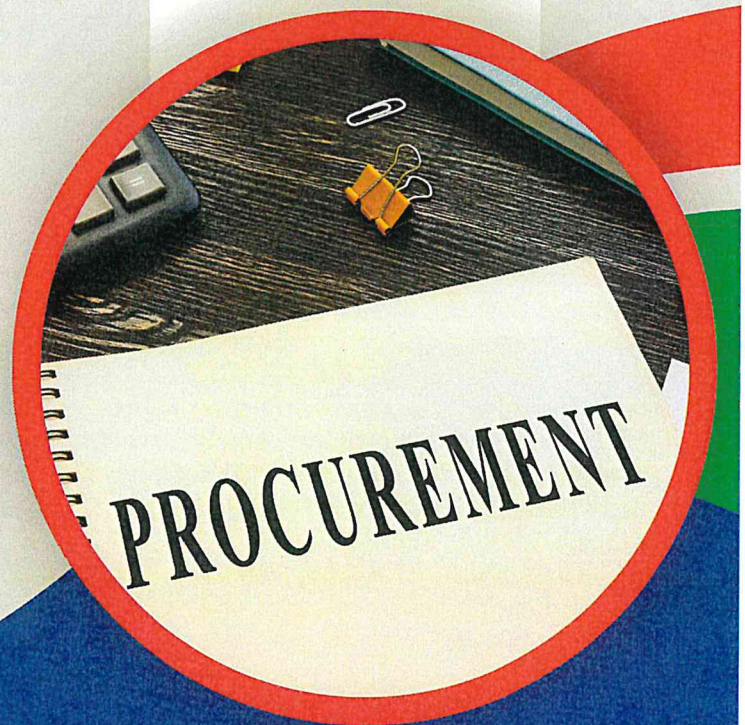




ANNUAL PROCUREMENT PLAN 2025/26

Office of the Auditor-General



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Republic of Namibia
Annual Procurement Plan

Financial Period: 2025/26

Name of Public Entity: OFFICE OF THE AUDITOR-GENERAL

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	Detailed information	Reason for deviating from the default method (where applicable)
1	Flight Tickets: Office of the Aud-Gen								
	Flight Tickets: Auditor- General	Various	NCS	Yes	DP/RFQ/IQ	600,000	When required	Intosai	Procurement of airtickets are readily available from limited airlines that meet OAG's specific requirements
	Flight Tickets: Administration		NCS		DP/RFQ/IQ	300,000	When required	Afrosai-E events	
	Flight Tickets: Auditing		NCS	Yes	DP/RFQ/IQ	1,000,000	When required	Afrosai-E, UN, IDI, FAAS, ISAR, 40	
2	Subscriptions for a period over 12 Months					1,900,000.00			
	New Era	2	NCS	Yes	DP	4,000.00	Feb '25		Newspaper Media houses have exclusive rights to supply specific type of newspapers exclusively.
	Namibian Sun	2	NCS	Yes	DP	2,500.00	Feb '25		
	Republikein	1	NCS	Yes	DP	2,000.00	Feb '25		
	The Namibian	2	NCS	Yes	DP	4,500.00	Feb '25		
	Windhoek Observer	2	NCS	Yes	DP	3,000.00	Feb '25		
3	Supply and Delivery of Stationery, Cleaning and Maintenance Materials over a period of 36 Months					16,000.00			
	Photocopying Supplies	Various	G	Yes	DP/RFQ/IQ	300,000.00	July 24 & Jan 25		Standing Contracts for Suppliers selected through OAB
	Computer Supplies	Various	G	Yes	DP/RFQ/IQ	300,000.00	July 24 & Jan 25		
	Calculator Stationery	Various	G	Yes	DP/RFQ/IQ	1,000.00	July 24 & Jan 25		
	General Office Supplies	Various	G	Yes	DP/RFQ/IQ	200,000.00	July 24 & Jan 25		
	Maintenance Materials	Various	G	Yes	DP/RFQ/IQ	100,000.00	July 24 & Jan 25		
	Cleaning Materials	Various	G	Yes	DP/RFQ/IQ	85,000.00	July 24 & Jan 25		
						986,000.00			
	Fuel & Lubricants	Various	NCS	Yes	DP	420,000.00	"When Required		
	Tyres	Various	G	Yes	RFQ/IQ	75,000.00	"When Required		
	Batteries	Various	G	Yes	RFQ/IQ	20,000.00	"When Required		
	Spare Parts & Accessories	Various	G	Yes	RFQ/IQ/ DP	100,000.00	"When Required		
	Servicing Fees & Repairs	Various	NCS	Yes	RFQ/IQ/ DP	135,000.00	"When Required		
	Car wash	Various	NCS	Yes	IQ	70,000.00	"When Required		
	License Fees	Various	NCS	Yes	DP	32,000.00	"When Required		
	Tracking System over a period of 36 Months		NCS	Yes	DP	128,000.00	Standing Contract		
						980,000.00			
5	City of Windhoek	Various	NCS	Yes	EPE	2,810,000.00	Monthly		Co/W has exclusive rights to supply water and electricity
	TN Mobile / MTC over period of 12 months	Various	NCS	Yes	EPE	1,023,000.00	Standing Contract		Supplier has exclusive rights to provide services for a period of 12 months
	Telecom Namibia	Various	NCS	Yes	EPE	420,000.00	Monthly		Telecom has exclusive rights to supply telecommunication services

	Courier Charges	Various	NCS	Yes	EPE	10,000.00	When Required	Nampost has exclusive rights to supply postal deliveries
	State Mail	Various	NCS	Yes	EPE	4,000.00	When Required	Nampost has Exclusive rights to supply Postal services
	Rent-A-Drum	Various	NCS	Yes	DP	25,200.00	Monthly	Standing Contract
	Paratus Telecom	Various	NCS	Yes	DP	5,000.00	Monthly	Paratus telecom has Exclusive rights to maintain systems as they were the installers of the year contract provided the successful supplier has exclusive rights for the period of the three year contract
	Rent of Photocopier 36 Months	Various	NCS	Yes	DP	310,000.00	Standing Contract	Financial Year therefore the successful supplier has exclusive rights for the period of the three year contract
	Rent of Photocopier (Colour) 36 Months	2	NCS	Yes	DP	100,800.00	Standing Contract	Financial Year therefore the successful supplier has exclusive rights for the period of the three year contract
	Disaster Recovery Plan	Various	NCS	Yes	RP	520,000.00	Monthly	Three year contract procured in Previous Financial Year therefore the successful supplier has exclusive rights for the period of the three year contract
	Wifi instalment 36 Months	1	NCS	Yes	DP	127,800.00	Standing Contract	Financial Year therefore the successful supplier has exclusive rights for the period of the three year contract
	Multichoice 12 Months	2	NCS	Yes	DP	10,000.00	February 2025	DSTV services
						5,365,800.00		
6	Photocopying Machines - Copy Charges over 36 Months	2	NCS	Yes	DP	100,000.00	Standing Contract	36 Months contract procured in previous financial year therefore the successful supplier has exclusive rights for the period of the three year contract
	PABX	Various	NCS	Yes	DP	128,000.00	Monthly	Standing Contract
						228,000.00		
7	IDEA (17)		NCS	Yes	DP	100,000.00	September 2025	
	SPSS (9)		NCS	Yes	DP	102,000.00	April 2025	
	Case Ware Working Papers (120)		NCS	Yes	DP	1,100,000.00	January 2025	
	Case Ware Time Back Office (125)		NCS	Yes	DP	310,000.00	June 2025	
	Kaspersky (282)		NCS	Yes	DP	70,000.00	February 2025	
	Adobe Acrobat Pro DC (2)		NCS	Yes	DP	40,000.00	August 2025	
	Veeam Backup Software		NCS	Yes	DP	100,000.00	When required	
	Microsoft Office Licences		NCS	Yes	DP	50,000.00	Annually	
	Netwrix		NCS	Yes	DP	110,000.00	January 2025	
	PRTG		NCS	Yes	DP	50,000.00	When required	
	SmartTime (300) Binary City		NCS	Yes	DP	55,000.00	April 2025	
	SOPHOS (Cyberoam)		NCS	Yes	DP	110,000.00	January 2025	
	ZOOM		NCS	Yes	DP	55,000.00	July 2025	
						2,252,000.00		
8	Printer maintenance 36 months (Green Enterprise)		NCS	Yes	RB/DP	70,000.00	When Required	Service Provider has exclusive rights to maintain computer equipment while under warranty before going out on tender
	Server support		NCS	Yes	DP	40,000.00	When Required	Service Provider has exclusive rights to maintain computer equipment to retain warranty
	Laptop / Desktop Components		NCS	Yes	RB	40,000.00	When Required	Services available from limited certify warranty centres
						150,000.00		
9	Maintenance Services		NCS	Yes	DP	15,000.00	Aug/Sept 2024	
	Generator		NCS	Yes	DP	10,000.00	Jan/Feb 2025	Service Provider has exclusive rights to maintain equipment to retain warranty
	UPS		NCS	Yes	RFQ	15,000.00	Feb 2025	
	Fire Extinguishers		NCS	Yes	RFQ	100,000.00	Feb 2025	
	Air-Conditioners		NCS	Yes	RFQ	50,000.00	May 2025	Services available from limited certify warranty centres
	Fire Detection System		NCS	Yes	RFQ	30,000.00	When Required	
	Access Control System		NCS	Yes	RFQ	40,000.00	When Required	
	Motor Gates		NCS	Yes	RFQ	30,000.00	September 2025	
	CCTV System		NCS	Yes	RFQ	80,000.00	November 25	Service Provider has exclusive rights to maintain equipment
	Booster pump		NCS	Yes	RFQ			
	Building Assessment							

Item	Electrical Fence	Unplanned	Yes	NCS	RFQ	30,000.00	Required
			Yes	NCS	RFQ	200,000.00	When Required
						600,000.00	
10	Training, workshops and symposiums		Yes	NCS	RFQ/IQ/DP	755,743.00	When Required
	Staff Development		Yes	NCS	DP	650,000.00	When Required
						1,405,743.00	
11	Security Contract (Triple One Investments) 12 Months		Yes	NCS	DP	600,000.00	Standing Contract
	Official Entertainment (AG)		Yes	NCS	DP	20,000.00	When Required
	Official Entertainment (DAG)		Yes	NCS	DP	10,000.00	When Required
	Advertisements and Printing		Yes	NCS	IQ	40,000.00	When Required
	Promotional Items		Yes	G	RFQ	40,000.00	When Required
	Public Relations		Yes	NCS/G	RFQ/IQ	100,000.00	When Required
	Wellness/HIV Committee		Yes	NCS/G	RFQ/IQ	78,500.00	When Required
	Affirmative Action Committee		Yes	NCS/G	RFQ/IQ	30,000.00	When Required
	Professionalization		Yes	NCS/G	RFQ/IQ	-	
	Customer Service Charter		Yes	NCS/G	RFQ/IQ	-	
	Office Entertainment		Yes	NCS/G	RFQ/IQ	200,000.00	When Required
	Recognition Committee		Yes	NCS/G	RFQ/IQ	50,000.00	When Required
	TV Licenses		Yes	NCS	DP	1,500.00	When Required
						1,170,000.00	
12	Outsourced Audits:						
	Municipalities		Yes	NCS	RB, DP	1,500,000.00	Dependent on the Sub-
	Statutory Bodies		Yes	NCS	RB, DP	1,500,000.00	mission on the Audit
	Funds		Yes	NCS	RB, DP	400,000.00	Statements
	Town Councils		Yes	NCS	RB, DP	-	
	Strategic Plan			NCS	RFQ	100,000.00	When Required
	Audit Bill			NCS	DP	100,000.00	When Required
	Case ware Development/ Consultancy		Yes	NCS	RFQ	180,000.00	When Required
	Stakeholder Engagement		Yes	NCS	DP	50,000.00	When Required
	Audit Committee (Sitting allowance)		Yes	NCS		3,830,000.00	
13	Annual Membership Fees						
	Afrosai-E		Yes	NCS	DP	250,000.00	December 2024
	Intosai		Yes	NCS	DP	9,000.00	December 2024
	Afrosai		Yes	NCS	DP	11,000.00	August 2024
	ACFE		Yes	NCS	DP	50,000.00	August 2024
						320,000.00	
14	Furniture & Office Equipment						
	Office Equipment		Yes	G	OAB/RFQ	1,000,000.00	Chairs, desks, laptops
						1,000,000.00	
15	VEHICLES		Yes		DP		
	Sedan		Yes		RFQ		
	Off-road		Yes				
						20,203,543	



Date: 17/12/2024
 Approved - Acting Accounting Officer (Name): Imelda Hummel
 Private Bag 13299
 Windhoek