



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: Electoral Commission of Namibia

Financial Period: 2024/2025

KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED

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 (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Supply and delivery of Flight Tickets for a period of 36 months	Various	NCS	Yes	ONB	665,000	15/08/2024	NA
2	Supply and delivery of Office stationaries and Cleaning Materials for a period of 36 months	Various	G	Yes	ONB	2,900,500	15/08/2024	NA
4	Supply of Kitchen accessories	Various	G	Yes	IQ	6,500	01/04/2024	Too costly to
5	Packaging Materials	Various	G	Yes	ONB	50,000	25/07/2024	NA
6	Supply and delivery of Uniforms	various	G	Yes	ONB	2,726,000	15/08/2024	NA
7	Vehicles parts and accessories	Vrious	G	Yes	EPE	10,000,000	01/04/2024-31/03/2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
8	Supply and delivery of Registration and Election Materials	various	G	Yes	ONB	5,910,000	25/07/2024	NA
9	Acquisition of Vehicles	34	G	Yes	ONB	25,000,000	26/07/2024	NA
10	Transport Services	various	G	No	EPE	13,254,000	01/04/2024-31/03/2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
11	Procuring of Airtime and Cellphone Charges	various	NCS	Yes	EPE	1,177,000	01-04-2024 - 3103-2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
12	Courier Services	various	NCS	Yes	EPE	1,350,000	01-04-2024 - 3103-2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)

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 (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
13	Servicing of Computers and Generators, Building Maintenance, electrical and Airconditioners upgrade	various	W	Yes	ONB	713,000	01-04-2024 - 31/03-2025	NA
14	Office/Property Rent (registration/polling venues)	various	NCS	Yes	DP	24,358,000	01-04-2024- 31-03-2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
15	Training Courses, Symposiums & Workshops	various	NCS	Yes	DP	2,686,000	01-04-2024 - 31-03-2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
16	Printing & Advertisement	Various	NCS	Yes	ONB	25,169,000	15/08/2024	NA
17	Printing of Ballot Papers	Various	NCS	No	OIB (INT)	2,904,000	25/07/2002	NA
18	Security System/Management	Various	G	Yes	ONB	1,200,000	15/08/2024	NA
19	Wellness Programmes	Various	G	Yes	RFQ	250,000	01-04-2024- 31/03-2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
20	Office Refreshments & Entertainments	Various	NCS	Yes	ONB	120,000	15/08/2024	NA
21	Office Furniture (tables & chairs) Voting booth and Equipment	Various	G	Yes	ONB	2,733,000	25/07/2024	NA
22	Consultation and Research	Various	CS	Yes	ONB	3,310,000	18/08/2024	NA
23	Consultation Risk Management	Various	CS	Yes	RB	200,000	01/04/2024- 31/03/02025	Is not efficient or practical for the procurement in question (sec.27 (4) b)
24	Communication, Media, Advertising, Marketing, and PR	Various	CS	Yes	ONB	2,000,000	15/08/2024	NA
25	Prpmotional/Corporate Gifts	Various	G	Yes	ONB	4,863,000	15/08/2024	NA

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 (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)	
23	Consultation Risk Management	Various	CS	Yes	RB	200,000	01/04/2024-31/03/2025	Is not efficient or practical for the procurement in question (sec.27 (4) b)	
24	Communication, Media, Advertising, Marketing, and PR	Various	CS	Yes	ONB	2,000,000	8/15/2024	NA	
25	Prpmotional/Corporate Gifts	Various	G	Yes	ONB	4,863,000	8/15/2024	NA	
26	Materials for People With Disabilities	Various	G	Yes	RFQ	2,685,000	8/15/2024	Is not efficient or practical for the procurement in question (sec.27 (4) b)	
27	Mobile Registration Kits	Various	G	No	DP	21,820,000	7/25/2024	Specially Manufactured Equipment (sole supplier)	
28	Voting Booth	Various	G	Yes	DP	300,000	7/25/2024	Is not efficient or practical for the procurement in question (sec.27 (4) b)	
29	Tents/Containers	Various	G	Yes	RFQ	100,000	7/25/2024	Is not efficient or practical for the procurement in question (sec.27 (4) b)	
						158,450,000			
Approved - Accounting Officer (Name): <i>Petrus Shamma</i>				Signature: <i>Petrus Shamma</i>					

