



Namibia Tourism Board

ANNUAL PROCUREMENT PLAN

NAME OF PUBLIC ENTITY: NAMIBIA TOURISM BOARD		FINANCIAL PERIOD: 2024-2025									
*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED.*											
Procurement No. (e.g.-1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the procurement reserved in terms of the Code of Good Practice?	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)			
1	Supply an delivery of Office stationaries to the NTB for a period of three years	Various	G	No	RFQ	300 000	01/04/2024	Is not efficient or practical for procurement in question.			
2	Provision of Services for the repairs and maintenances (Plumbing, Electrical, Airc conditioning, Window cleaning, Prunning of Trees & Gate Maintenance ) services for NTB offices for a period of three years	Various	NCS	Yes	ONB	600 000	01/04/2024	N/A			
3	Provision of Catering Services for a period of 12 months to NTB offices	Various	NCS	Yes	RFQ	150 000	01/04/2024	Is not efficient or practical for procurement in question.			
4	Provision of Office cleaning Material to the NTB for the of three years	Various	G	Yes	ONB	150 000	01/04/2024	N/A			
5	Provision of Advertisement (Recruitment & Coporate)	Various	NCS	No	RB	300 000	01/04/2024	Is not efficient or practical for procurement in question.			
6	Provision of Trade Educationals, Visiting Journalist and Local Media Familiarization Trips	Various	NCS	No	RFQ	1 500 000	01/05/2024	Is not efficient or practical for procurement in question.			
7	Provision of Stand Construction for Local Fairs & Exhibitions for the period of three years	Various	W	NA	ONB	1 000 000	01/06/2024	Is not efficient or practical for procurement in question.			
8	Provision of Stand Construction for Local and South Africa Fairs & Exhibitions for the period of three years	Various	W	NA	DP	1 500 000	01/06/2024	Is not efficient or practical for procurement in question.			
9	Provision of Recruitment Services for the period of three years	Various	SC	No	RP	500 000	01/03/2024	Is not efficient or practical for procurement in question.			
10	Provision of Company Secretarial & Legal Services for the period of three years	Various	SC	No	RP	1 000 000	15/01/2024	Is not efficient or practical for procurement in question.			
11	Provision of Security Guard & Maintenance of Security Cameras	Various	SC	Yes	DP	260 000	Annually	Is not efficient or practical for procurement in question.			
12	Provision of Office Furniture	Various	G	No	RFQ	150 000	01/05/2024	Is not efficient or practical for procurement in question.			
13	Provision of Teambuilding & Wellness Exercise services	2	SC	Yes	RP	400 000	01/03/2024	Is not efficient or practical for procurement in question.			
14	IT Service Consultancy Services	Various	SC	No	RP	2 000 000	Annually	N/A			

