



REPUBLIC OF NAMIBIA

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26 April 2017

TO ALL: HON MINISTERS
YOUR WORSHIP THE MAYORS
CHAIRPERSONS OF BOARDS
CHAIRPERSONS OF REGIONAL COUNCILS

ATT: ALL ACCOUNTING OFFICERS

**SUBJECT: STANDARDIZED REFERENCE NUMBER(S) FOR BIDDING PURPOSES
USING THE PROCUREMENT METHODS OUTLINED IN PART 5 OF
THE PUBLIC PROCUREMENT ACT, 2015**

The above subject matter refers.

The Procurement Policy Unit pursuant to section 7(h) of the Public Procurement Act, 2015(Act No. 15 of 2015) has a mandate to prepare, update and issue directives, instructions, guidance notes and manuals for mandatory use by public entities. In light of the aforementioned, kindly please take note of the standard format that Public Entities must utilize when issuing reference numbers to their individual procurements.

STANDARD FORMAT: P/M/ID - X/20X7

Guidance notes

1. **P – Procurement Category** (*select appropriate abbreviation below*)
 - a) Goods – G
 - b) Works – W
 - c) Consultancy Services – SC
 - d) Non-Consultancy Services – NCS

2. **M – Procurement Method** (*select appropriate abbreviation below*)
 - a) Open National bidding – ONB
 - b) Open International Bidding – OIB
 - c) Restricted Bidding – RB
 - d) Request for Sealed Quotation – RFQ
 - e) Emergency Procurement – EP
 - f) Execution by Public Entities – EPE
 - g) Request for Proposals – RP
 - h) Direct Procurement – DP
 - i) Electronic Reverse Auction – ERA
 - j) Small Value Procurement – IQ

3. **ID – Organizational Identity** (*select appropriate abbreviation below*)
 - a) Office/Ministry/Agencies - Budget Vote Number
 - b) Public Enterprise – Official abbreviation of Public entity name
 - c) Regional Council & Local Authority - Official abbreviation of Public entity name

4. **X – Procurement Contract Number for the Financial Period**

5. **20X7 – Procurement year**

For example: the Office of the Auditor General procuring furniture, using Open National Bidding in the financial year 2017/18, the reference number would be;

G/ONB/04-01/2017

Further, kindly take note that the above stated guidance notes are included in the standard bidding documents issued by the Procurement Policy Unit for your convenience.

Yours faithfully,


CALLE SCHLETTWEIN, MP
MINISTER

