




Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Fisheries Observer Agency					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 Protective Clothing/Corporate Uniform and Observer Equipment: Callipers, Measuring tapes, knives and measuring boards	Various	G	Yes	OAB	617,640.00	10/02/2023	NA
2	Supply and Delivery of Consulting Services: External Auditing Services for the Financial Years ending 31 March 2022,2023 and 2024	3	CS	Yes	RFP	198,781.00	03/06/2022	All Local Registered Audit Firms are included in the Request for Proposal. Advertising costs saved by means of including all firms.
3	Supply and delivery of Cleaning Material and Cleaning services	Various	G	Yes	OAB	128,728.00	10/02/2023	NA
4	Supply and delivery of IT Support Services for 2 consecutive years (2022-2023 and 2023-2024)	2	NCS	Yes	RFQ	250,000.00	03/06/2022	All Local Registered IT Firms are included in the Request for Quotation. Advertising costs saved by means of including all firms.
5	Supply and delivery of Consulting services: Job Grading Evaluations, VIP and Pastel Consultations	Various	CS	Yes	OAB	215,000.00	As the need arises	NA
6	Supply and delivery of Annual License Renewals: Microsoft 365 Business Standard Licences, SAGE VIP Licenses, Pastel licenses and Motor Vehicle Licenses	Various	G	Yes	RFQ	130,008.00	As the need arises/before expiry dates	Most of the licenses can only be directly procured from Sole suppliers, for example: Natis Licenses,Sage VIP and Pastel licenses. All Local Registered IT Firms are included in the Request for Quotation.
7	Supply and delivery of Motor Vehicle Expenses/Repairs	Various	G	Yes	RFQ	209,640.00	As the need arises	Motor vehicles are serviced on their maintenance plans at the Original Suppliers, from which the motor vehicles are bought. Other repairs to vehicles are usually less than N\$2000 monthly. Advertising costs would be more than the ad hoc motor vehicle expenses.
8	Supply and delivery of Printing and Stationery for a period of 12 months	Various	G	Yes	OAB	220,214.00	10/02/2023	NA
9	Supply and delivery of Promotional Material	Various	G	Yes	RFQ	50,000.00	As the need arises	Promotional material are needed on an adhoc basis and not procured all at once. Advertising costs would be more than the promotional material needed at the time.
10	Supply and delivery of Office Equipment and Furniture and fittings	Various	G	Yes	OAB	145,780.00	10/02/2023	NA
11	Supply and delivery of Computer Equipment	Various	G	Yes	OAB	151,800.00	10/02/2023	NA
12	Supply and delivery of a New Database Software Program	1	G	Yes	OAB	287,200.00	10/02/2023	NA

Amount is per annum

Amount is per annum

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)
13	Advertising	Various	NCS	Yes	OAB	50,000.00	As the need arises	NA
14	Staff Welfare	Various	NCS	Yes	RFQ	70,000.00	As the need arises	Staff welfare is needed/procured on an adhoc basis and not procured all at once. Advertising costs would be more than the staff welfare expense incurred at the time.
15	Employee Training and development courses	Various	CS	Yes	OAB	518,165.00	As the need arises	NA
16	Supply and delivery of Services: Conference facilities	Various	NCS	Yes	RFQ	90,000.00	As the need arises	Conference facilities are needed/procured on an adhoc basis and not procured all at once. Advertising costs would be more than the conference facility needed at the time.
						3,332,956.00		
Approved - Accounting Officer (Name): Mr Stanley Ndara				Signature: 		Date: 08/02/2023		