



Electoral Commission of Namibia

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Office of the Minister
Procurement Policy Unit
Ministry of Finance
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ANNUAL PROCUREMENT PLAN 2020/2021 FINANCIAL YEAR: ELECTORAL COMMISSION OF NAMIBIA

In Terms of the Public Procurement Act, (Act No. 15 of 2015) Each Public Entity Should file its Annual Procurement Plan with the Procurement Policy Unit.

Therefore against the abovementioned background the Electoral Commission of Namibia is submitting its 2020/2021 financial year Annual Procurement Plan.

Yours faithfully,



THEOPHILUS MUJORO
CHIEF ELECTORAL AND REFERENDA OFFICER





Annual Procurement Plan

Financial Year: 2020/2021

Public Entity: ELECTORAL COMMISSION OF NAMIBIA

1	2	3	4	5	6	7	8
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.	021 - Flight tickets	Various	Execution by Public Entity Request for Sealed Quotations	399,000	April 2020 - March 2021	April 2020 - March 2021	Flight Tickets for SAIDC EXCO, SAIDC AGC AND Elections Observation
2.	022 - Stationaries, General Office Supplies, Photocopy Supplies, Cartridges, Uniforms, Protective Clothing, Election Materials, Cleaning Material, Books and Media Supplies , Kitchen Accessories	Various	Small Procurement, Advertised Bidding Request for Sealed Quotations Execution by Public Entity	15,325,694	April 2020 - January 2021	April 2020 - January 2021	Office Use and Elections Materials
3.	023 - Transport Services, Fuel for Vehicles, Repairs and Fixed Tariffs and Licence Renewals	Various	Execution by Public Entity Direct Procurement,	20,000,000	April 2020 - March 2021	April 2020 - March 2021	Payment for Vehicles Rental, Utilization and Maintenance

4.	024 - Utilities Water & Electricity, Rates & Taxes, Telecom, MTC Services, Refuse Removal and Courier Services	Various	Direct Procurement by Public Entity	11,610,000	April 2020 - March 2021	April 2020 - March 2021	Payment for Utilities and Courier Services
5.	025 - Maintenance and Repairs	Various	Direct Procurement by Public Entity	1,550,000	April 2020 - March 2021	April 2020 - March 2021	Building Equipment Maintenance
6.	026 - Photocopy, PA Systems, Venues, Regional Offices, Mobile Toilets and Generators	Various	Direct Procurement Open National Bidding Small Value Procurement Request for Sealed Quotations	3,560,000	April 2020 - March 2021	April 2020 - March 2021	Hiring of Venues and Equipment
7.	027 - Trainings, Other Goods & Services, and Wellness Programme, Printing, Production of Materials and Advertisement	Various	Direct Procurement by Public Entity, Small Value Procurement, Request for sealed Quotations Open National Bidding	64,956,260	April 2020 - February 2021	April 2020 - February 2021	Recruitment and Training of Election Officials, Courses and Workshops and Production Services
8.	041 - International Organization Membership ECF/SADC International IDEA	2	Direct procurement	400,000	January 2021	January 2021	Membership Subscriptions
9.	101 - Furniture & Equipment	Various	Request for Sealed Quotations Open National Bidding, Execution by Public Entity	4,235,000	July 2020 - April 2020 - February 2021	July 2020 - April 2020 - February 2021	Office Elections Use

10.	103 Equipment	- Elections	Various	Open National Bidding	15,000,000	April 2020 - February 2021	April 2020 - February 2021	Mobile Registration Industrial Containers and Tents	Voters Kits,
Total					137,095,954				