


DOC/PMU/03		Namibian Agronomic Board Annual Procurement Plan				 NAMIBIAN AGRONOMIC BOARD		
Effective date: 1-Jan-22		Compiled by: PMU		Approved by: CEO		Revision no: 0		
Name of Public Entity: Namibian Agronomic Board		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)
1	Procurement of design and printing services (NAB annual reports)	Various	G	Yes	RFQ	171,497	Sep-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
2	Procurement of promotional items and branding materials	Various	G	Yes	RFQ	700,000	As the need arise	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
3	Provision of venue, audio visual equipment and catering services for stakeholder engagement events	Various	NCS	Yes	RFQ	449,533	As the need arise	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
4	Procurement of Toyota double cab pickup	5	G	No	OAB	3,600,000	Jun-24	
5	Supply installation of time and attendance system for the border offices	9	G	Yes	RFQ	200,000	Jun-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid
6	Procurement and installation of safety bull bars for the Toyota double cab pickup	7	G	Yes	RFQ	60,000	May-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
7	Procurement of office furnitures and equipments	Various	G	Yes	RFQ	300,000	May-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
8	Provision of services related to participation in the SOE games (Transport, accommodation and catering services)	1	NCS	Yes	RFQ	291,644	May-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
9	Procurement of laptops, desktops, ipad and mac book	Various	G	Yes	RFQ	815,000	May-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP

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10	Supply and delivery of servers and network equipments	Various	G	Yes	RFQ	790,000	May-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
11	Provision of corporate team building events	Various	NCS	Yes	RFQ	127,624	As the need arise	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
12	Provision Health advisory services	Various	CS	Yes	RFQ	59,500	May-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
14	Procurement of birthday vouchers	Various	G	Yes	DP	47,700	As the need arise	Section 27 (4) (b) and (C)
15	Provision of website maintenance services	Various	CS	Yes	DP	63,562	As the need arise	Section 27 (4) (b) and (C)
16	Procurement of stationeries and related services	Various	G	Yes	RFP	566,215	Apr-24	Section 27(4)(b) and (c) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
17	Procurement of board members induction and training services	Various	NCS	Yes	DP	300,000	As the need arise	Section 27 (4) (b) and (C)
18	Procurement of transportation services for staff transfers	Various	NCS	Yes	RFQ	265,000	As the need arise	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
19	Provision of venue, audio visual equipment and catering services for management review meetings	Various	NCS	Yes	RFQ	318,000	As the need arise	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
20	Provision for cleaning services	Various	NCS	Yes	RFQ	212,931	Apr-24	Section 27 (4) (b) and (C) - Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
21	Provision of newsletters & publication services	Various	NCS	Yes	DP	279,439	As the need arise	Section 27 (4) (b) and (C)
22	Provision of Social media awareness services	Various	NCS	No	DP	42,099	As the need arise	Section 27 (4) (b) and (C)
23	Provision for Annual Agricultural show exhibitions	Various	NCS	Partial	DP	283,550	As the need arise	Section 27 (4) (b) and (C)


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24	Provision of venues and catering services for ISO review meetings	Various	NCS	Yes	RFQ	50,000	As the need arise	Section 27 (4) (b) and (c)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
25	Provision of QMS related training	Various	NCS	Partial	RB	250,000	As the need arise	Section 27 (4) (b) and (c)
26	Provision of QMS related consultancy services	Various	CS	Partial	RFP	250,000	As the need arise	Section 27 (4) (b) and (c)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
27	Provision of QMS internal and external audits consultancy services	Various	NCS	Yes	DP	550,000	As the need arise	Section 27 (4) (b) and (c)
28	Provision of customer satisfaction survey consultancy services	1	NCS	Yes	RFQ	50,000	Apr-24	Section 27 (4) (b) and (c)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
29	Provision of insurance services	Various	NCS	No	DP	695,119	As the need arise	Section 27(4)(b) and (c)
30	Provision of internal audit services	1	CS	Yes	RFP	1,000,000	May-24	
31	Consultancy services for conducting sustainability study for the NAB	Various	CS	Partial	RFP	1,000,000	May-24	
32	Provision of legal fees	Various	CS	Yes	DP	500,000	As the need arise	Section 27(4)(b) and (c)
33	Provision of disciplinary hearings & mediation consultancy services	Various	NCS	Yes	DP	18,364	As the need arise	Section 27(4)(b) and (c)
34	Supply and delivery of electronic seals	Various	G	Yes	RFQ	200,000	May-24	Section 27 (4) (b) and (c)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
35	Provision of venue ,audio visual equipments equipments;catering services and related services for national awards hosting	Various	NCS	Yes	RFQ		As the need arise	
36	Provision of testing services (pesticide residue monitoring, heavy metals, mycotoxin screening, proximate analysis, microbiological and mould analysis)	Various	NCS	Partial	DP	765,229	Quarterly	Section 27 (4) (b) and (C)
38	Provision of rental of offsite backup data storage space for a period of 12 months services	1	NCS	Yes	DP	1,272,000	Monthly	Section 27 (4) (b) and (C)
39	Provision of training & personnel development(Study assistance to staff,supervisory & management development program)	Various	NCS	Partial	DP	240,000	As the need arise	Section 27 (4) (b) and (C)
40	Office Maintenance and security services	Various	NCS	Yes	RFQ	1,453,810	As per need arise	Section 27 (4) (b) and (C) Section 27 (4) (b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP

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41	Provision of ICT software licences(Adobe Indesign,MS office 365,Acrobat Pro DC)	Various	NCS	No	RFQ	211,000	As the need arises	Section 27 (4)(b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
42	Provision of venue and refreshments for stakeholder engagement and awareness session on the crop-specific marketing standards, regulations and localg.a.p.	Various	NCS	Partial	RFQ	140,377	As the need arise	Section 27 (4)(b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
43	Consultancy services for development and implementation of Namibia's food control system(inncluding localg.a.p)	1	CS	No	RFP	1,100,000	As the need arise	Section 27 (4)(b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
44	Consultancy services for development and implementation of inspection monitoring systems	1	CS	No	RFP	350,000	As the need arise	Section 27 (4)(b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
45	Provision of venue, audio visual equipments and catering services for regional commodity consultation meetings	Various	NCS	Yes	RFQ	502,883	As the need arise	Section 27 (4)(b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
46	Provision of personnel accommodation during the table grape inspection programme	Various	NCS	Yes	RB	800,000	Sep-24	Section 27 (4)(b) and (C)-restricted to accommodation facilities within a radius of 20km of Assusenkher grape farms valley, naute dam and komsberg grape farm
47	Provision of External audit fees	1	NCS	No	DP	171,003	Sep-24	
48	Provision of consultancy services for the development of information hub system	1	CS	No	DP	424,000	May-24	
49	Procurement of truck seals	Various	G	Yes	RFQ	482,602	May-24	Section 27 (4)(b) and (C)-Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP

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50	Provision of consultancy services for the development of Production and marketing mobile application	1	CS	No	DP	318,000	May-24	Section 27 (4) (b) and (C)
51	Provision of venue, audio visual equipments and catering services farmers information days and training	Various	NCS	Partial	RFQ	866,066	As the need arise	Invitation for sealed quotations to be placed in the newspaper and bid documents to be uploaded on EGP
Approved - Accounting Officer (Name): Dr Fidelis N. Mwazi (PhD)					Signature: 		Date: 08/02/2024	

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