



Republic of Namibia
Namibia Statistics Agency Annual Procurement Plan 2024-2025

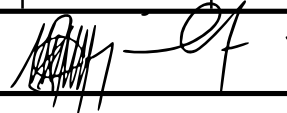
Name of Public Entity: Namibia Statistics Agency					Financial Period: 2024/25			
Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	HR							
1	Reviewing of Job Description & Grading of NSA positions	94	NCS	Yes	RFQ	329,000.00	Jun-24	Section 32 1(a)
2	Labour Relations Firm Retainer	12	CS	Yes	RFP	180,000.00	Annual	Section 32 1(a)
3	Employee Relations - Additional consultant for arbitration /conciliation)	12	CS	Yes	RFP	50,000.00	When required	Section 32 1(a)
4	Employee Engagement Survey (1 survey conducted by an external service provider)	1	CS	Yes	RFP	100,000.00	By-annually. Based on Strategic Plan	Section 32 1(a)
5	Sage (Payroll)	12	NCS	Yes	DP	20,000.00	When required	Section 32 1(a)
6	Psychometric Assessments of supervisory, management & specialist positions		NCS	Yes	DP	378,000.00	Throughout the year	Section 32 1(a)
7	Advertisements		NCS	Yes	RFQ	63,000.00	When required	Section 32 1(a)
8	Panel Interview - Refreshments		NCS	Yes	SVP	15,000.00	When required	Section 32 1(a)
9	Wellness program: (Fitness expert,Wellness week,Alcohol/drug/smoking abuse session, Mental health day, Healthy eating expert /Dietician,Fun day, Relaxation room, World Aids day)	7	NCS	Yes	SVP	100,000.00	Throughout the year	Section 32 1(a)
10	Organisational Training (including MDP/Supervisory Management)		CS	Yes	RFP	396,000.00	When required	Section 32 1(a)
11	Culture Change Events: (Valentines Day, Independence Day, Easter, Spring Day, end of year party, Women day/Father's day, Statistic Day)	7	CS	Yes	RFQ	500,000.00	When required. At least 4 events per year	Section 32 1(a)
12	HR Consultant(s) - Policies	3	CS	Yes	RFP	200,000.00	1-Apr-23	Section 32 1(a)
13	Office refreshments	12	G	Yes	SVP	12,000.00	Monthly	Section 32 1(a)
	DVS/DSS							Section 32 1(a)
14	Provision of venue and catering services for Analysis of the Census Basic report workshop (10)	Various	NCS	Yes	RFQ	150,000.00	May- June 2024	Section 32 1(a)
15	Provision of venue and catering services for the Drafting Basic report writing workshop (5 days)	Various	NCS	Yes	RFQ	150,000.00	May -June 2024	Section 32 1(a)
16	Provision of venue and catering services for Review of the Draft basic report writing workshop (10	Various	NCS	Yes	RFQ	150,000.00	Jun-24	Section 32 1(a)
17	Provision of English Editor to language edit the basic report	1	CS	Yes	RFQ	250,000.00	Sep-24	Section 32 1(a)
18	Provision for the printing services for the basic report	1	NCS	Yes	RFQ	500,000.00	Sep-24	Section 32 1(a)
19	Provision of venue and catering services for the official launch of the basic report	1	NCS	Yes	RFQ	300,000.00	Oct-24	Section 32 1(a)
20	Provision of venue and catering services for the Regional Launching of the Basic report	1	NCS	Yes	RFQ	1,000,000.00	November 2024 -March 2025	Section 32 1(a)
21	Provision of venue and catering services for Analysis of the Census various thematic report workshop	1	NCS	Yes	RFQ	500,000.00	July24 - March 25	Section 32 1(a)

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22	Provision of venue and catering services for the Drafting various thematic report writing workshop (5 days)	1	NCS	Yes	RFQ	500,000.00	July24 - March 25	Section 32 1(a)
23	Provision of venue and catering services for Review of the Draft various thematic report writing workshop (5 Days)	1	NCS	Yes	RFQ	500,000.00	July24 - March 25	Section 32 1(a)
24	Provision of venue and catering services for Statistical Analysis Software training	1	NCS	Yes	RFQ	400,000.00	Jun24 - Dec 24	Section 32 1(a)
25	Provision of venue and catering services for drafting of Vital Statistics Report- analysis and report writing workshop (5 Days)	1	NCS	Yes	RFQ	150,000.00	Oct - Dec 24	Section 32 1(a)
26	Provision of venue and catering services for drafting of Mortality and Causes of Deaths Report- analysis and report writing workshop (10 Days)	1	NCS	Yes	RFQ	250,000.00	Oct - Dec 2025	Section 32 1(a)
27	Provision of venue and catering services to review and validate Vital Statistics draft Report- (5 Days)	Various	NCS	Yes	RFQ	80,000.00	Jan-Feb 2025	Section 32 1(a)
28	Provision of venue and catering services to review and validate Mortality and Causes of Deaths draft Report- (5 Days)	Various	NCS	Yes	RFQ	80,000.00	Jan-Feb 2026	Section 32 1(a)
29	Stakeholder engagement workshop on Civil Registration data quality issues for Vital Statistics- (3 days)	Various	NCS	Yes	RFQ	50,000.00	Jul-Sep 24	Section 32 1(a)
30	Provision of venue and catering services to prepare CR data for analysis (VSR) workshop- (5 Days)	Various	NCS	Yes	RFQ	50,000.00	Jun - Aug2 4	Section 32 1(a)
31	Provision for the printing services for the Printing of Namibia Vital Statistics Report- 100 copies	Various	NCS	Yes	RFQ	100,000.00	Mar-25	Section 32 1(a)
32	Provision of venue and catering services for the official launch of the VS report	1	NCS	Yes	RFQ	120,000.00	Mar-25	Section 32 1(a)
33	Provision for the printing services for the Printing of Labour force Report- 200 copies	1	NCS	Yes	RFQ	190,000.00	Sep-24	Section 32 1(a)
34	Provision of venue and catering services for the official launch of the Labour Force report	1	NCS	Yes	RFQ	120,000.00	Oct-24	Section 32 1(a)
35	Provision of Consultancy for the Regional Report	1	NCS	Yes	RFQ	840,000.00	June -Sept 2024	Section 32 1(a)
36	Provision of venue and catering services for Analysis of the labour force report workshop (10 days)	1	NCS	Yes	RFQ	100,000.00	April-May 2024	Section 32 1(a)
	SS/DSS							Section 32 1(a)
37	Provision of Venue and catering for NaLMIS stakeholders meetings/engament (half day)	4	NCS	Yes	RFP	40,000.00	5-Jun-24	Section 32 1(a)
38	Provision of Venue and catering NaLMIS lauch (half day)	1	NCS	Yes	RFP	45,000.00	4-Jun-24	Section 32 1(a)
39	Provision of catering services for the NHIES pilot TOT training (4 weeks)	1	NCS	Yes	RFQ	280,000.00	5-Aug-24	Section 32 1(a)
40	Provision of venue and catering services for the NHIES pilot field staff training (4 weeks)	1	NCS	Yes	RFQ	915,040.00	2-Sep-24	Section 32 1(a)
41	Provision of catering services for the NHIES Main TOT Training at (4 weeks)	1	NCS	Yes	RFQ	280,000.00	Jan- Feb 2025	Section 32 1(a)
42	Provision of catering and catering services for the NHIES main field staff training (4 weeks)	1	NCS	Yes	RFQ	3,130,040.00	Feb- Mar 25	Section 32 1(a)
43	Procuring of 47 vehicles	1	NCS	Yes	RFQ	31,400,000.00	5-Aug-24	Section 32 1(a)
44	Provision of Venue and catering services for the FIS stakeholder engagement (1 Day)	1	NCS	Yes	RFQ	49,000.00	1/10/2024-01/03/2025	
45	Procurement of FIS stationaries	Various	G	Yes	RFQ	160,776.00	1/10/2024-01/03/2025	
46	Procurement of FIS uniform ((Includes - Hats, Bibs and Bag pack)	Various	NCS	Yes	RFQ	212,400.00	1/10/2024-01/03/2025	
47	Provision of Consultancy	1	NCS	Yes	RFQ	200,000.00	1/10/2024-01/03/2025	
	DQA & NSS Coordination							
48	Evaluation of PES	Various	NCS	Yes	RFQ	25,204.32	Apr-24	Section 32 1(a)
49	Procuring of Venue and Catering for the launch of the PES Report	100	G	Yes	RFQ	95,000.00	Oct-24	
50	Layout and printing of the NQAFS document	40	G	Yes	RFQ	50,000.00	May-24	N/A
51	Catering for NQAFS Press Announcement and Release	2	G	Yes	RFQ	15,000.00	August 2024 and March 2025	N/A
52	Procuring of venue and catering for the Socialization of the Gazzetted NQAFS and Standards	50	G	Yes	RFQ	50,000.00	1-May-24	N/A

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53	Procuring catering services for the NSDS Statistics Development Committee Meetings (venue, lunch, tea, drinks and water)	2	G	Yes	RFQ	50,000.00	May 2024 and February 2025	N/A
54	Catering for the NSDS Sector Statistics Committee Report and review Meetings (venue, tea, lunch + soft drinks)	20	G	Yes	RFQ	60,000.00	June 2024, September 2024, December 2024 and March 2025	N/A
55	Procurement of Venue + catering for the regional NSDS Socialization and Capacity Building Workshops (7 Regions) (Venue and Catering)	50	G	Yes	RFQ	175,000.00	May 2024 - March 2025	N/A
56	Venue and Catering for the National and Regional CSOs data ecosystem assessment workshops	90	G	Yes	RFQ	472,400.00	July 2024	N/A
57	Printing of the NSDS document	200	G	Yes	RFQ	90,000.00	July 2024	N/A
58	Consultant for SSC project	2	CS	Yes	RFQ	300 000.00	Aug-24	N/A
59	Venue and Catering for the National Institutional mapping and training workshop on SSC	40	G	Yes	RFQ	90 ,000.00	Sep-24	N/A
60	Veneu and catering for National workshop on validation and sustainability pathway: validation of the first estimates of SSC, draw lessons and define a sustainable process for SSC data recording, mobilization and reporting	40	G	Yes	RFQ	90,000.00	May-25	N/A
60	Flights Tickets for the benchmarking of the GBV database	4	G	Yes	RFQ	60,000.00	August 2024- March 2025	N/A
61	Gender Base Violence (GBV) database Assessement workshops	4	G	Yes	RFQ	150,000.00	July 2024-March 2025	N/A
62	Flights Tickets for the benchmarking of the Citizen Generated data	3	G	Yes	RFQ	30,000.00	July 2024-March 2025	N/A
63	Standard Development Workshops	2	G	Yes	RFQ	14,000.00	June - August 2024	N/A
64	DQA & NSS (Flight Tickets)	3	G	Yes	RFQ	60,000.00	April 2024 - March 2025	N/A
65	IQAP members (Flight tickets)	3	G	Yes	RFQ	45,000.00	January and February 2025	N/A
66	IQAP members (Accomodation /DSA)	3	G	Yes	RFQ	60,000.00	November 2024 -March 2025	N/A
67	IQAP Members (Sitting fees)	3	G	Yes	RFQ	55,666.17	November 2024 -March 2025	N/A
68	Advertisement for experts recruitment to serve on IQAP	1	G	Yes	RFQ	10,000.00	November 2024 -March 2025	N/A
69	Departmental Breakaway sessions (NQAFS, NSDS, SSC project)	3	G	Yes	RFQ	45,000.00	July 2024 - March 2025	N/A
70	Professional Statistical Association Memberships	4	G	Yes	RFQ	6,192.00	December 2024 - January 2025	N/A
71	SDG-UN High-Level Political Forum, New York (Flight Tickets)	1	G	Yes	RFQ	20,000.00	June-July 2024	N/A
72	Gazetting of OSD	1	W	Yes	RFQ	5,000.00	February- March 2025	N/A
73	Office refreshments	1	G	Yes	RFQ	3,000.00	April 2024	N/A
74	Procuring of 2 Official Seals (one for Official Statistics and another for Quality Statistics)	2	G	Yes	RFQ	6,000.00	November 2024	N/A
75	NQAFS Quality Assessments Review - Catering for IQAP members' induction and Assessment review (Tea Breaks and Lucnch)	6	G	Yes	RFQ	10,000.00	January and February 2025	N/A
76	Gazetting of NQAFS	1	W	Yes	RFQ	10,000.00	May 2024	N/A
	ODSG							
77	Contract for Installation of Wireless Burglar Alarm System, Monitoring of alarm and armed response to 11 Regional Statistics Offices.	11	NCS	Yes	RFQ	50,000.00	Jun-24	N/A
78	Install Basic Office Wireless CCTV Camera systems in 11 Regional Statistics Offices	11	NCS	Yes	RFQ	150,000.00	Jun-24	N/A
79	Procure two standard cellphone for the securit communication at DPC and Head Office	2	NCS	Yes	RFQ	3,000.00	Mar-24	N/A
80	Procure new Portable Fire Extinguishers 9KG	17	G	Yes	RFQ	11,900.00	Jun-24	N/A
81	Procure new and refill First Aid Boxes	19	G	Yes	RFQ	7,000.00	Jun-24	N/A

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82	Office refreshments	Various	G	Yes	RFQ	9,600.00	May-24	N/A
83	Training on Sampling Techniques for 3-4 days for about 40 people (Venue and catering services)	Various	NCS	Yes	RFQ	40,000.00	Jul-24	N/A
84	Annual servicing the Auto-fire extinguishers	2	NCS	Yes	DP	7,000.00	Contract in place	N/A
85	Upgrading and Maintance of Physical Security Systems	Various	NCS	Yes	DP	115,000.00	Contract in place	N/A
	Fin&Adm							
86	Training on Sampling Techniques for 3-4 days for about 40 people (Venue and catering services)	Various	NCS	Yes	RFQ	40,000.00	October 2024 - March 2025	N/A
87	NCPI							
88	Procurement of Price Agents T-Shirts, hats and tablets	26	G	Yes	DP	20,381.00	Jul-24	N/A
	Trade							
89	Hiring of Venue (Sensitization workshops)	4	NCS	Yes	DP	85,000.00	Oct-24	N/A
90	Catering services-Finger foods (Sensitization workshops)	4	NCS	Yes	DP	60,000.00	Oct-24	N/A
	Agriculture Statistics							
91	Stakeholders workshop on agriculture census instruments (Venue & Catering)	1	NCS	Yes	DP	60,000.00	Sep-24	N/A
92	Advocacy workshop on mobilizing funds for SPARS Implmentation (Venue & catering)	1	NCS	Yes	DP	24,000.00	Apr-24	N/A
93	Refreshment Procurement for Agriculture Census Committee Meetings (Catering)	3	NCS	Yes	DP	887,900.00	May-24	N/A
94	Procure agriculture pilot census material and equipment	1	NCS	Yes	DP	60,000.00	Oct-24	N/A
	ESD Regional Dissemination							
95	Regional ESD Dissemination Workshops (Venue & catering)	1	NCS	Yes	DP	60,000.00	Feb-25	N/A
	National Accounts							
96	National accounts workshop to engage stakeholders on rebase	1	NCS	Yes	DP	60,000.00	Jun-24	N/A
	Internal Audit Division							
97	Internal audit Consultancy	Various	CS	Yes	RFP	77,000.00	Throughout the year	N/A
98	IIA SA Membership	2	NCS	Yes	RFQ	6,930.00	31-May-24	N/A
99	CIA Exams Part 1 and Part 2	6	NCS	Yes	RFQ	19,536.00	30-Nov-24	N/A
100	Internal Auditor's online trainings (CATL, EXCEL, ADVEX) Online	2	NCS	Yes	RFQ	42,690.50	Sept 2024- Nov 24	N/A
101	Printing of internal Audit material (flyers) for the awareness campaign	4	NCS	Yes	RFQ	8,000.00	Throughout the year	N/A
	Corporate Communication							
102	Branding of NSA vehicles	Various	NCS	Yes	RFQ	50,000.00	Apil 24-March 25	N/A
103	Printing of various statistical booklets & Annual report	Various	NCS	Yes	RFQ	60,000.00	Apil 24-March 25	N/A
104	Office Branding	Various	NCS	Yes	RFQ	50,000.00	Apil 24-March 25	N/A
105	Procurement of various corporate wear	Various				50,000.00	April 24 - March 25	N/A
106	Procurement of various promotional items	Various	G	Yes	RFQ	50,000.00	April 24 - March 25	N/A
107	Procurement of production of NSA Corporate Video and animations	Various	G	Yes	RFQ	40,000.00	Apil 24-March 25	N/A
108	Advertising (Banners, Newspaper, radio, Social media and Tv)	Various	G	Yes	RFQ	190,000.00	Apil 24-March 25	N/A
109	Notebooks for 2025	200	G	Yes	RFQ	50,000.00	Sep-Oct 2024	N/A
110	Procurement of Gazebos, chairs, tables and branded tablecloths, podium and banners	4	G	Yes	RFQ	57,000.00	April 24 - March 25	N/A
111	Media scanning	1	G	Yes	RFQ	20,000.00	April 24 - March 25	N/A
112	Software and Hardware equipment	Various	G	Yes	RFQ	200,000.00	Apil 24-March 25	N/A
113	Social media green room equipment	Various	G	Yes	RFQ	100,000.00	Apil 24-March 25	N/A
114	Stakeholder engagement (Media conferences catering)	6	G	Yes	RFQ	578,000.00	April 24 - March 25	N/A
	GIS/NSDI							

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115	Provision of venue and catering services for stakeholder engagements, capacity building and outreach activities	Various	NCS	Yes	RFQ	700,000.00	Quarterly	N/A
116	Provision of live stream services for the NSDI Forum	Various	NCS	Yes	RFQ	50,000.00	Jul-24	N/A
117	Procurement of the NSDI Forum promotional materials	Various	G	Yes	RFP	150,000.00	Jul-24	N/A
118	Procurement of Office Refreshments	Various	NCS	Yes	SVP	12,000.00	Ad-hoc	N/A
119	Procurement of GPS batteries and accessories	Various	G	Yes	SVP	15,000.00	Ad-hoc	N/A
120	Printing of Census Atlases and NSDI publications	Various	NCS	Yes	RFQ	350,000.00	May-25	N/A
121	Advertising	Various	G	Yes	DP	50,000.00	Ad-hoc	N/A
122	Procurement of NSDI promotional materials	Various	G	Yes	RFQ	50,000.00	May-24	N/A
123	Procurement of the NSDI mobile screen	1	G	Yes	RFQ	15,000.00	May-24	N/A
	Security							N/A
124	Contract for Installation of Wireless Burglar Alarm System, Monitoring of alarm and armed response to 11 Regional Statistics Offices.	11	NCS	Yes	RFQ	50,000.00	Jun-24	N/A
125	Install Basic Office Wireless CCTV Camera systems in 11 Regional Statistics Offices	11	NCS	Yes	RFQ	150,000.00	Jun-24	N/A
126	Procure two standard cellphone for the security communication at DPC and Head Office	2	NCS	Yes	RFQ	3,000.00	May-24	N/A
127	Procure new Portable Fire Extinguishers 9KG	17	G	Yes	RFQ	13,650.00	Jun-24	N/A
128	Procure new and refill First Aid Boxes	19	G	Yes	RFQ	7,000.00	Jun-24	N/A
129	Annual servicing the Auto-fire extinguishers	2	NCS	Yes	DP	7,000.00	Contract in place	N/A
130	Upgrading and Maintenance of Physical Security Systems	Various	NCS	Yes	DP	115,000.00	Contract in place	N/A
	Fin&Adm							
131	Outsourcing Cleaning services	14	NCS	Yes	RFQ	1,365,326.68	July-Sept 2024	Section 32 1(a)
132	Office Rentals	15	NCS	Yes	RFQ	9,378,672.24	July-Sept 2024	Section 32 1(a)
133	Acquisition of office Building plus maintenance costs	Various	NCS	Yes	DP	70,000,000.00	July-Sept 2024	Section 36 1(d)
134	Leasehold Improvement-Oshikoto Regional Office	1	NCS	Yes	RFQ	130,000.00	July-Sept 2024	Section 32 1(a)
	IT & DP							
135	Microsoft software(excel, word etc) - renewal	Various	NCS	No	DP	2,900,000.00	July-Nov 2024	Section 36 1
136	Data Analysis software IBM SPSS - renewals	Various	NCS	No	DP	280,000.00	July-Nov 2024	Section 36 1
137	Data Encryption Software - renewal	Various	NCS	No	DP	800,000.00	July-Nov 2024	Section 36 1
138	Pastel payroll software- renewal	Various	NCS	No	DP	200,000.00	July-Nov 2024	Section 36 1
139	Pastel accounting software - renewal	Various	NCS	No	DP	43,067.50	July-Nov 2024	Section 36 1
140	Kaspersky - renewal	Various	NCS	No	DP	63,250.00	July-Nov 2024	Section 36 1
141	SSL - renewal	Various	NCS	No	DP	40,000.00	July-Nov 2024	Section 36 1
142	Fortigate all sites - renewal	Various	NCS	No	DP	1,500,000.00	July-Nov 2024	Section 36 1
143	IMSS - Mail Filtering - renewal	Various	NCS	No	DP	20,000.00	July-Nov 2024	Section 36 1
144	Backup Software - renewal	Various	NCS	No	DP	109,882.50	July-Nov 2024	Section 36 1
145	Adobe Suite - renewal	Various	NCS	No	DP	55,000.00	July-Nov 2024	Section 36 1
146	Board Packs	Various	NCS	No	DP	300,000.00	July-Nov 2024	Section 36 1
147	Offsite backup recovery site - renewal	1	NCS	No	DP	160,800.00	July-Nov 2024	Section 36 1
148	Laptops	20.00	G	No	OAB	700,000.00	July-Nov 2024	N/A
149	Video conferencing equipment and related software	1.00	G	No	OAB	1,000,000.00	July-Nov 202	N/A
150	NHIES equipment (desktops, printers, server, sms gateway etc)	5.00	G	No	OAB	5,900,000.00	44,030.00	N/A
	OSG							
151	Subject Matter Consultancy	Various	CS	Partial	DP	390,000.00	Mar-April 25	N/A
152	Legal Fees	Various	CS	Partial	DP	350,000.00	Mar-April 25	N/A

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153	Office Refreshment	Various	G	Yes	DP	45,000.00	Jun-April 25	N/A
154	Stakeholder Relationships (SG's stakeholder engagements, Refreshments & Including board offsite meetings e.g breakfast meetings)	Various	NCS	Yes	RFQ/ DP	578,000.00	Apr-March 25	N/A
155	Membership fees	Various	NCS	No	DP	73,000.00	Apr-March 25	N/A
156	News paper Subscriptions	Various	NCS	No	DP	120,000.00	Apr-March 25	N/A
157	Contingency	Various	NCS	Partial	RFQ	300,000.00	Apr-March 25	N/A
158	Advertising	Various	NCS	Partial	DP	250,000.00	Apr-March 25	N/A
159	Branding	Various	NCS	Yes	RFQ	200,000.00	Apr-March 25	N/A
160	General Publications	Various	NCS	Partial	RFQ	180,000.00	Apr-March 25	N/A
161	Organisational Performance Review	1	NCS	Partial	RFQ	160,000.00	Dec-24	N/A
162	Travel Expenses	Various	NCS	No	RFQ	252,000.00	Apr-March 25	N/A
163	Hotel & Accomodation	Various	NCS	No	RFQ	290,000.00	Apr-March 25	N/A
164	Conferences hosting	Various	NCS	No	RFQ	90,000.00	Apr-March 25	N/A
165	Strategic Plan	Various	NCS	No	RFQ	50,000.00	Apr-March 25	N/A
Approved - Accounting Officer (Name): Mr. Alex Shimuafeni				Signature: 		Date: 10/10/2024		

