



Republic of Namibia
Annual Procurement Plan





Name of Public Entity: OFFICE OF THE PRESIDENT						Financial Period 2026/2027		
Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
021 - Air-Tickets								
1	Air tickets and other allowances for different missions (Locals, abroads)for principals, Advisors, pilots, POBS & supporting staff, and all Employees.	Various	NCS	Yes	RFQ	150,000,000	Quaterly1-4	A Service Level Agreement (SLA) has been entered into with the travel agencies providing these services.
2	Accommodation for Staff members on Official missions, local and abroad	Various	CS	Yes	RFQ	5,000,000.00	As required	Travel agencies with which the office has entered into a Service Level Agreement for the provision of these services.
022 - Material and Supplies								
3	Supply and delivery of publications, periodicals books and other advertisements to the Newspapers for the period of 12 Months.	Various	G	Yes	DP	300,000.00	As required	Exclusive suppliers for daily newspapers.
4	Supply and delivery of Office Stationeries and other office materials (printing papers, letter heads,Pens, staples, writing pads etc.)	Various	G	Yes	RFQ	6,000,000.00	As required	Some items requires small quantities.
5	Supply and delivery of catridges and other computer supplies	Various	G	Yes	OAB	2,000,000.00	Quarterly as required	N/A
6	Supply and delivery of cleaning materials, cleaning tools and other consumables items	Various	G	Yes	EP	3,380,000.00	Monthly as required	N/A
7	Supply and delivery of Medical Supplies and related items	Various	G	Yes	RB	100,000.00	Quarterly as required	Pharmaceutical accept Govt. Purchase Order.
8	Supply and delivery of kitchen utensils (crockerries and cutlerries)	Various	G	Yes	RFQ	200,000.00	Quarter 1	Small quantity items.
9	Supply and delivery of uniforms, boots, overall/protective clothing and gears (Chefs, cooks, housekeepers, waiter/esses, labourers, motorbikes riders, Petroleum Inspectors, GATS technical team & pilots)	Various	G	Yes	OAB	1,200,000.00	Quarter 1	Not efficient for this procurement method
10	National Honours/Medals	150	G	Yes	DP	3,500,000.00	Quarter 3	Impractical to apply this method, due to the goods that can only be obtained internationally.
11	Inspections and replacement of electrical appliances	Various	G	Yes	RFQ	400,000.00	As required	Not efficient for this procurement method
12	Supply and delivery of any other materials & supplies required	Various	G	Yes	RFQ	120,000.00	As required	Not efficient for this procurement method

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023 - Transport								
13	Routine services, maintenance, repairs and replacements of tyres for aircrafts/rear jets and vehicles.	Various	NCS	Yes	RFQ	3,000,000.00	As required	Selected car dealers and aviation dealers
14	Procurement of vehicles and accessories	30	G	Yes	RFQ	19,200,000.00	Quarter 1	Selected car dealers
15	Payment for hiring of pool vehicles as necessary	200	NCS	Yes	EPE	3,000,000.00	Monthly	Custodian of GRN vehicles
16	Payment of monthly fixed rental fees for vehicles	200	NCS	Yes	EPE	2,600,360.00	Monthly	Custodian of GRN vehicles
17	Payment of fuel consumption of 226 vehicles	200	NCS	Yes	EPE	5,880,342.00	Monthly	Custodian of GRN vehicles
18	Fixed rate aircraft/rear jets	7	NCS	Yes	EPE	2,000,000.00	Monthly	Air transport aviation standards
19	Supply and delivery of Fuel	7	G	Yes	DP	7,000,000.00	As required	Selected Dealers
024 - Utilities								
20	Namcourier Services & charges	Various	NCS	Yes	DP	1,800,000.00	Annually	Have exclusive right for the services
21	Water & Electricity	Various	NCS	Yes	DP	20,000,000.00	Annually	Have exclusive right for the services
22	Telephone Services	Various	NCS	Yes	DP	7,000,000.00	Annually	Have exclusive right for the services
23	Cellular phones services	Various	NCS	Yes	DP	10,000,000.00	Annually	Have exclusive right for the services
24	Annual DSTV Subscriptions fees	Various	NCS	Yes	DP	1,100,000.00	Annually	Have exclusive right for the services
25	Renewal of adobe, kaspersky anti virus licences for computers	Various	NCS	Yes	RFQ	4,000,000.00	Quarter 2	Too costly to use the default method
26	MTC and Telecom Namibia Internet Services	Various	NCS	Yes	RFQ	3,500,000.00	Monthly	Have exclusive right for the services
27	Annual NBC TV & other communication equipment licences renewal	Various	NCS	Yes	EPE	900,000.00	Annually	Have exclusive right for the services
28	Annual Nampost Postal Box rental and other Nampost services	Various	NCS	Yes	EPE	4,500.00	Annually	Have exclusive right for the services
29	Waste removal services and other related services for a period of 36 months	Various	NCS	Yes	OAB	50,000.00	Monthly	Existing Service Level Agreement
30	Emptying and dispose of waste for mobile ablutions facilities	Various	NCS	Yes	RFQ	1,000,000.00	Annually	Existing Service Level Agreement
31	Rental of Warehouses and Office space	Various	G	Yes	OAB	12,000,000.00	Quarter 1	Existing Service Level Agreement
32	Rental for photocopy machines for 36 months	Various	NCS	Yes	DP	125,000.00	Monthly	Service Level Agreement is applied.
33	Provision of any other unforeseen utility services that may be required	Various	NCS	Yes	RFQ	500,000	Annually	Depending on the type of services
025 - Maintenance								
34	Repair and renovations to the roof leakages of the Office of the President	1	W	Yes	OAB	25,000,000.00	Quarter 1	N/A
35	Repair and renovations to the main Residence	1	W	Yes	OAB	20,000,000.00	Quarter 1	N/A
36	Construction of a prefabricated guard house at the main residence	1	W	Yes	OAB	500,000.00	Quarter 1	N/A
37	Supply and installation of the standby Generators at the Residence of the Fourth Former President	1	W	Yes	OAB	800,000.00	Quarter 1	N/A
38	Automation and remote access of the standby generators	Various	W	Yes	OAB	1,000,000.00	Quarter 1	N/A

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39	Roll out of solar street lights in the Office of the President	Various	W	Yes	OAB	1,000,000.00	Quarter 1	N/A
40	Repair and replacement of the defective parts on the Escalators and elevators	Various	W	Yes	OAB	800,000.00	Quarter 1	N/A
41	Renovation and Installation of the Air-conditioning in the Office of the President	Various	CS	Yes	OAB	10,000,000.00	Quarter 1	N/A
42	Construction of Oshakati wing State Guest House	Various	CS	Yes	OAB	80,000,000.00	Quarter 1	N/A
43	Alteration and Modification to Swakopmund Guest House	Various	CS	Yes	OAB	1,000,000.00	Quarter 1	N/A
44	Renovation to the Roof leakage to the residence and Office of the President	Various	CS	Yes	OAB	5,000,000.00	Quarter 1	N/A
45	Replacement and Installation of tiles and interlocks in various section of the office of the President	Various	W	Yes	RFQ	100,000.00	Quarter 2	N/A
46	Renovation of the GATS	Various	NCS	Yes	RFQ	300,000.00	As required	N/A
47	Maintenance at Disability Resource Centre	Various	W	Yes	RFQ	250,000.00	As required	N/A
48	Smoke Control	Various	G	Yes	DP	500,00.00	As required	N/A
49	Automatic Fire Sprinkler System	Various	G	Yes	RFQ	400,000.00	Quarter 1	N/A
50	MV switchgear upgrade installation in intake sub-station (part 2)	Various	NCS	Yes	RFQ	2,800,000	Quarter 1	N/A
51	MV switchgear Maintenance in Main Building MV Sub-station	Various	G	Yes	RFQ	300,000	Quarter 1	N/A
52	Maintenance to Miniature Sub-stations distributed over the state house site	Various	G	Yes	RFQ	300,000	Quarter 1	N/A
53	Annual Service of the UPS	Various	G	Yes	RFQ	400,000	Once off	N/A
54	Remote UPS for Cabinet Chambers & Banquet Hall	Various	G	Yes	RFQ	150,000	Quarter 1	N/A
55	Option 3A: Main UPS feeding to Cabinet Chambers & Banquet Hall	Various	CS	Yes	RFQ	200,000	Quarter 1	N/A
57	Access control - Main Building	Various	G	Yes	DP	5,000,000	Quarter 1	N/A
58	Annual service of Fire extinguishers, fire hydrants, fire hose reels	Various	W	Yes	RFQ	400,000	Quarter 1	N/A
59	Service Level Agreement-Annual Service of Standby Generators	Various	W	Yes	OAB	400,000	As required	N/A
60	Annual Service of Uninterruptible Power Supply (UPS)	Various	W	Yes	OAB	300,000	As required	N/A
61	Residence of the Founding President- Automated sliding door units complete installations	Various	W	Yes	RFQ	100,000	As required	N/A
62	GATS-Automated sliding door units complete installations	Various	W	Yes	RFQ	100,000	Quarter 1	N/A
63	OP Heli Pad - Restoration of illumination	Various	W	Yes	OAB	300,000	Quarter 1	N/A
64	Earthing and lighting protection system testing and repair	Various	W	Yes	RFQ	100,000	Quarter 1	N/A
65	GATS-Faultfinding and replacement of the Air Conditioning System	Various	W	Yes	DP	400,000	Quarter 1	N/A

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66	Schedule and unschedule maintenance of all 7 Air craft and spare parts	Various	G	Yes	DP	32,000,000	As required	N/A
67	Navigation and Handling charges	Various	CS	Yes	DP			
68	MSP & ESP and Flight Data Monitoring	7	CS	Yes	DP			
69	Maintenance/OPS documents/subscriptions	Various	G	Yes	DP	26,000,000	As required	N/A
70	ISQMS and AMIS	Various	CS	Yes	DP			
71	Fire Protection System	Various	CS	Yes	RFQ			
72	Ground Support Equipments	Various	G	Yes	RFQ			
73	Hangar Renovations	1	W	Yes	RFQ	2,961,000	Quarter 1	N/A
74	SLA - Monthly service of Swimming Pools	1	W	Yes	DP	400,000	As required	N/A
75	SLA - Supply and Delivery of Diesel for standby Generators	Various	G	Yes	DP	400,000	As required	N/A
76	Laundry equipment supply and installation	1	G	Yes	RFQ	2,000,000	Quarter 1	N/A
77	Monthly service of Lifts and Escalators	Various	W	Yes	DP	500,000	Quarter 1	N/A
78	Renovation to the Offices of the Former and Fourth Presidents	1	W	Yes	RFQ	30,000,000	Quarter 1	N/A
79	Maintenance of the Former President's Residences (Okanhuti and Quinaspoh)	2	W	Yes	RFQ	500,000	Quarter 1	N/A
80	Repair of Roller shutter Doors	Various	W	Yes	RFQ	200,000	Quarter 1	N/A
81	Printing Services	Various	W	Yes	OAB	2,000,000	Quarter 2	Service Level Agreement (SLA)
82	DSTV installation and maintenance	Various	W	Yes	OAB	150,000	As required	Service Level Agreement (SLA)
83	CCTV	Various	W	Yes	OAB	2,500,000	Quarter 2	Service Level Agreement (SLA)
84	Maintenance system (GATS, IT Maintenance, Transport)	1	W	Yes	RFQ	3,800,000	Quarter 1	Impractical to apply this method
85	IT Infrastructure (Server rooms and Networking)	1	W	Yes	RFQ	3,000,000	Quarter 1	Impractical to apply this method
86	WIFI Network (Disability & Marginalised, Vice President, 4th President)	1	W	Yes	RFP	5,000,000	Quarter 1	Impractical to apply this method
87	alteration and renovation of the Office of the Governor in Erongo Region	1	W	Yes	RFQ	1,000,000	Quarter 1	N/A
89	Construction of shade nets for vehicle parking (Governor's Office)	10	W	Yes	RFQ	150,000.00	Quarter 1	Impractical to apply this method
90	Any other maintenance for operational equipments,machinery & plants	Various	W	Yes	RFQ	200,000	As need arise	Unforeseen circumstances
91	026 - Property Rental and related charges Governors and Marginalised Community & Disability	Various	NCS	Yes	DP	262,000	Direct to Landlord	Service Level Agreement is applied.
92	027 - Other services Training Courses, Symposium & Workshops of all staff members.	Various	NCS	Yes	RFQ	50,000,000	As required	Invite professional bidders in fields of training skills required.
93	Supply and delivery of promotions items branded or embroided with Office of the President logo.	Various	G	Yes	RFQ	2,500,000	Standing contract	Existing contract
94	Supply and delivery of entertainment allowances for the staff who qualifies.	22	G	Yes	RFQ	1,000,000.00	As required	Entertainment is provided according to employment conditions of services

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95	Ceremonial Services and acquiring of National Honor Medals.	10	G	Yes	RB	3,500,000	Monthly	Restricted Bidders are invited
95	Supply and delivery of fresh flowers and gifts and deco to guests for different events locally and abroad	Various	G	Yes	RFQ	1,000,000.00	As required	Procurement as per request.
96	Procurement of catering services on events, venues, conferences, trainings and commemorations for the Office of the President as per requests.	Various	G	Yes	RFQ	2,500,000	As required	Procurement as per request.
97	Supply and delivery of Office Refreshments for Official guests for H.E. the President, Vice President, Former Presidents, Presidential Advisors and Executive Director.	Various	G	Yes	RFQ	6,000,000	As required	Procurement as per request.
98	Supply and delivery of carpets, dry cleaning services for carpets, tablecloths, and bed linens.	Various	G	Yes	RFQ	2,500,000	Quarter 1	New carpets are required, and a Service Level Agreement is needed for cleaning services.
99	Development of Farm Ondera Agricultural Project	Various	CS	Yes	EP	8,500,000	Quarter 1	N/A
100	Construction of housing and sanitation for the Marginalised Communities.	Various	W	Yes	RB	12,500,000	Quarter 1	N/A
101	Provision of dignified Burial Services to the Marginalised Communities	Various	NCS	Yes	OAB	4,000,000	Quarter 1	N/A
102	Provision of accommodation to students from the Marginalised Communities	Various	NCS	Yes	OAB	10,655,000	Quarter 1	N/A
103	Payment of tuition and accommodation fees for students from the Marginalised Communities	Various	NCS	Yes	RB	14,100,000	Quarter 2	N/A
104	Refreshment for the Inauguration of Farm Seringkop ECD and Masambo ECD	Various	NCS	Yes	RFQ	230,000	Quarter 1	Request for Quotation
105	Procurement of Conferences Package and Catering Services for sensitization meeting with Regional Governors, CEO, CRO and Chairpersons of the Regional Councils Management Committee on Functions assigned to VP Office.	Various	NCS	Yes	RFQ	500,000	Quarter 1	Request for Quotation
106	Procurement of refreshment for meeting students from Marginalised Communities and students with Disabilities	Various	CS	Yes	RFQ	200,000	Quarter 1	Request for Quotation
107	Supply and delivery of food items for the Special Feeding Programme for the Marginalised Communities.	Various	G	Yes	OAB	120,000,00	Quarter 1	N/A
108	Procurement of auditing services of the National Association of women with Disabilities	1	G	Yes	DP	50,000,00	Quarter 1	N/A
107	Procurement of hats for National Association of Albinism.	150	G	Yes	DP	83,000	Quarter 1	N/A
109	Procurement of individual support programme items for children and adults with severe disabilities.	Various	G	Yes	DP	2,000,000	Quarter 1	N/A

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110	Conduct a petroleum data inventory for offshore basins	1	NCS	Yes	RB	2,000,000	Quarter 2	Restricted Bidders are invited
111	Development of Compliance Management System	1	NCS	Yes	RFQ	2,000,000	Quarter 2	Request for Quotation
112	Legal Framework (Phase 1) Review regulations related to Health, Safety and Environment (HSE)	1	CS	Yes	RB	1,000,000	Quarter 3	Restricted Bidders are invited
113	Security Contracts	Various	NCS	Yes	DP	1,700,000	Annually	Service Level Agreement (SLA) is applied.
114	Governors Initiatives	Various	W	Yes	RFQ	1,400,000	As required	Request for Quotation
115	Sports activities and wellness programs and Team buildings	Various	G	Yes	RFQ	2,000,000	Quarter 1 - 4	Selected bidders to provide sports gears and team buildings.
116	Aircraft insurance	7	CS	Yes	OAB	9,000,000.00	Annually	Air transport aviation standards
117	Supply and provision of other unforeseen services	Various	G	Yes	RFQ	45,000,000	As required	N/A
041 - Members Fees and Subscription: International								
117	Members fees for the Internal Audit Staff	2	NCS	Yes	DP	42,000	Quarter 4	Payment towards NGO memberships
101 - Furniture and Equipment								
118	Supply and delivery of Office and Household Furniture, Office Equipment, electronic devices, and other Office and Household appliances.	Various	G	Yes	RFQ	8,750,000	As required	N/A
103 - Operational Equipment and Machinery								
119	Supply and delivery of operational equipment, radio transmitters and any other equipment as necessary.	Various	G	Yes	RB	390,000	As required	Selected suppliers that has capacity to supply these equipment.
120	115 - Feasibility Studies, Design & Supervision							
	Technical reports and Consultancy fee for projects	Various	NCS	Yes	RB	11,600,001.00	As required	A few known service providers in the market.
121	117 - Construction, Renovations & Improvements							
	Construction, Improvement and alterations of the State House Infrastructures	Various	W	Yes	DP/RB	140,400,000.00	As required	Impractical as projects are ongoing
TOTAL						893,783,703		
PMU: Ms. Secilie Iifo								
Signature: 								
Date: 04/2026/14								
Financial Advisor: Ms. Monika Eses								
Signature: 								
Date: 16/04/2026								
PC Chairperson: Ms. Alma NN Nambundunga								
Signature: 								
Date: 2026/04/15								
Approved - Accounting Officer : Mr. Mateus Kaholongo								
Signature: 								
Date: 15/04/26								

