



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: MINISTRY OF GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL WELFARE		Financial Period: 2024-2025						
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	Flight tickets (domestic & foreign) for official purposes workshops, conferences, seminars ect for officials of the Ministry	Various	NCS	Yes	RFQ	2274000.00	15-Apr-24	Flights are undertaken on different dates by different Directorates
2	Supply and delivery of Newspapers for senior management	Various	NCS	Yes	DP	20000.00	29-Apr-24	To be bought directly from the producers
3	Supply and delivery of Stationeries for Head Office, (pens, rulers, notepads, books, paperclips, staples ect) for a period of 12 months	Various	G	Yes	ONB	1700000.00	06-May-24	N/A
4	Medical Supplies for Namibia Childrens Home, Shelters, Children with disabilities	Various	G	Yes	RFQ	170000.00	01-Jul-24	Various items to be bought from various sources, thus ONB not applicable
5	Supply and delivery of food and non-food items for Namibia Childrens Home and After School Centre		G	Yes	ONB	5400000.00	03-Jun-24	N/A
6	Supply and delivery of cleaning material (toiletpaper, detergents ect) for the Ministry, Namibia Childrens Home and After School Centre for a period of 12 months	Various	G	Yes	ONB	2600000.00	29-Apr-24	N/A
7	Computer Stationery (cartidges) for the Ministry for a period of 12 months	Various	G	Yes	ONB	2804000.00	06-May-24	N/A
9	Supply and delivery Protective Clothing for field workers	Various	G	Yes	EPE	88000.00	03-Jun-24	To be bought from Government Stores
10	Children's Cloths (casual wear and school uniform) for Namibia Childrens Home, After School Centre and Farm kaukurus)	Various	G	Yes	RFQ	440000.00	10-Jun-24	Various items to be bought from various sources, thus ONB not applicable
11	Provision for Repair/Maintenance of own fleet vehicles of the Ministry	Various	NCS	Yes	RFQ	1084000.00	27-May-24	Maintenance will be done on different brands of vehicles and at different intervals thus ONB not applicable
12	Rental/lease of photocopy machines for head office and regional offices of the Ministry for a period of 36 months	Various	NCS	Yes	ONB	8400000.00	22-Apr-24	N/A

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13	Maintenance on photocopier machines/ repairs on ITC equipment	Various	NCS	Yes	RFQ	198000.00	01-Jul-24	Various services as the identified need arises
14	General maintenance of the Ministerial Premises, Namibia Childrens Home, Afster school centre and farm kaukurus(fixing of pipe bursts, partitioning of board room ground floor, partitioning of reception areas, procurement of maintenance equipment)	Various	NCS	Yes	RFQ	1850000.00	03-Jun-24	Maintenance are done occasionally and differs from time to time thus ONB not applicable
15	Rental of office space to host staff members of the Ministry - Windhoek for a period of 36 months		NCS	NA	ONB	8596000.00	29-Apr-24	N/A
16	Conference facilities for Strategic planning and reviews	Various	NCS	NA	RFQ	500000.00	27-May-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
17	Conference facilities for validation workshop of Blueprint	Various	NCS	NA	RFQ	55000.00	22/04/2024	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
18	Conference facilities for stakeholder workshop on M&E framework	Various	NCS	NA	RFQ	45000.00	13-May-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
19	Confere venue/facilities for stakeholder workshop on M&E framework	Various	NCS	NA	RFQ	45000.00	02-Sep-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
20	Conference venue/facilities for consultation workshop on Cash Based Income Grant	Various	NCS	NA	RFQ	50000.00	05-Aug-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
21	Conference venue/facilities for validation workshop on Cash Based Income Grant	Various	NCS	NA	RFQ	45000.00	02-Sep-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
22	Conference venue/facilities for Social Protection popularization workshop in Zambezi, Omaheke and Kunene Regions)	Various	NCS	NA	RFQ	150000.00	10-Jun-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
23	Conference venue/facilities to launch Social Protection programmes booklet	Various	NCS	NA	RFQ	80000.00	13-May-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
24	Conference venue/facilities to host validation workshop for Social Protection Policy implementation	Various	NCS	NA	RFQ	50000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
25	Sourcing of venue for training on CCCO on CCPA	Various	NCS	NA	RFQ	60000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers

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26	Sourcing of venue for training CCPA, Disability & Positive Parenting	Various	NCS	NA	RFQ		22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
27	Conference venue/facilities for debriefing of Social Workers (national)	Various	NCS	NA	RFQ	300000.00	02-Sep-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
28	Conference venue/facilities to host the Permanent Taskforce on Children and National Advisory Council on Children	Various	NCS	NA	RFQ	500000.00	06-May-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
29	Conference venue/facilities for the establishment of the research initiative for children in Namibia	Various	NCS	NA	RFQ	100000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
30	Conference venue/facilities for the development of theory of change and logic model for ending child marriage strategy	Various	NCS	NA	RFP	100000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
31	Conference venue/facilities for training on alternative care	Various	NCS	NA	RFQ	60000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
32	Conference venue for training of social workers (IEC)	Various	NCS	NA	RFQ	60000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
33	Provision of auditing services to organizations of Persons with Disabilities	Various	NCS	Yes	RB	83000.00	03-Jun-24	Suppliers are limited therefore direct sourcing from identified auditing firms
34	Conference and accommodation venue/facilities for OPDs meetings, workshops, disability forums, breakfast meetings and community meetings at various Regions	Various	NCS	Yes	RFQ	1629000.00	03-Jun-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
35	Catering services of Days of Disability and stakeholder engagements at various Regions	Various	NCS	Yes	RFQ	150000.00	27-May-24	Various forums at different Regions, thus ONB will not be suitable
36	Acquiring of venue and services for the Commemoration of International Human Rights Day (10 December 2024)(refreshments, printing of banners and caps, hiring of equipment)	Various	NCS	Yes	RFQ	350000.00	01-Oct-24	Various items will be catered for thus ONB is not suitable
37	Acquiring of venue and services for the Commemoration of International Human Rights Day (08 March 2024) (refreshments, printing of banners and caps, hiring of equipment)	Various	NCS	Yes	RFQ	350000.00	02-Jan-25	Various items will be catered for thus ONB is not suitable

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38	Conference, Accommodation and refreshment services for the National male engagement conference (Q3)	Various	NCS	Yes	RFQ	600000.00	03-Sep-24	Various items will be catered for thus ONB is not suitable
39	Conference and refreshment services for the training of male staff members on the male engagement training manual (Q2)	Various	NCS	Yes	RFQ	500000.00	03-Jun-24	Various items will be catered for thus ONB is not suitable
40	Conference, Accommodation and refreshment services for the training of Gender Focal Persons on Gender Responsive Budgeting (Q3)	Various	NCS	NA	RFQ	300000.00	05-Aug-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
41	Working session to finalise the National Gender Equality and Equity Policy (Q1)	Various	NCS	NA	RFQ	600000.00	12-Feb-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
42	Conference venue/ facilities & refreshments Gender Permanent Task Force: 1) National Cluster Meetings (Q1-Q4); 2) National Gender Permanent Task Force meeting (Q4); 3) Gender Advisory Committee Meeting (Q4)	Various	NCS	Yes	RFQ	300000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
43	Conference venue/facilities and refreshments for stakeholders sessions on the review and development of the National Gender Coordination Mechanism (Q3 and Q4)	Various	NCS	NA	RFQ	500000.00	12-Aug-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
44	Conference venue/facilities and refreshments for the stakeholders consultation on Solemn Declaration report and submission to AU	Various	NCS	NA	RFQ	100000.00	22-Apr-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
45	Design & layout and Printing the National Gender Equality and Equity Policy: (Q3)	Various	NCS	Yes	RFQ	500000.00	01-Aug-24	Different stages of printing to be sourced
46	Provision for payment of Wellness programmes (workshops, teambuilding activities)	Various	NCS	Yes	RFQ	20000.00	10-Jun-24	Various wellness activities are conducted at various intervals thus does not ONB not suitable
47	Provision for payment of advertisements of Ministerial events/affairs (news papers, radio, television ect)	Various	NCS	Yes	RFQ	1313000.00	06-May-24	Suppliers are limited therefore direct sourcing from suppliers
48	Provision for payment of Communication services via Public Relations Office	Various	NCS	Yes	RFQ	50000.00	17-Jun-24	Various services as the identified need arises

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49	Coordination of NAC (conference facilities)	Various	NCS	NA	RFQ	360000.00	10-Jun-24	The market for conference facilities are limited thus quotations be sourced directly from the suppliers
50	Provision for payment of entertainment Minister, Deputy Ministers, Executive Director	Various	NCS	Yes	RFQ	76000.00	20-May-24	Various items are needed for each Political Office Bearer
51	Procurement of items for Refreshment for Minister, Deputy Ministers, Executive Director, Deputy Executive Director and Directors	Various	G	Yes	RFQ	48000.00	20-May-24	Various items are needed for each Political Office Bearer
52	Procurement of items for individual support to vulnerable people/persons with disabilities(Nappies, diapers, toilets, showers, sunscreen)	Various	G	Yes	RFQ	4011000.00	10-Jun-24	Various items to be procured from different suppliers
53	San Burial Services/undertakings for a period of 36 months	Various	NCS	NA	ONB	3249000.00	02-Apr-24	N/A
54	Procurement of building material for housing provision of Marginalized Communities	Various	G	Yes	RFQ	2000000.00	01-Jul-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
55	Lease of student accommodation for Marginalized Communities for a period of 10 months (Khomas , Oshana, Kavango Wesr, Zambezi and Erongo Region)	Various	NCS	NA	ONB	3392000.00	29-Apr-24	N/A
56	Provision of sanitation services/facilities for Marginalized Communities	Various	G	Yes	RFQ	2000000.00	01-Jul-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
57	Supply and delivery of food items Marginalized Communities	Various	G	Yes	RFQ	225064000.00	01-Jul-24	Procurement currently with Central Procurement Board, however delays are experienced, thus the Ministry might procure for a period as per instruction from CPBN
58	Acquiring of services/goods for livelihood support for Marginalized Communities (water infrastructures: drilling of new boreholes & rehabilitation of old boreholes, acquiring of gardening material, coffin and craft making materials)	Various	NCS	Yes	RFQ	2223000.00	01-Jul-24	Various items and services to be procured from different suppliers and different Regions thus ONB not effective
59	San Advocacy and awareness (Dr-LAST and stakeholder engagement events ,catering services , hiring of equipment,printing)	Various	NCS	Yes	RFQ	1415000.00	08-Jul-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective

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60	Procurement of services/goods for Special Programmes (Community Development: gardening material, water infrastructure ect)	Various	G	Yes	RFQ	2220000.00	15-Jul-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
61	Consultancy services to review the registered Unit standards in Early Childhood Development and Care	Various	CS	Yes	RB	710000.00	02-Apr-24	Limited services
62	Consultancy services to develop programs for farm Kaukurus	Various	CS	Yes	RB	500000.00	29-Apr-24	Limited services
63	Consultancy services to develop a VAC Prevention Campaign	Various	CS	Yes	RB	500000.00	02-Dec-24	Limited services
65	Consultancy service to develop the new National Agenda for Children	Various	CS	Yes	RB	650000.00	22-Apr-24	Limited services
66	Consultancy service to develop the ending of child marriage strategy	Various	CS	Yes	RB	600000.00	22-Apr-24	Limited services
67	Consultancy services to evaluate Zero Hunger Roadmap	Various	CS	Yes	RB	500000.00	01-Oct-24	Limited services
68	Consultancy services for training of trainers on Gender Responsive Budgeting Curriculum	Various	CS	Yes	RB	700000.00	02-May-24	Limited services
69	Consultancy services for Editing the National Gender Equality and Equity Policy	Various	CS	Yes	RB	60000.00	08-Jul-24	Limited services
70	Supply of non-food items for shelters/Place of Safety	Various	G	Yes	RFQ	80000.00	24-Jun-24	Various goods and services to be procured from different suppliers and at different intervals as the need arises thus ONB not effective
71	Procurement of sports equipment for sports activities (Namibia Childrens Home and After School Centre)	Various	G	Yes	RFQ	150000.00	24-Jun-24	Various goods and services to be procured from different suppliers thus ONB not effective
72	Aquiring of services for Trafficking in Persons activities (Events Management, printing and catering services, procurement of food & non-food items)	Various	NCS	Yes	RFQ	880000.00	08-Jul-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
73	Provision for payment of activities Gender Task Force (Conference facilities)	Various	NCS	NA	RFQ	400000.00	03-Jun-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
74	Provision for payment of activities GBV Campaign (printing, catering, events mangement)	Various	NCS	Yes	RFQ	2508000.00	17-Jun-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective

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75	Provision for payment of activities Gender Response Budget (conference facilities)	Various	NCS	NA	RFQ	1000000.00	03-Jun-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
76	Provision for payment of activities Women in Politics (Conference facilities)	Various	NCS	NA	RFQ	400000.00	19-Aug-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
77	Office refreshments for events at the Ministry	Various	G	Yes	RFQ	247000.00	01-Jul-24	Various goods to be procured from different Directorates as the need arises thus ONB not effective
78	Provision for needs at shelters After School Centre, Namibia Childrens Home and Farm Kaukurus (Office equipment, gardening tools, furniture, kitchen supplies) Supply and delivery of food items at GBV/VAC/TIP survivors for a period of 12 months	Various	G	Yes	RFQ	5000000.00	20-May-24	Various goods and services to be procured from different suppliers and thus ONB not effective
79	Provision for DNA Testing/Physiological support	Various		NA	RB	48000.00	02-Sep-24	Limited suppliers
80	Provision for Flowers/gifts	Various		NA	RFQ	10000.00	02-Sep-24	Limited suppliers
81	Provision for activities of Women In Business Association (WIBA) (Conference facilities, catering services)	Various		Yes	RFQ	310000.00	09-Sep-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
82	Strategic plan reviews and planning workshops (Conference facilities)	Various		NA	RB	500000.00	01-Oct-24	Various Directorates request for planning and review meetings at different dates and different venues/towns
83	National Gender Policy Advocacy: Conference facilities	Various		NA	RB	800000.00		The market for conference facilities are limited thus quotations be sourced directly from the suppliers
84	Procurement of software licences for ICT equipment of the Ministry	Various		Yes	RFQ	1200000.00	09-Sep-24	Various software licences to be acquired
85	Trade fairs(payment of stands/facilities)	Various		NA	DP	60000.00	14-Oct-24	Specific suppliers
86	Acquiring of services for Single registry implementation (conference facilities, catering)	Various		Yes	RFQ	300000.00	01-Aug-24	Various goods and services to be procured from different suppliers and different Regions thus ONB not effective
87	Procurement of office furniture for Ministerial staff	Various		Yes	RFQ	1000000.00	10-Jun-24	Various goods to be procured for different Directorates
88	Procurement of IT hardware/software (desktops, laptops, printers, antivirus)	Various		Yes	ONB	5285000.00	01-Jul-24	N/A

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89	Acquisition of vehicles for the Ministry	Various		NA	ONB	10000000.00	03-Jun-24	N/A
90	Partitioning of board room for Security Staff	Various		Yes	RFQ	521000.00	01-Jul-24	To be executed in different phases
91	Servicing and maintenance of CCTV and Access Control systems and fire extinguishers at Head Office, After School Centre and Namibia Childrens Home for a period of 36 months	Various		Yes	RFQ	200000.00	03-Jun-24	Limited suppliers
Approved - Accounting Officer (Name): Ms MARTHA NBOMBO						378346000.00	Date: 22/04/2024	

