes	RFQ	NAD 40,000.00	Jul-23	Section 32 (1) (a)
6	Procurement of Materials and Supplies for Water Supply	1	G	Yes	RFQ	NAD 60,000.00	Jul-23	Section 32 (1) (a)
7	Procurement of Digital camera, projector, polisher, Fridge, microwave, Bin Board, Air Conditioners, Scanner, photocopy Machine, Flipchart stands, Desk Top, photo copy machine for Gilbeon office	1	G	Yes	RFQ			Section 32 (1) (a)
8	Renting of Photo Copy Machine	1	NCS	Yes	DP	NAD 100,000.00	Jul-23	Section 36 (2) (a)
9	Renting of Courier Services	1	NCS	Yes	DP	NAD 24,000.00	Aug-23	Section 36 (2) (a)
10	Repair, Service, Tyres, Batteries for DWSSC Vehicles	1	NCS	Yes	DP	NAD 200,000.00	Sep-23	Section 36 (2) (a)
11	Procurement of MTC credit	1	G	Yes	DP	NAD 19,800.00	Jul-23	Section 36 (2) (a)
12	Procurement Camping Equipment	1	G	Yes	IQ	NAD 15,000.00	Aug-23	Section 38 (1)
13	Supply and installation of Office Blinds	Various	NCS	Yes	RFQ	NAD 50,000.00	Jul-23	Section 32 (1) (a)
Total						NAD 714,800.00		

Sub-Division: Gender Equality, Poverty Eradication and Social Welfare

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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	Procurement of Office Entertainment Min. Gender	Various	G	Yes	IQ	NAD 6,000.00	Nov-23	Section 38 (1)
2	Regional Gender Permanent Task Force Meetings twice a year	2	NCS	Yes	RFQ	NAD 60,000.00	July, October 2023	Section 32 (1) (a)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
3	Workshops and Meetings Community Development	Various	NCS	Yes	RFQ	NAD 18,000.00	April, July, Oct, Feb 2023	Section 32 (1) (a)
4	Procurement of Cleaning materials for Min. Gender	Various	G	Yes	RFQ	NAD 70,000.00	April, July, Oct, 2023	Section 32 (1) (a)
5	Catering for Workshops and Trainings Social Protection	Various	NCS	Yes	RFQ	NAD 18,000.00	April, July, Oct, 2023	Section 32 (1) (a)
6	Materials for IGA Grants	Various	G	Yes	RFQ	NAD 77,000.00	Aug-23	Section 32 (1) (a)
7	Teaching and Learning Materials for ECD Centres	Various	G	Yes	RFQ	NAD 49,000.00	Oct-23	Section 32 (1) (a)
8	Procurement of Stationers for Min. Gender	Various	G	Yes	RFQ	NAD 60,000.00	May, Aug, October, Dec 2023	Section 32 (1) (a)
9	Production and Skills Training Catering/Materials needed for training	4	G	Yes	ONB	NAD 60,000.00	May, July, Sept, Nov 2023	Section 29 (a)
10	Procurement of Office Equipment	Various	G	Yes	RFQ	NAD 90,000.00	Aug-23	Section 32 (1) (a)
11	Procurement of Goods for Shelters/Emergencies	Various	G	Yes	IQ	NAD 10,000.00	May-23	Section 38 (1)
12	Procurement of Computer Stationeries	Various	G	Yes	RFQ	NAD 33,000.00	Aug-23	Section 32 (1) (a)
13	Procurement of Protective Clothing	Various	G	Yes	IQ	NAD 3,000.00	Sep-23	Section 38 (1)
14	Workshops: Training once a quarter	Various	NCS	Yes	RFQ	NAD 19,000.00	May, Aug, Oct, Dec 2023	Section 38 (1)
15	Male Engagement Training	1	NCS	Yes	RFQ	NAD 20,000.00	Feb-24	Section 32 (1) (a)
16	Catering for women in business trainings	1	NCS	Yes	IQ	NAD 5,000.00	Jul-23	Section 38 (1)
17	Services of Air-conditioners/ replacing of Electrical appliances	1	NCS	Yes	IQ	NAD 10,000.00	Sep-23	Section 38 (1)
18	Constituency Gender Permanent Task force Meetings (One Meeting per Quarter)	4	NCS	Yes	RFQ	NAD 64,000.00	April, July, Oct 2023 & Jan 2024	Section 32 (1) (a)
19	GBV Stakeholder Training	2	NCS	Yes	IQ	NAD 10,000.00	July 2023 & Feb 2024	Section 38 (1)
20	Human Trafficking Day (TIP)	1	NCS	Yes	RFQ	NAD 20,000.00	Jun-23	Section 32 (1) (a)
21	Campaign against GBV for 16 days	1	NCS	Yes	RFQ	NAD 20,000.00	Sep-23	Section 32 (1) (a)
22	Catering for the International Human rights Day/ Namibia Woman's Day	1	NCS	Yes	RFQ	NAD 20,000.00	Oct-23	Section 32 (1) (a)
23	Catering International Women's day	1	NCS	Yes	RFQ	NAD 20,000.00	Feb-24	Section 32 (1) (a)

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
24	Catering: Constituency and Regional Child Care and Protection Forum (CCPF) Meetings per Quarter	4	NCS	Yes	RFQ	NAD 31,000.00	May, Aug, Oct 2023 & Feb 2024	Section 38 (1)
25	Maintenance, repairs and services of motor vehicles	1	NCS	Yes	IQ	NAD 3,000.00	Sep-23	Section 38 (1)
26	Catering for Religious/Traditional Leaders Training	1	NCS	Yes	RFQ	NAD 20,000.00	Oct-22	Section 32 (1) (a)
27	Catering: Namibian/African Child Day/ Safer Internet Day	3	NCS	Yes	RFQ	NAD 30,000.00	June, Sept 2023 & Jan 2024	Section 32 (1) (a)
28	Catering for Official Events	1	NCS	Yes	IQ	NAD 5,000.00	Sep-22	Section 38 (1)
29	Catering for Wellness Events	1	NCS	Yes	IQ	NAD 10,000.00	Sep-22	Section 38 (1)
30	Printing Services	1	NCS	Yes	IQ	NAD 3,000.00	Aug-23	Section 38 (1)
Total						NAD 864,000.00		

Sub-Division: Information & Communication

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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	Trainings for the MPCC's centres (Catering)		G	Yes	IQ	NAD 15,000.00	August	Section 38 (1)
2	Cartridge for Printer		G	Yes	IQ	NAD 4,000.00	June	Section 38 (1)
3	Procurement of Media Equipment (Roaming Mic's, Speakers, Photography Camera's, Complete Video Camera's and Microphones)	various	G	Yes	RFQ	NAD 69,000.00	June	Section 32 (1) (a)
4	Procurement of Materials and Supplies	Various	G	Yes	EPE	NAD 11,000.00	May	Section 34 (a) (g)
5	Procurement of Duplicate Office Keys	Various	G	Yes	IQ	NAD 2,000.00	May	Section 38 (1)
6	Procurements of Photocopy paper	Various	G	Yes	EPE	NAD 8,000.00	May	Section 34 (a) (g)
7	Procurement of Light Reflectors	2	G	Yes	IQ	NAD 3,000.00	May	Section 38 (1)
8	Procurement of ICT Equipment	2	G	Yes	RFQ	NAD 58,500.00	May	Section 32 (1) (a)
12	Procurement of Portable Speaker	1	G	Yes	IQ	NAD 12,000.00	May	Section 38 (1)
13	Procurement Air corn to be fixed office number 3	1	G	Yes	IQ	NAD 4,000.00	May	Section 38 (1)
14	Procurement of Rechargeable battery	4	G	Yes	IQ	NAD 2,000.00	May	Section 38 (1)
17	iMac, the cheapest available installed with latest final cut 10 and Adobe suite	1	G	Yes	RFQ	NAD 35,000.00	June	Section 32 (1) (a)
18	DJI Jimbal stabilizer for handheld camera and cellphone shoot	1	G	Yes	IQ	NAD 3,500.00	June	Section 38 (1)
Total						NAD 227,000.00		

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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)
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Sub-Division: Land Reform

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the 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	Provision of office cleaning materials (toilet papers, toilet bowl cleaner, pine gel, bleach, floor polish non-slip, Furniture oil, Air freshener, Sunlight liquid, broom, electrical mop, leather chairs polish, masks, gloves, tile cleaner, insect killer (doom), window-lene, spirit, black plastic bag, etc.	Various	NCS	Yes	EPE	NAD 50,000.00	01/05/2023	Section 32 (1) (a)
2	Provision of office stationeries (Photocopy paper, counter books, Envelopes, files, paper trays, permanent markers, pens, pencils, rulers, scissors, staples, rechargeable batteries, bostick, paper clips, sticky note, flipchart, flipchart stand, highlighters, sellotape sign here stickers, laser pointer, Attendance register and trip authority books, GPS devices, heavy duty stapler, etc.)	Various	NCS	Yes	EPE	NAD 80,000.00	01/05/2023	Section 34 (a) (g)
3	Provision of printer toners and cartridges	Various	NCS	Yes	RFQ	NAD 30,000.00	01/05/2023	Section 32 (1) (a)
4	Meeting venues and Catering services (Land board meetings and allowances, ad hoc meetings, investigations, hearings, etc.)	Various	NCS	Yes	RFQ	NAD 76,000.00	01/05/2023	Section 32 (1) (a)
5	Provision of paper shredder for the office	Various	NCS	Yes	RFQ	NAD 20,000.00	01/05/2023	Section 32 (1) (a)
6	Fleet Management, jumping cables, compressor	Various	NCS	Yes	RFQ	NAD 318,000.00	01/05/2023	Section 36 (2) (b) - Direct procurement. Fleet for Lands Division is managed through Standard Bank of Namibia
8	Supply of office Computers(5) and printers (2)	Various	NCS	Yes	RFQ	NAD 50,000.00	01/05/2023	Section 32 (1) (a)
9	Uniforms, protective clothing, boots	Various	NCS	Yes	EPE	NAD 40,000.00	01/05/2023	Section 34 (a) (g)
10	Provision of office furnitures (2x High back swivel leather chairs, 2x visitors chairs, round table with 4 chairs, office table for DP office)	Various	NCS	Yes	EPE	NAD 20,000.00	01/05/2023	Section 34 (a) (g)

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11	Renovation of dining area of regional office boardroom	Various	W	Yes	RFQ	NAD 50,000.00	01/05/2023	Section 32 (1) (a)
12	Signage board with regional office name by the entrance	Various	W	Yes	RFQ	NAD 50,000.00	01/05/2023	Section 32 (1) (a)
13	Production inputs for group resettlement projects	Various	NCS	Yes	RFQ	NAD 50,000.00	01/05/2023	Section 32 (1) (a)
14	Services of tractors at group resettlement projects	Various	W	Yes	RFQ	NAD 100,000.00	01/05/2023	Section 32 (1) (a)
15	Water rehabilitation at group resettlement projects	Various	W	Yes	RFQ	NAD 60,000.00	01/05/2023	Section 32 (1) (a)
16	Light bulbs, pad locks, locks, glass windows, putty, extension cables, multi-plugs	Various	NCS	Yes	RFQ	NAD 20,000.00	01/05/2023	Section 32 (1) (a)
17	Desktop computers	Various	NCS	Yes	RFQ	NAD 41,000.00	01/05/2023	Section 32 (1) (a)
18	Kitchen Utensils (cups, plates, glasses, spoons, forks, knives, dish cloth, tray, etc.)	Various	NCS	Yes	RFQ	NAD 20,000.00	01/05/2023	Section 32 (1) (a)
19	Refurbishment of boardroom's dining area	Various	NCS	Yes	RFQ	NAD 50,000.00	01/05/2023	Section 32 (1) (a)
Total:						NAD 1,125,000.00		

Recommended- Chairperson Procurement Committee (Name):	Signature:	Date:
Approved - Accounting Officer (Name):	Signature:	Date: