



REPUBLIC OF NAMIBIA

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**MINISTRY OF HIGHER EDUCATION, TRAINING AND INNOVATION**

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29 June 2018

Mrs. E. Shafudah  
Permanent Secretary  
Ministry of finance  
Private Bag 13259  
Windhoek  
Namibia

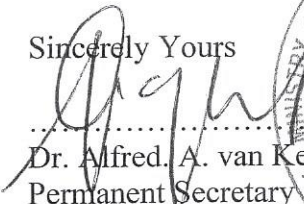
Att: Ms. Emilia

**SUBJECT: ANNUAL PROCUREMENT PLAN FOR MINISTRY OF HIGHER  
EDUCATION, TRAINING AND INNOVATION**

The above subject matters bear reference,

Pursuant to the Public Procurement Regulations 8 (2) (d) the Ministry of Higher Education, Training and Innovation herewith submits, the Ministerial Annual Procurement Plan for the financial year 2018/2019 for your consideration.

Sincerely Yours

  
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Dr. Alfred A. van Kent  
Permanent Secretary





Annual Procurement Plan

Financial Year: 2018/2019

Public Entity: MINISTRY OF HIGHER EDUCATION, TRAINING AND INNOVATION

1	2	3	4	5	6	7	8		
Serial Number	Description (includes packages, lots if applicable)	Quantity	Procurement Method	Reason for Method used	Estimated Value N\$	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks	
	GOODS								
	Materials and Supply		RFQ	Limited time	320 000	09.09.2018	2 <sup>nd</sup> Quarter	Various suppliers to be sourced and contract signed	
	CONSULTANCY SERVICES								
	Student Entrepreneurs Programmes		Direct procurement	Continuing	557 000	09.11 2018	3 <sup>rd</sup> Quarter	Contract signed	
	NON-CONSULTANCY SERVICES								
	Ministerial Fleet	15	Direct Procurement (GRN)	Sole supplier	905 000	-	-	Payment done	
	Utilities		Direct procurement	Sole supplier	1 900 000	-	-	Municipal bills Paid	
	Description (includes packages, lots if applicable)	Responsible personnel	Quantity	Procurement Method	Reason for Method used	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
	Printing and Advertising	General services		OAB	Default	574 000	09.07.2018	Periodically	Suppliers sourced and contract signed
	Training courses, workshop and symposium/Campaign	HR		AOB	Default	407 000	TBD	Periodically	-

	Corporate Gifts	Unesco		RFQ	Cost effective	30 000	01.08. 2018	Periodically	Suppliers sourced and contract signed
	Air-tickets	General Services		RFQ	Limited time	1 520 000	20.08.2018	3 <sup>rd</sup> Quarter	Contract awarded and signed
	MTC	General Services		Direct procurement	Continuing	340 070	-	-	-
<b>TOTAL</b>						<b>N\$ 6553 000</b>			

APPROVE/NOTAPPROVE/AMENDMENTS

Signature....



Mt. Ovehli Kasaona  
HEAD OF PROCUREMENT MANAGEMENT UNIT



Dr. Raimo Naanda  
CHAIRPERSON: PROCUREMENT COMMITTEE



Drg Alfred yan Kent  
Accounting Officer