



Annual Procurement Plan

Financial Year: 2021/2022

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	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
1.	Flight tickets	various	Execution by Public Entity Request for Sealed Quotations Restricted Bidding , Direct Procurement	190,000.00	April, May, June , July September, October, November February 2022	May, June July, September, October, December, February , March 2022	Flight tickets for SADC EXCO,SADC AGC, CEO's meetings AND other regional engagements
2.	Stationaries, general office supplies, photocopy supplies, cartridges, uniforms, protective clothing, Registration and Election Materials, Fuel for generators, & cleaning material, books and media supplies , industrial	various	Small Value Procurement, Open Advertised Bidding Request for Sealed Quotations	2,611,796.00	April, May, June July, September,& January 2022	April, May, June July, October,& January 2022	

	containers, kitchen accessories						
3.	Utilities	Water & electricity, rates& taxes, telecom, Mtc services, refuse removal, courier services and etc.	Direct Procurement, Execution by Public Entity	6,000,000.00	Monthly	Monthly	
4.	Maintenance	Maintenance, Service and Repairs	Direct Procurement Execution by Public Entity	650,000.00	Monthly ,Quarterly, as need arise	Monthly ,Quarterly, as need arise	Maintenance of building, service level agreements such as air conditioners, electricity system, heavy duty generators, ups and etc.
5.	Property rental	Photocopy rental/hire PA systems, Training and Registration Venues, Rental of Regional Offices, mobile toilets, generators and vehicles	Direct Procurement Open National Bidding Small Value Procurement Request for Sealed Quotations	2,800,000.00	Agreements in place May August	Monthly July September	Hiring of venues and equipment

6.	Wellness Programme, DR site services, VPN, Zoom Licences, Server H Security System & equipment, Click support & click cloud hosting, Microsoft licence renewal, online application system, Consultancy and research, Consultant – Electoral Act Review	various	Direct Procurement, Execution by Public Entity, Small Value Procurement, Request for sealed Quotations Open National Bidding	7,643,381	Monthly , April, May ,July, August, September, October, March 2022	Monthly, May ,July, August ,September, October March 2022	Agreements and contracts for some services in place
7.	Training and Workshops	Various	Direct Procurement Request for sealed quotations	390,000	June, August October, November, February 2021	June, August, September October, November, February 2022	Trainings & Tuition fees of ECN Staff members
8.	Communication Strategies, Design, Production and Printing of flyers, posters, booklets, brochures, Advertisements, Radio and TV Advertisement,posters, banners , Printing of Ballot Papers, business cards, letterheads, Annual Reports, calendars,	various	Direct Procurement Request for sealed quotations Open National Bidding, Small Value Procurement	1,424,000.00	April, May, June, July , August, September , throughout the year as need arise	May, June , July , August September, October, and February 2022	

	diaries, Newsletters, Election Booklet and By-election, Occurrence Book, Training Manuals, Election Forms, translation of booklets, braille printing, Acquisition of Laptops for HR						
9.	Office refreshments/ Office Entertainments	various	Direct Procurement, Execution by Public Entity, Small Value Procurement, Request for sealed Quotations	115,000.00	May, July , September, November & January 2022	May, July , September, November & January 2022	Refreshments for commission meetings, chairpersons office, office of the CEO, & Office of the Director of operation, Working committees
10.	International organization membership ECF/SADC International IDEA	2	Direct procurement	373,000.00 60,000	June 2021 July 2021	June 2021 July 2021	Agreement/membership in place
11.	Repairs of foldable tables, chairs, service and repair of generators	Various	Request for sealed quotations Open National Bidding, Small Value Procurement	1,000,000	April – March 2022	April – March 2022	

			Execution by Public Entity				
Total				N\$	23,257,177.00		