



Annual Procurement Plan

Financial Year: 2023/2024

Public Entity: ELECTORAL COMMISSION OF NAMIBIA

1	2	3	4	5	6	7	8	9
Serial Number	Description (includes packages, lots if applicable)	Account Code	Quantity	Procurement Method	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Preferences
1.	Flight tickets	021	various	Request for Sealed Quotations Restricted Bidding, Direct Procurement	830,000.00	April, June, August, October & January 2024	April, May, June, July, August, & January 2024	M/SME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises,
2.	Stationaries, general office supplies, photocopy supplies, cartridges, uniforms, protective clothing, Registration and Election Materials, Fuel for generators, cleaning material, books and media	022	various	Small Value Procurement, Open Advertised Bidding Request for Sealed Quotations Execution by Public Entities Restricted Bidding	9,031,500	April, June, July, September, & February 2024	April, May, June, July, August, September, & February 2024	M/SME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises, Manufacturers, Suppliers providing Environmental

	supplies, kitchen accessories							Protection, Large National Firms, Large International Firms,
3.	Transport	023	Transport expenses	Direct Procurement, Execution by Public Entities	17,375,000.00	Monthly	Monthly	
3.	Utilities	024	Water & electricity, rates & taxes, telecom, Mtc services, refuse removal, courier services and etc.	Direct Procurement, Execution by Public Entities	9,886,000.00	Monthly	Monthly	M/SME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises, Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms,
4.	Maintenance	025	Maintenance, Service and Repairs	Direct Procurement Execution by Public Entities Request for Sealed Quotations Small Value Procurements	400,000.00	Monthly, Quarterly, as need arise	Monthly, Quarterly, as need arise	M/SME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises,

								Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms,
5.	Property rental	026	Photocopy rental/hire PA systems, Training and Registration Venues, Rental of Regional Offices, mobile toilets,	Direct Procurement Open National Bidding Small Value Procurement Request for Sealed Quotations	25,325,000.00	Agreements in place June December	Monthly June December	M SME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises, Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms,
6.	Wellness Programme, DR site services, VPN, Server H Security System & equipment, Click support & click cloud hosting, Microsoft licence	027	various	Direct Procurement, Execution by Public Entities, Small Value Procurement, Request for sealed Quotations		Monthly April, May, July, August, September, October, March 2024	Monthly, May July, August, September, October, March 2024	M SME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises,

	renewal, online application system, Consultancy and Research, Institutional Branding			Open National Bidding Request Proposal for			Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms,	
7.	Training and Workshops	027	Various	Direct Procurement Request for sealed quotations Execution by Public Entities		June, August, October, November, February 2024	June, August, September, October, November, February 2024	Public Entities, Previously Disadvantaged Persons Owned Enterprises, MSME, Suppliers Providing employment to Nambians,
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, Newsletters, Election Booklet and By-elections,	027	Various	Direct Procurement Request for sealed quotations Open National Bidding, Small Value Procurement Execution by Public Entities	43,084,000	June, August, October	July, November and February 2024	MSME, Suppliers Providing employment to Nambians, Previously Disadvantaged Persons Owned Enterprises, Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms, women Owned Enterprises,

<p>Occurrence Book, Training Manuals, Election Forms, Translation of booklets, braille printing, audio and sign language, video production, Voter education digital platforms development, Regional Offices VPN Services</p>	<p>027</p>	<p>Various</p>	<p>Direct Procurement, by Execution Public Entities, Small Value Procurement, Request for sealed Quotations</p>	<p>1,000,000</p>	<p>May, July , September, November & January 2024</p>	<p>May, July , September, November & January 2024</p>	<p>Youth Owned Enterprises</p>
<p>Installation of CCTV Cameras & Access Control System</p>	<p>027</p>	<p>various</p>	<p>Office refreshments/ Office Entertainments</p>				<p>MSME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises, Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms, youth Owned Enterprises</p>

10.	International organization membership ECF/SADC International IDEA	041	2	Direct procurement	490,000.00	June 2023	June 2023	
11.	Office Furniture & Equipment, Registration Chairs, Cartons , furniture for chairperson	101	Various	Execution by Public Entity Open National Bidding Request for Sealed Quotations Small value Procurement	800,000.00	July 2023 June, August, September	July, October, December	MSME, Suppliers Providing employment to Namibians, Previously Disadvantaged Persons Owned Enterprises, Manufacturers, Suppliers providing Environmental Protection, Large National Firms, Large International Firms,
12.	Mobile Voter Registration Kits & Tents/Containers, Laptops	103	various	Open Advertised Bidding, Request for Sealed Quotations, Direct Procurement	94,047,000.00	May, August, November	June, September, December	Large National Large International Firms,
Total					N\$ 202,269,100			

Approved BY: T.P MUJORO
 CHIEF ELECTORAL AND REFERENDA OFFICER



16.06.2023
 DATE

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