



# Otjozondjupa Regional Council



Republic of Namibia

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Namibia

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30<sup>th</sup> January 2024

The Executive Director  
Ministry of Finance  
Procurement Policy Unit  
Private Bag 13295  
Windhoek

Attention: Mr. Brandt

**SUBJECT: 2024/25 ANNUAL PROCUREMENT PLAN FOR OTJOZONDJUPA REGIONAL COUNCIL**

The Regional Council has prepared the Annual Procurement Plan in line with the Public Procurement Regulation 8(2)(d) and herewith submits in line with guideline 1.5.1 that requires each public entity to file its Annual Procurement Plan with the Procurement Policy Unit.

Attached herewith is the Annual Procurement Plan for Otjozondjupa Regional Council for 2024/2025 Financial Year.

Yours faithfully

**Mrs. Agatha Mweti**  
Chief Regional Officer



All official correspondence must be addressed to the Chief Regional Officer



Republic of Namibia  
Annual Procurement Plan


Name of Public Entity: Otjozondjupa Regional Council					Financial Period: 2024/2025			
Procurement No.	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	Office stationaries	Various	G	No	RFQ	370,000	June	Section 27 (4)(b)
2		Various	G	No	RFQ	24,000	August	
3		Various	G	No	RFQ	250,000	September	
4		Various	G	No	RFQ	361,000	November	
5	Uniforms and Protective Clothing	Various	G	No	RFQ	21,000	June	Section 27 (4)(b)
6		Various	G	No	RFQ	295,300	September	
7		Various	G	No	RFQ	110,000	October	
8	Computer Supplies	Various	G	No	RFQ	20,000	June	Section 27 (4)(b)
9		Various	G	No	RFQ	50,000	July	
10		Various	G	No	RFQ	80,000	October	
11		Various	G	No	RFQ	14,500	November	
12	Cleaning Materials	Various	G	No	RFQ	265,000	June	Section 27 (4)(b)
13		Various	G	No	RFQ	100,270	August	
14		Various	G	No	RFQ	315,000	September	
15		Various	G	No	RFQ	385,000	November	
16	Examination Materials (Laboratory Chemicals)	Various	G	No	RFQ	500,000	June	Section 27 (4)(b)
17	General Office Supplies	Various	G	No	RFQ	30,000	October	Section 27 (4)(b)
18	Supply an delivery of Refuse Bins to the Otjozondjupa Settlements	Various	G	No	RFQ	600,000	July	Section 27 (4)(b)
19	Tyres	Various	G	No	RFQ	869,004	As Required	Section 27 (4)(b)
20	Batteries	Various	G	No	RFQ	156,200	As Required	Section 27 (4)(b)
21	Vehicles accessories	Various	G	No	RFQ	16,500	As Required	Section 27 (4)(b)
22	Non Consultancy Services - Repair and Services of Vehicles	Various	NCS	No	RFQ	1,013,000	As Required	Section 27 (4)(b)
23	Diesel for schools	Various	G	No	EPE	200,000	As Required	
24	Lease of Vehicles on Full Maintenance Lease	1	NCS	No	OAB	1,600,000	May	
25	Maintenance of Plant and Equipment	Various	NCS	No	RFQ	870,000	As Required	Section 27(4)(a)
26	Maintenance of Computer and office Equipment	Various	NCS	No	DP	1,177,000	As Required	Section 27 (4)(b)
27	Maintenance Materials - Mechanical	Various	G	No	RFQ	1,128,770	October	
28	Maintenance Materials - Electrical	Various	G	No	RFQ	713,474	November	
29	Maintenance Materials - Civil	Various	G	No	RFQ	1,760,647	August	
30	Prepayment System for Settlements	Various	G	No	OAB	2,400,000	July	
31	Rental for workshop venues	Various	NCS	No	RFQ	387,500	As Required	

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32	Non Consulting Services - Printing	Various	NCS	No	RFQ	54,000	As Required	Section 27 (4)(b)
33	Procurement of Non Consulting Services - Advertisement	Various	NCS	No	RFQ	50,000	As Required	
34	Refreshments for meetings	Various	NCS	No	RFQ	180,000	As Required	
35	Procurement of Non Consultancy Services for sports events	Various	NCS	No	RFQ	150,000	As Required	Section 27 (4)(b)
36	Procurement of goods for sports events	Various	G	No	RFQ	150,000	As Required	
37	Procurement of Non Consultancy Services - Committee and Board Meetings	Various	NCS	No	RFQ	573,000	As Required	
38	Services for Gender Task Force	Various	NCS	No	RFQ	100,000	As Required	
39	Women in business Gender	Various	NCS	No	SVP	25,000	As Required	Section 27 (4)(b)
40	Regional and Constituency Child Care Protection Forum Gender	Various	NCS	No	SVP	31,000	June	
41	Procurement of Projects Materials (IGAs) Gender	Various	G	No	RFQ	72,000	August	
42	Procurement of Teaching and Learning Materials	Various	G	No	RFQ	49,000	June	
43	National Days and Official visits	Various	G	No	RFQ	10,000	As Required	
44		Various	G	No	RFQ	10,000	As Required	
45	(Professional services) Consultants for capital projects	Various	CS	No	RFP	180,580	June	
46	Non-consultancy for cleaning services	Various	NCS	No	RFQ	100,000	September	
47	IT Equipment (computers, printers and laptops)	Various	G	No	RFQ	480,000	June	
48		Various	G	No	RFQ	449,500	September	
49	Conference and office furniture	Various	G	No	RFQ	856,600	August	Section 27(4)(b)
50	Air conditioners	Various	G	No	RFQ	552,083	July	Section 27(4)(b)
51	Plotter	Various	G	No	RFQ	50,000	June	
52	Fire Extinguishers	Various	G	No	RFQ	44,000	May	Section 27(4)(b)
53	Tools and equipment	Various	G	No	RFQ	73,860	July	
54	Fridges, Microwaves and Trolleys	Various	G	No	SVP	80,500	June	
55	Procurement of vehicles	2	G	No	OAB	900,000	August	
56	Construction and mounting of septic tank	1	G	No	OAB	485,000	July	
57	Construction of Services Infrastructure in Okandjira	1	W	No	OAB	1,304,000	July	
58	Construction of Services Infrastructure in Kalkfeld	1	W	No	OAB	1,738,000	July	
59	Construction of Services Infrastructure in Okamatapati	1	W	No	OAB	1,211,000	June	
60	Construction of services Infrastructure in Gam Settlement	1	W	No	OAB	1,304,000	June	
61	Construction of Services Infrastructure in Okondjatu	1	W	No	OAB	1,304,000	May	
62	Rehabilitation of sewerage reticulation in Coblenz	1	W	No	OAB	2,727,000	May	
63	Construction of Okandjira Settlement office	1	W	No	OAB	350,000	June	
64	Construction of Okondjatu Settlement office	1	W	No	OAB	850,000	June	
65	Construction of Coblenz Settlement office	1	W	No	OAB	850,000	July	
66	Construction of Basic Sanitation	1	W	No	OAB	4,277,966	August	
67	Construction of ECDs Gender	1	W	No	OAB	1,500,000	May	
68	Renovation of ECDs Gender	1	W	No	RFQ	500,000	August	
69	Renovations - Council Houses	1	W	No	RFQ	450,000	June	

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70	Renovation of Gam Settlement office	1	W	No	RFQ	300,000	June	
71	Renovation of Tsumkwe Settlement office	1	W	No	RFQ	1,500,000	May	
72	Maintenance of the Tsumkwe Guesthouse	1	W	No	RFQ	300,000	June	
73	Planning and surveying of town land	Various	CS	No	RFP	900,000	August	
74	Informal Settlement Upgrading	Various	CS	No	RFP	1,350,000	July	
75	Water Treatment Plant	1	NCS	No	EPE	1,000,000	June	Section 27(4)(b)
76	Emergency Repair (Mechanicals and Electricals)	Various	W	No	DP	651,000	As Required	
77	Food/Cash for Work: Materials for projects in Grootfontein Constituency	Various	G	No	RFQ	67,308	May	
78	Food/Cash for Work: Materials for projects in Otavi Constituency	Various	G	No	RFQ	204,616	May	
79	Micro Finance: Materials for Project in Okahandja Constituency	Various	G	No	RFQ	67,308	May	
80	Micro Finance: Materials for projects in Okakarara Constituency	Various	G	No	RFQ	67,308	May	
81	Micro Finance: Materials for Projects in Tsumkwe Constituency	Various	G	No	RFQ	126,658	June	
82	Region Specific Action Plan: Materials for projects in Omatoko Constituency	Various	G	No	RFQ	10,000	June	
83	Region Specific Action Plan: Materials for projects in Okakarara Constituency	Various	G	No	RFQ	20,000	June	
84	Installation of boreholes materials	1	NCS	No	RFQ	3,000,000	June	
85	Rehabilitation boreholes	1	NCS	No	RFQ	225,000	June	
86	Rehabilitation of water point infrastructure	1	NCS	No	RFQ	800,000	August	
87	Drilling and installation of three boreholes	1	NCS	No	OAB	4,500,000	August	
Approved - Accounting Officer (Name): Agatha Mweti				Signature: 		Date: 30/01/2024		