



Republic of Namibia

MINISTRY OF PUBLIC ENTERPRISES

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PROCUREMENT MANAGEMENT UNIT

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WINDHOEK

Annual Procurement Plan

2018/2019 financial year

**As approved by Ministerial Management
April 2018**



Annual Procurement Plan

Financial Year: 2018/2019

Public Entity: Ministry of Public Enterprises

1 Serial Number	2 Description (includes packages, lots if applicable)	3 Qty.	4 Procurement Method	5 Estimated Value	6 Scheduled Date for Invitation of Bids	7 Scheduled Date for Award of Contract	8 Remarks
	Rental fees	1	Direct procurement	7,867,000	Throughout the year	Monthly	Existing contract in place
	MTC – Cellphone Charges	1	Direct procurement	640,000	Throughout the year	Monthly	None
	Telecom – Telephone Charges	1	Direct procurement	360,000	Throughout the year	Monthly	None
	Refreshments	1	Small value procurement	20,000	Throughout the year	Monthly	None
	Cartridges, Stationery, Cleaning Materials, Photocopy Paper	1	Small value procurement	300,000	Throughout the year	Monthly	None
	Republikein – Placement of Adverts	1	Direct procurement	15,000	Throughout the year	Once-Off	None
	Namibian – Placement of Advert	1	Direct procurement	15,000	Throughout the year	Once-Off	None
	Business Cards & Letterheads	1000	Small value procurement	7,237	Throughout the year	None	None
	Photocopier Rental – Monthly Charges	1	RFQ	400,000	Throughout the year	Monthly	Existing contract in place
	Maintenance	1	Small value procurement	50,000	Throughout the year	None	None
	Government Garage – Transport	1	Direct procurement	700,000	Throughout the year	None	None
	Ministerial folders	1	Request for quotations	13,000	Throughout the year	None	None
	Board Induction and Training	4	Execution by Public Entity	1,200,000	Signed Agreement in place	Quarterly	None
	Business Processes Reengineering	3	Restricted Bidding	300,000	Signed Agreement in place	Monthly	None
	Design and Printing of MPE Information Brochure	50	National Bidding	15,000.00	31 May 2018	01/06/2018	Design and printing of MPE Information brochure
	Re-branding MPE (Design logo, Slogan, Corporate Colours) CI	1	RFQ	10,000.00	30 April 2018	01/06/2018	Re-branding MPE (Design logo, Slogan, corporate colours) CI
	Printing of Wall Banner	1	RFQ	5,000.00	10 May 2018	15/05/2018	Printing of Wall banner
	Design and Printing of Annual Report	50	National Bidding	15,000.00	16 July 2018	16/08/2018	Design and printing of Annual Report
	Air Tickets for the Minister's Office	1	Direct Procurement	150,000.00	Throughout the year	None	None

Prepared by:	PMU Head	J. Mouton	Signature	
Verification of funds availability:	Financial Advisor	R. Naukushu	Signature	
Recommended by:	PC: Chairperson	M. Nuujoma-Domingos	Signature	
Approved by:	Accounting Officer	S. Kasheeta	Signature	

