



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE

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Enquiries: Mr.JK.Embula.....

01 June 2022

Hon. Ipumbu Shiimi
Minister of Finance
Private Bag 13259
Windhoek

Att: Head of Procurement Policy Unit

**SUBJECT: SUBMISSION OF ANNUAL PROCUREMENT PLAN 2022/2023
FINANCIAL YEAR**

1. The above mentioned subject refers.
2. Please find attached an Annual Procurement Plan prepared in accordance with section 25(4) of the Public Procurement Act, 2015 (Act no. 15 of 2015), which states that an Accounting Officer must engage in procurement planning, plan each step of the procurement process, and prepare an annual procurement plan.
3. As a result, the Ministry requests that the Procurement Policy Unit approves the attached Annual Procurement Plan for 2022/2023 Financial Year.
4. Your understanding in this regard will be highly appreciated.

Yours sincerely,


Ms Esther N. Lusepani
EXECUTIVE DIRECTOR





Republic of Namibia
Annual Procurement Plan

Name of Public Entity: MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE		Financial Period: 2022/2023						
Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved for local sourcing Directive	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Supply and delivery of Newspapers for senior management	Various	G	Yes	DP	20,000.00	Apr 2022-Mar 2023	Limited/specific suppliers i.e New Era, the Namibian etc
2	Supply and delivery of Stationeries for office use	Various	G	Yes	RFQ	1,404,000.00	Apr 2022-Mar 2023	Some items to be procured from Government Stores/Retailer shops
3	Medical Supplies	Various	G	Yes	RFQ	188,000.00	Apr 2022-Mar 2023	Some items to be procured from Government Stores/Retailer shops
4	Supply and delivery of Clean Mataterial for Ministerial Offices	Various	G	Yes	RFQ	3,048,000.00	Apr 2022-Mar 2023	Some items to be procured from Government Stores/Retailer shops
5	Computer Stationery of Ministerial Offices	Various	G	Yes	OAB	2,617,000.00	Apr 2022-Mar 2023	N/A
6	Procurement of General Office Supplies for Ministerial Offices	Various	G	Yes	RFQ	200,000.00	Apr 2022-Mar 2023	Some items to be procured from Government Stores/Retailer shops
7	Supply and delivery of Protective Clothing for field workers	Various	G	Yes	EPE	39,000.00	Apr 2022-Mar 2023	Items to be procured from Government Stores
8	Children's Cloths for Namibia Childrens Home and After School Centre's	Various	G	Yes	RFQ	478,000.00	Apr 2022-Mar 2023	Some Items to be Procured from WIBA and Retailers
9	Provision for Repair/Maintenance of own fleet and GRN garage vehicles	Various	NCS	Yes	DP	1,140,000.00	Apr 2022-Mar 2023	To Procure from Government Garage & Agencies
10	Provision for Miscellaneous any related vehicle expenses	Various	NCS	Yes	RFQ	260,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
11	Maintenance/ repairs on ITC equipment	Various	NCS	Yes	RFQ	242,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
12	Maintenance General on Ministerial building	Various	NCS	Yes	RFQ	800,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
13	Provision for payment of Trainings & workshops	Various	NCS	Yes	RFQ	1,770,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
14	Provision for payment of Wellness programmes	Various	NCS	Yes	RFQ	200,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
15	Provision for payment of Advertising	Various	NCS	Yes	DP	963,000.00	Apr 2022-Mar 2023	Limited/specific suppliers i.e New Era, the Namibian etc
16	Provision for payment of Communication services	Various	NCS	Yes	RFQ	50,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
17	Coordination of NAC (conference facilities	Various	NCS	Yes	RFQ	280,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective

Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved for local sourcing Directive	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
18	Provision for payment of Entertainment for Honourable Minister, Deputy Ministers, Executive Director, Deputy Executive Director and Directors	Various	G	Yes	RFQ	296,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
19	Procurement of items for Refreshment for Minister, Deputy ministers, Executive Director, Deputy Executive Director and Directors	Various	G	Yes	RFQ	201,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
20	Consultancy services	Various	CS	Yes	RFP	950,000.00	Apr 2022-Mar 2023	N/A
21	Provision for Security Contracts for offices	1	NCS	Yes	OAB	8,352,000.00	Apr 2022-Mar 2023	N/A
22	Procurement of non-food items for shelters/ Place of Safety	Various	NCS	Yes	RFQ	80,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
23	Provision for payment Special Programmes (Community Development)	Various	NCS	Yes	RFQ	1,749,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
24	Procurement of items for Sports Activities (Namibia Childrens Home and After School Centre)	Various	NCS	Yes	RFQ	120,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
25	Provision for payment of services for Trafficking in Persons (Events Management, printing and catering services)	Various	NCS	Yes	RFQ	100,000.00	Jun-22	Various activities. Thus, OAB not cost effective
26	Provision for payment of activities Gender Task Force (Conference facilities)	Various	NCS	Yes	RFQ	686,000.00	May-22	Various activities. Thus, OAB not cost effective
27	Provision for payment of activities GBV Campaign (printing, catering, events management)	Various	NCS	Yes	EPE	5,003,000.00	Jun-22	MICT and NBC
28	Provision for payment of activities Gender Respons Budget	Various	NCS	Yes	RFQ	400,000.00	May-22	Various activities. Thus, OAB not cost effective
29	Provision for payment of activities Women in Politics (Conference facilities)	Various	NCS	Partial	RFQ	100,000.00	Jun-22	Various activities. Thus, OAB not cost effective
30	Provision for needs at Shelters (Equipment and furniture)	Various	G	Yes	RFQ	2,000,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
31	Provision of Single Registry Implementation	Various	NCS	Yes	RFQ	1,500,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
32	Provision of Educarer Training	Various	NCS	Yes	RFQ	600,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
33	Provision for DNA Testing/Phys support	Various	NCS	Yes	DP	137,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
34	Provision for Flowers/gifts	Various	G	Yes	RFQ	10,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective

Procurement No. (e.g. 1.2.3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved for local sourcing Directive	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
35	Provision for activities of WIBA	Various	NCS	Yes	RFQ	310,000.00	Oct-22	Various activities. Thus, OAB not cost effective
36	Procurement of Software licences for office use	Various	NCS	Yes	RFQ	1,200,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
37	Privatization of pension payment	1	NCS	Yes	OAB	94,683,000.00		N/A
38	Procurement of items for Individual Support to vulnerable people	Various	G	Yes	RFQ	1,000,000.00	Apr 2022-Mar 2023	Different items such as Napies, Medicine, clothes etc
39	Provision for San 'Burial Services	Various	NCS	Yes	OAB	1,215,000.00	Apr 2022-Mar 2023	N/A
40	San Housing Provision	Various	G	Yes	RFQ	780,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
41	Provision for San advocacy and awareness	Various	G	Yes	RFQ	900,000.00	Apr 2022-Mar 2024	Various activities. Thus, OAB not cost effective
42	San feeding scheme	Various	G	Yes	OAB	49,100,000.00	Apr 2022-Mar 2023	above the Ministry's threshold, CPBN to adjudicate on behalf.
43	livelihood support project				OAB	4,400,000.00	Apr 2022-Mar 2023	N/A
44	Office Furniture	Various	G	Yes	RFQ	108,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
45	IT Soft/Hard Ware	Various	NCS	Yes	RFQ	1,440,000.00	Apr 2022-Mar 2023	Various activities. Thus, OAB not cost effective
						191,119,000.00		

Signature:  Date: 26/06/2022

Approved - Accounting Officer (Name): Esther N. Lusepani

 EXECUTIVE DIRECTOR
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