



Namibia Institute of Pathology Limited

Annual Procurement Plan (OPEX)

Financial Year: 2018 - 2019

Public Entity: Namibia Institute of Pathology Limited

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Serial Number	Description (includes packages, lots if applicable)	Contract period	Procurement Method	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
1.	Restaurant / Cafeteria Services	2 years	Open National Bidding	N/A	18 May 2018	01 August 2018	In Progress. Anticipated rental income of N%50,000.00 per annum.
2.	Maintenance and service of Air Conditioners	Three years	Open National Bidding	5,100,000.00	01 August 2018	15 November 2018	
3.	Maintenance and service of Air Conditioners (Interim until November 2018)	Once-off	Emergency Procurement / Request for Sealed Quotation	154 329.00	When Needed	When Needed	until award of contract Estimated value for one year
4.	Removal and Incineration of Medical Biohazardous Waste	Three years	Execution by Public Entity	600,000.00	01 August 2018	31 August 2018	
5.	Lease of 14x Haematology Instruments Technical Offers	Not applicable	Open National Bidding	0.00	09 July 2018	31 October 2018	First Stage

			Two Stage Bidding				
6.	Lease of 14x Haematology Instruments Financial Offers	Five years	Open National Bidding Two Stage Bidding	19 907 657.25	03 December 2018	28 February 2019	Second Stage For the 1st year N\$2,480,614.41 (Lease) Reagents and Consumables N\$1,500,917.04
7.	Calibration of Small Laboratory Equipment e.g thermometers, scales and pipettes.	Three years	Execution by Public Entity / Restricted Bidding / Direct Procurement	4,000,000.00	09 July 2018	15 October 2018	From accredited service providers on SANAS list.
8.	Validation of Biosafety Cabinets. Testing Validation and Certification	Once off	Request for Sealed Quotations	620 369.54	02 July 2018	31 July 2018	The calibration and validation of BSCs need to be awarded at least in July for the successful bidder to start the work beginning of August? This exercise takes about three months to cover all the laboratories and some labs will be audited in September 2018, if found with uncalibrated

							BSCs it will be a Major Non-Conformance.
	Validation of Biosafety Cabinets. Testing Validation and Certification	Three years	Open National Bidding	2 000 000.00	15 February 2019	30 April 2019	
9.	Printing of Laboratory Forms	Three years	Open National Bidding	5,000,000.00	01 August 2018	15 November 2018	
10.	Printing of laboratory forms until award of contract Interim until November 2018	six months	Request for Sealed Quotations/Direct Procurement	1,000,000.00	When Needed	When Needed	until award of contract
11.	International Courier Services	Three years	Open National Bidding	3,000,000.00	01 August 2018	15 November 2018	
12.	International Courier Services for Six Months Period Interim until November 2018	Six month	Emergency Procurement	600,000.00	In Progress	In Progress	Jet Ex through (FP Du Toit) was recommended and approved for six months until award of contract
13.	National Courier Services	Three years	Execution by Public Entity	10,000,000.00	19 July 2018	03 August 2018	
14.	Laundry Services	Three years	Open National Bidding	5,000,000.00	01 August 2018	15 November 2018	Award per area
15.	Laundry Services Interim until November 2018	six months	Request for Sealed Quotations	800,000.00	15 June 2018	15 July 2018	Service Providers per area to be awarded for six months until award of contract
16.	Stationery	Three years	Open National Bid	4,000,000.00	04 February 2019	30 April 2019	

17.	Stationery Interim until April 2019	Once-off	Request for Sealed Quotations	1,000,000.00	When Needed	When Needed	Until award of contract
18.	Cleaning Materials	Three years	Open National Bidding	3,500,00.00	04 February 2019	30 April 2019	
19.	Cleaning Materials Interim until 2019	Once-off	Request for sealed quotations	800,000.00	When Needed	When Needed	Until award of contract
20.	Consumables and Disposables	Three years	Open National/International Bidding (Two Stage Bidding)	0.00	18 July 2018	31 October 2018	Technical Stage
21.	Consumables and Disposables	Three years	Open National/International Bidding (Two Stage Bidding)	20,000,000.00	04 March 2019	30 April 2019	Financial Stage
22.	Consumables and Disposables Interim until April 2019	Once Off	Request for sealed quotations	6,000,000.00	When Needed	When Needed	Until award of contract
23.	Reagents and Chemicals	Three years	Open National/International Bidding Two Stage Bidding	0.00	18 July 2018	31 October 2018	Technical Stage
24.	Reagents and Chemicals	Three years	Open National Bidding/International Two Stage Bidding	30,000,000.00	04 March 2019	30 April 2019	Financial Stage
25.	Reagents and Chemicals Interim until April 2019	Once Off	Request for sealed quotations / Direct Procurement	Part of 10,000,000.00	When Needed	When Needed	Until award of contract
26.	Relief Duty (Accommodation)	One year	Request for Sealed Quotations /Direct Procurement	1,032,404.30	01 August 2018	28 September 2018	Contracts to be entered into with

							Accommodation places located near to NIP Laboratories
27.	Relocation of Household Goods	Once-off	Direct Procurement / Execution by Public Entities/ Request for sealed quotations	540,000.00	When Needed	When Needed	Estimated value for one year
28.	Repair of Buildings	Three years / Once Off	Open National Bidding / Direct Procurement / Request for sealed quotations / Small Value Procurement	707,652.00	04 Feb 2019 & when needed (RFQ)	04 February 2019 & When Needed (RFQ)	
29.	Repair and Maintenance of Laboratory Equipment (Other Equipment Service Contracts e.g centrifuges, fridges and microscopes)	Three years	Open National Bidding	1,000,000.00	05 September 2018	30 November 2018	Appointment of Contractors for laboratory equipment not on lease
30.	Repair and Maintenance of Laboratory Equipment e.g centrifuges, fridges and microscope Interim until November 2018	Once-off	Request for Sealed Quotations / Emergency	200,000.00	When Needed	When Needed	Until Award of Contract Estimated value for one year
31.	Repair and Maintenance Office Furniture	Once-off	Small Value Procurement /Request for Sealed Quotations	209,313.00	When Needed	When Needed	Estimated value for one year
32.	Repair and Maintenance Vehicles	Once-off	Direct Procurement	200,333.00	When Needed	When Needed	Estimated value for one year

33.	Fuel, Oil and Lubricants	Once-off	Direct Procurement	777,258.00	When Needed	When Needed	Cars are fuelled with standard bank fleet cards Estimated value for one year
34.	External Audit	Once - off	Direct Procurement / Request for Proposals	385,99.00	When Needed	When Needed	Estimated value for one year
35.	Internal Audit	Once - off	Direct Procurement / Request for Proposals	624,482.00	When Needed	When Needed	Estimated value for one year
36.	Advertising – Newspapers (recruitment, bids and others)	One year contract	Direct Procurement	1,708,994.50	16 July 2018	25 August July 2018	Contracts to be entered into with recommended newspapers.
37.	Advertising - Signs, Posters, Flyers and Banners	Once-off	Request for Sealed Quotations / Small Value Procurement / Direct Procurement	466,698.74	When Needed	When Needed	Estimated value for one year
38.	Training and Workshops	Once-off	Direct Procurement / Request for Sealed Quotations	3,634,400.00	When Needed	When Needed	Estimated value for one year
39.	Books and Journals (including books for pathologists)	Once-off	Request for Sealed Quotations / Direct Procurement	192,550.00	When Needed	When Needed	

40.	Cleaning of Offices for Stores and Omuthiya	Three years	Open National Bidding	400,000.00	When Needed	When Needed	
41.	Refreshments	Once-off	Request for sealed Quotations	230,000.00	When Needed	When Needed	Estimated value for one year
42.	Small Tools and Accessories	Once-off	Small Value Procurement/ Request for Sealed Quotation	119,753.00	When Needed	When Needed	Estimated value for one year
43.	Year End Function (Entertainment)	Once-off	Open National Bidding / Request for sealed quotations	180,000.00	15 August 2018	31 October 2018	
44.	Staff Sports Day – Walvisbay (Entertainment)	Once-off	Request for sealed quotations / Execution by Public Entity	150,000.00	22 May 2018	05 June 2018	Done
45.	Software Licenses	Once-off	Direct Procurement	3,124,061.00	When Needed	When Needed	Estimated value for one year
46.	Travelling and Accommodation	Three year contract	Direct Procurement / Request for sealed quotations	2,290,714.00	When Needed	When Needed	Existing Contract for travelling
47.	Accreditation	Three year contract	Direct Procurement	829,836.00	When Needed	When Needed	Subscribed to SANAS
48.	Business Development	Once-off	Direct Procurement / Request for Sealed Quotations / Small Value Procurement	1,040,000.00	When Needed	When Needed	Estimated value for one year
49.	Corporate Social Responsibility	Once-off	Direct Procurement /	518,396.00	When Needed	When Needed	Estimated value for one year

			Request for Sealed Quotations / Small Value Procurement				
50.	NIP Building Valuations	Once-off	Request for Sealed Quotations / Small Value Procurement	50,000.00	22 January 2019	28 February 2019	
51.	Legal Services	Once off	Request for proposals / Request for sealed quotations	Part of 250,000.00	When Needed	When Needed	Estimated value for one year
52.	Organisational Development	Once-off	Direct procurement	500,000.00	When Needed	When Needed	In progress.
53.	Professional Services						
	<ul style="list-style-type: none"> Business processes 	Once-off	Open National Bidding	90,000.00	05 September 2018	30 November 2018	
	<ul style="list-style-type: none"> OHASIS technical support 	Once-off	Direct Procurement	60,000.00	01 October 2018	31 October 2018	
	<ul style="list-style-type: none"> Development and review of policies and legal opinions 	Once-off	Request for Sealed Quotations / Request for Proposals	100,000.00	05 September 2018	30 November 2018	
	<ul style="list-style-type: none"> Change Management Policy development & roll-out training 	Once-off	Request for Sealed Quotations / Request for Proposals	30,000.00	05 September 2018	30 November 2018	
	<ul style="list-style-type: none"> VIP professional fees. 	contract	Direct procurement	150,000.00	01 October 2018	30 November 2018	
	<ul style="list-style-type: none"> Meditech Clean-up 	contract	Direct procurement	50,000.00	01 October 2018	30 November 2018	

	<ul style="list-style-type: none"> Finance policies (Alignment of NIP Procurement Policy and Procedures to the Public Procurement Act, 2015) 	Once-off	Request for proposals	250,000.00	Done	Done	In Progress
	<ul style="list-style-type: none"> Formulate the backup and disaster recovery plan 	Once-off	Request for Sealed Quotations	150,000	01 October 2018	30 November 2018	
	<ul style="list-style-type: none"> Appointment of professional project team conduct site survey for the choice of a backup generator, with subsequent development of specifications and appointment of a suitable service provider for the installation of a backup generator for Windhoek Central Reference Laboratory. 	Once-off	Request for Proposal	250,000.00	05 September 2018	30 November 2018	
54.	Protective Clothing and Uniforms	Three years contract to ensure uniformity	Open National Bidding / Direct Procurement	1,106,967.00	08 August 2018	31 October 2018	
55.	Research Expenses	Once-off	Direct Procurement / Request for Sealed Quotations/Small Value Procurement	450,000.00	When Needed	When Needed	Estimated value for one year
56.	Staff Welfare	Once-off	Direct Procurement / Request for Sealed Quotations / Small Value Procurement	393,643.00	When Needed	When Needed	Estimated value for one year
57.	Computer Expenses SLA	Contract	Direct Procurement	2,551,512.00	When Needed	When Needed	

