



Annual Procurement Plan

Financial Year: 2023/2024

Public Entity: Central Procurement Board of Namibia

1 Serial Number	2 Description (includes packages, lots if applicable)	3 Quantity	4 Procurement Method	5 Estimated Value (N\$)	6 Scheduled Date for Invitation of Bids	7 Scheduled Date for Award of Contract
1.	Electronic Devices & Airtime	Various	Direct procurement	360,000.00	Yearly	To be determined
2.	Cleaning Expenses	Various	Request for sealed quotation or Small value procurement	100,000.00	Quarterly	To be determined
3.	Small Tools & Consumables	Various	Request for sealed quotation or small value procurement	78,000.00	Quarterly	To be determined

4.	General Repairs & Maintenance	Various	Request for sealed quotation	60,000.00	On a need basis	To be determined
5.	Insurance Services	Various	Request for sealed quotation	198,000.00	May 2023	To be determined
6.	Photocopy rental	Various	Request for sealed quotation	619,200.00	June 2023	To be determined
7.	Printing & Stationery	Various	Request for sealed quotation	640,000.00	Quarterly	To be determined
8.	Vehicle- sedan	Various	Request for sealed quotation	350,000.00	May 2023	To be determined
9.	Motor Vehicle - Repairs & Maintenance	Various	Request for sealed quotation or Small value Procurement	90,000.00	On a need basis	To be determined
10.	Office Rental (Additional)	1	Execution by Public Entities	1,010,000.00	On a need basis	To be determined
11.	Building Repairs & Maintenance	Various	Request for sealed quotation or Small value Procurement	408,000.00	On a need basis	To be determined
12.	Security Services (Maintenance) CCTV	Ad hoc	Execution by Public Entity	200,000.00	On a need basis	To be determined

13.	Audit fees	Ad hoc	Request for sealed quotation or Request for Proposal	720,000.00	Annually	To be determined
14.	Accounting fees	Ad hoc	Request for sealed quotation or Request for Proposal	90,000.00	Annually	To be determined
15.	License & levies	Various	Request for sealed quotation, Direct Procurement, or Small Value Procurement	946,500.00	Annually	To be determined
16.	Provision for Information Technology consulting services	Various	Request for sealed quotation	200,000.00	Annually	To be determined
17.	Computer Expenses (Repair and Maintenance)	Various	Request for sealed quotation	100,000.00	On a need basis	To be determined
18.	IT Maintenance (IT Infrastructure and Network expansion)	Various	Request for sealed quotation	300,000.00	On a need basis	To be determined
19.	Procurement of Laptops	Various	Request for sealed quotation	500,000.00	May 2023	To be determined

20.	ERP System	Various	Request for sealed quotation or	2,870,000.00	On a need basis	To be determined
21.	Team Building and Employee Wellness	Various	Request for sealed Quotation or Request for Proposal	150,000.00	Quarterly	To be determined
22.	E-recruitment,	Various	Request for Proposal or Request for Sealed Quotation	100,000.00	On a need basis	To be determined
23.	Induction & Onboarding System	Various	Request for Proposal or Request for sealed Quotation	300,000.00	On a need basis	To be determined
24.	Job Evaluation, Grading & Salary Benchmarking	Various	Request for sealed Quotation or Request for Proposal	480,000.00	May-October 2023	To be determined
25.	Performance Management System	Various	Request for Proposal or Request for sealed Quotation	70,000.00	Ongoing	To be determined
26.	Skills Audit/ Competency Framework	Various	Request for sealed Quotation	50,000.00	On a need basis	To be determined
27.	Training & Development	Various	Request for sealed Quotation or Direct Procurement	1,030,000.00	On a need basis	To be determined

28.	Board Meetings Expenditures	Various	Request for sealed quotation or Small value Procurement	180,000.00	On a need basis	To be determined
29.	Office Furniture	Various	Request for sealed quotation or Small value Procurement	100,000.00	On a need basis	To be determined
30.	Shelving	Various	Request for sealed quotation	300,000. 00	On a need basis	To be determined
31.	Office equipment	Various	Request for sealed quotation	80,000.00	On a need basis	To be determined
32.	Procurement of a venue for the Quarterly Media briefing and Stakeholders Engagement with Public Entity Heads Luncheon	4	Request for sealed quotation	300,000.00	Quarterly	To be determined
33.	Procurement for Venue to Host launch of Website and Strategic Plan	Once Off	Request for sealed quotation	50,000.00	May 2023	To be determined

34.	Procurement for Exhibition space at the Nkurenkuru Expo	Once Off	Direct Procurement	15,000.00	May 2023	To be determined
35.	Procurement for a Venue to host Bidders Education Workshop in Nkurenkuru	Once Off	Request for sealed quotation	40,000.00	May 2023	To be determined
36.	Procurement of Venue to Host Stakeholders Engagement with Head of Procurements of Public Entities	Once Off	Request for sealed quotation	100,000.00	May 2023	To be determined
37.	Procurement for a venue to host a media induction	Once Off	Request for sealed quotation	100,000.00	May 2023	To be determined
38.	Procurement for a Venue for the BEC Workshop in Windhoek	Once Off	Request for sealed quotation	80,000.00	June 2023	To be determined
39.	Procurement of Exhibition Space: Ongwediva Trade Fair	Once Off	Direct Procurement	20,000.00	June 2023	To be determined
40.	Procurement of Exhibition Space: Windhoek Agricultural Show	Once Off	Direct Procurement	20,000.00	July 2023	To be determined
41.	Procurement for a Venue to Host Bidders Education Workshop in Swakopmund	Once Off	Request for sealed quotation	50,000.00	September 2023	To be determined

42.	Procurement of Exhibition space at the Swakopmund Trade Fair	Once Off	Request for sealed quotation	20,000.00	September 2023	To be determined
43.	Procurement for a venue for CPBN staff year-end function	Once Off	Request for sealed quotation	100,000.00	September 2023	To be determined
44.	Procurement of staff Christmas gifts	Once Off	Request for sealed quotation	40,000.00	September 2023	To be determined

Approved: Acting Accounting Officer Name: Mr. A. Ngavetene	Signature: 	Date: 28.04.2023
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