

Annual Procurement Plan

Financial Year:		2018/19					
Public Entity:		VETERANS AFFAIRS					
Serial Number	Description (includes packages, lots if applicable)	Quantity	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
1	Office Stationeries/General Office Supplies	Various items	Open Advertise Bidding	525 000	Sep-18	Oct-18	Contract for Financial Year 2018/19
2	Cleaning materials	Various items	Open Advertise Bidding	200 000	Sep-18	Oct-18	Contract for Financial Year 2018/19
3	Office Refreshments for various offices	6 Offices	Open Advertise Bidding	224 000	Sep-18	Oct-18	Contract for Financial Year 2018/19
5	Short Training courses, workshops and Symposiums	30 Staff Members	Request for Quotations	290 000	Annually (throughout the year)		Training of staff members
6	Qualifying courses	5 Staff Members	Direct	60 000	Annually (throughout the year)		Training of staff members
7	Crockery, cutlery, glasses & other related equipment	20 items	Small Value	5 000	Aug-18	Aug-18	Procured once-off
8	Transport (fuel, maintenance and rental)	34	Execution by Public Entities	2 184 000	Annually (throughout the year)		Government Garage
9	CCTV and Access control maintenance	34 cameras	Request for Proposals	180 000	Jul-18	Sep-18	Bidders that are vetted by the Namibian Central Intelligent Services
10	General Maintenance	14 Regions	Open Advertise Bidding	82 000	Apr-18	Sep-18	Contract for Financial Year 2018/19
11	Air Tickets / Travel Management Services	36 Trips	Open Advertise Bidding	145 000	Sep-18	Oct-18	Contract for Financial Year 2018/19
12	Advertisement	5 adverts	Restricted	35 000	Sep-18	Oct-18	Contract for Financial Year 2018/19
13	Printing Services (Name Tags, Booklets, Calendars)	4 Jobs	Sealed Quotation	45 000	Annually (throughout the year)		Procured as per MoVA needs
14	Anti-virus Software Maintenance	1	Sealed Quotation	48 000	Jan-19	Feb-19	To update the anti-virus for 250 computers
15	Installation & maintenance of Servers	4	Sealed Quotation	150 000	Sep-19	Sep-19	Installation of Windows Servers and maintenance services on servers for 12 Months
16	Utilities (excluding Photocopy Hire)	Various items	Direct Procurement	3 114 606	Annually (throughout the year)		Monthly charges for electricity, courier charges, cellular phones, Telephone, Po Boxes etc.
17	Voice recorders	3	Small value	6 000	Aug-18	Aug-18	To record interviews with veterans
18	Veterans Card Printer Ink Ribbons & media films	5	Sealed Quotation	250 000	Jul-18	Aug-18	Once-off, required for current printing needs for this F.Y

19	Medical Appliances	various items	Restricted	500 000	Annually as the need arises	Specialized equipment, directly solicit bids from service providers.
20	Funeral undertakers	200	Open Advertised Bidding	2 789 493	Sep-18	Contract for Financial Year 2018/19
21	Tombstones	7	Open Advertised Bidding	3 152 785	Sep-18	Contract for Financial Year 2018/19
22	Medical services	30	Direct	2 149 745	Annually (throughout the year)	Medical Doctors are specialised in certain fields Veterans that need medical treatment (medication) that is not available at the state
23	Individual Veterans Projects (IVP's)	216 Projects	Direct	43 286 886	Annually (throughout the year)	Veterans procure directly from Suppliers of their choice and present invoices to mova for Payment
24	Construction of Otjozondjupa Regional Office	1	Open Advertised Bidding	2 063 448	Oct-18	Commencement of documentation & Design
25	Construction at Etaka Recreational Facility	2	Open Advertised Bidding	1 968 276	Nov-18	Commencement of Construction works
26	Geo-Technical survey at Star Protection Services	1	Request for Proposals	80 000	Aug-18	Once-off exercise
27	Land-rezoning at SPS	1	Request for Proposals	40 000	Aug-18	Once-off exercise
28	Geographical surveying of Resettlement Farms	9	Open Advertised Bidding	500 000	Sep-18	Once off exercise
29	Supply and installation of Electrical Geysers (Housing & Resettlement Programme)	37	Sealed quotations	222 000	Sep-18	Source the list of suppliers from R/C and T/C
30	Printing of IVP Pre-printed Purchase Orders	10 000	Sealed quotations	14 721	Nov-18	5 Quotations to be obtained from suppliers in the Printing industry.
31	Budget Capping on the Project Register (enhancement to VFFMS Project Module)	1	Direct	176 800	Sep-18	Silnam to be contracted as per Procurement Act No. 15 of 2015, Section 36 (2) (b)
Estimated Grand Total Procurement Value for current year				64 487 760		

Vote 31, Veterans Affairs Annual Procurement Plan 2018/19

Submitted By: 
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 Procurement Management Unit: Chairperson

Date: 5/9/2018

Recommended By: 
 Ms. Catherine Shatiwa
 Procurement Committee: Chairperson

Date: 5/9/2018

Approved By: 
 Mr. Abraham ilonga
 Permanent Secretary

Date: 06.9.2018

