




Republic of Namibia
Annual Procurement Plan

Name of Public Entity/Ministry of Justice and Labour Relations: Department Labour Relations -

Financial Period: FY 2025/2026

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)
1	Provision of Security Services	Various	NCS	Yes	OAB	7,000,000.00	Various	N/A
2	Rental of office accommodation	Various	NCS	Yes	OAB	1,700,000.00	Various	N/A
3	Service, repair and provision of Spare Parts & accessories of GRN vehicles	Various	NCS	Yes	RFQ	2,200,000.00	Various	N/A
4	Supply and Delivery of Office Furniture & Equipment/IT Equipment/NIEIS System	Various	G	Yes	OAB	2,751,328.00	Various	N/A
5	Supply and Delivery of Computer Supplies - Toner/Cartridge Drums - Consumables	Various	G	Yes	OAB	1,214,000.00	Various	N/A
6	Supply and Delivery of Cleaning Materials and personal protective clothing	Various	G	Yes	OAB	900,000.00	Various	N/A
7	Supply and Delivery of garden equipment	Various	G	Yes	OAB	60,000.00	Various	N/A
8	Provision of Computer Services - Software/SSL Licenses/Antivirus/Windows 10 licenses for PCs, installation and upgrading of IT equipment	Various	NCS	Yes	OAB	3,720,000.00	Various	N/A
9	Provision of Day-to-day Maintenance (Minor repairs/ operational equipment/installation of signages at all offices. Earthing of Regional Offices, Pesticides for offices and replacement of damaged ceiling boards	Various	NCS	Yes	RFQ	1,150,000.00	Various	N/A
10	Provision of Training/Symposiums/Workshop services/hospitality	Various	NCS	Yes	DP	1,185,000.00	Various	N/A
11	Provision of Printing & Advertisements services	Various	NCS	Yes	RFQ	1,126,000.00	Various	N/A
12	Provision of Corporate wear for officials	Various	G	Yes	OAB	100,000.00	Various	
13	Supply and Delivery of Tyres & Batteries	Various	G	Yes	OAB	250,000.00	Various	N/A
14	Upgrading of existing CCTV cameras with cloud network & installation of new CCTV cameras access cards for all offices and entrance doors.	Various	NCS	Yes	OAB	250,000.00	Various	N/A
15	Supply and Delivery of Stationery	Various	G	Yes	OAB	287,600.00	Various	N/A
16	Supply and Delivery of Photocopy Papers Supplies	Various	G	Yes	RFQ	310,000.00	Various	N/A

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17	Provision of Wellness Activities	Various	NCS	Yes	RFQ	500,000.00	Various	N/A
18	Supply and delivering of domestic and international travel tickets services	Various	NCS	Yes	RFQ	950,000.00	Various	N/A
19	General Office Supply & Others	Various	G	Yes	RFQ	74,000.00	Various	N/A
20	Supply, Delivery, and Service of Fire Extinguishers	Various	NCS	Yes	OAB	100,000.00	Various	N/A
21	Fax Machine Rental	Various	NCS	Yes	DP	10,000.00	Various	N/A
22	Other Transport expenses	Various	G	Yes	RFQ	60,000.00	Various	N/A
23	IT Equipment Maintenance and Access Control System	Various	NCS	Yes	RFQ	110,000.00	Various	N/A
24	Provision of other office maintenance services (Miscellaneous) Renovation of Finance subdivision roof, Outjo Labour Office, Ojjiwarongo official accommodation installation and service of airconditioners at Regional Offices	Various	NCS	Yes	RFQ	2,837,461.00	Various	N/A
25	Provision of domestic and foreign accommodation services	Various	NCS	Yes	RFQ	40,000.00	Various	N/A
26	Supply and Delivery of Office Refreshments	Various	G	Yes	RFQ	295,000.00	Various	N/A
27	Supply and Delivery of Corporate Gifts	Various	G	Yes	DP	10,000.00	Various	NA
28	Consultancy services (EEC & OLC) CMS	Various	CS	Yes	OAB	10,650,000.00	Various	N/A
29	Commissions and Board refreshments and Venue	1	NCS	Yes	RFQ	200,000.00	Various	N/A
30	Trade and Career Fair	Various	NCS	Yes	RFQ	20,000.00	Various	N/A
31	Procurement of Materials (Conventions) and Training Venues	Various	G	Yes	RFQ	200,000.00	Various	N/A
32	Design and Documentation for Nkurenkuru labour Office	1	W	No	OAB	1,000,000.00	Various	N/A
33	Design and Documentation for Otjiwarongo labour Office	1	W	No	OAB	1,000,000.00	Various	N/A
34	Supply and Delivery of Newspaper	Various	G	Yes	RFQ	2,400.00	Various	NA
35	Supply and Delivery of Psychometric services Materials	Various	G	No	RFQ	175,000.00	Various	N/A
36	Employment Services Board (sitting allowance, printing of report and refreshment)	various	NCS	Yes	RFQ	600,000.00	various	N/A
37	Procurement of Productivity (promotion related items and Services including refreshment)	Various	G	No	RFQ	200,000.00	Various	N/A

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38	Procurement of training Venues ,Survey materials, vehicles rental and other related	Various	G	Yes	RFQ	8,000,000.00	Various	N/A
39	Procurement of employment related activities such as consultancy fee and employment	Various	G	Yes	RFQ	90,000.00	Various	N/A
41	Maintenance for E-Labour	Various	NCS	No	OAB	602,000.00	Various	N/A
	Total amount					42,437,789.00		
Approved - Accounting Officer (Name): NGATHINDA DANIEL				Signature: 				
				Date:				25/04/2025

