



# *National Assembly*

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19 February 2025

**The Head  
Procurement Policy Unit  
Private Bag 13295  
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**Dear Sir**

**SUBMISSION OF ANNUAL PROCUREMENT PLAN IN TERM OF SECTION (25) (4) (A) OF THE PUBLIC PROCUREMENT ACT ,2015(ACT NO.15 OF 2015) AND REGULATION 8 (2)(D) OF THE PROCUREMENT REGULATIONS.**

Kindly receive herewith the National Assembly's Annual Procurement Plan for the 2025/2026 Financial Year for your consideration.

The National Assembly however, sincerely apologise for the delay in submission in this regard.

Yours Sincerely,



LYDIA T. KANDETU (MS)

SECRETARY: NATIONAL ASSEMBLY



Name of Public Entity: PARLIAMENT- NATIONAL ASSEMBLY

Financial Period: 2025/2026

**\*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 (R)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Construction of Security Guard Houses	2	W	Yes	ONB	10,000,000.00	Q1-Q2	For security purposes, only companies nominated by NCS are eligible to apply and participate for this procurement.
2	Repair and Maintenance of Parliament Building, SADC PF Building and National Assembly Houses	Various	W	Yes	RFQ	10,000,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
3	Supply and Delivery of cartridges to the National Assembly	Various	G	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
4	Supply and delivery of Maintenance materials and equipments for Parliament Building	Various	G	Yes	RFQ	1,000,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
5	Supply and delivery of Parliament Garden Material	Various	G	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
6	Supply and Delivery of Office Stationaries to the National Assembly	Various	G	Yes	ONB	500,000.00	Q1-Q4	There are three designated companies to supply and deliver Stationaries.
7	Supply and Delivery of Cleaning Materials to the National Assembly	Various	G	Yes	ONB	500,000.00	Q1-Q4	There are three designated companies to supply and deliver Cleaning Materials.
8	Supply and Delivery of Laptops, printers, computers, projectors, scanners, media equipment and any other Computer appliances and equipments	Various	G	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
9	Transportation of Personal belonging for former staff members of Parliament	Various	G	Yes	RFQ	300,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
10	Supply and delivery of protective clothes, and uniforms for messengers and other staff members, Sports uniforms	Various	G	Yes	RFQ	80,000.00	Q1-Q3	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
11	Printing of Parliament information, fliers, leaflets, annual reports, letterheads, posters, pamphlets, booklets and any other related printing request	Various	NCS	Yes	RFQ	500,000	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
12	Supply and installation of blinds in offices and boardrooms	Various	G	Yes	RFQ	120,000.00	Q2-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
13	Provision of cleaning services for carpets, chairs in offices, boardrooms and chamber	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
14	Procurement of refreshments, for Senior Management	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
15	Procurement of refreshments, catering services for committee meetings, interviews, Bid evaluations.	Various	NCS	Yes	RFQ	200,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
16	Procurement of refreshments, catering services for visiting delegation	Various	NCS	Yes	RFQ	200,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
17	Payment of membership fees for National Assembly staff members and MPs	Various	NCS	Yes	DP	400,000.00	Q1-Q4	There is a designated service provider in the Parliament Restaurant.
18	Provision of foreign and domestic flight tickets, venue hire, meals conferences accommodation and shuttle services.	Various	NCS	Yes	DP	4,000,000.00	Q1-Q4	There is a designated contracted service provider for all photocopy services.
19	Supply and delivery of medical supplies and equipment for the Parliament Clinic	Various	G	Yes	RFQ	100,000.00	Q2-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
20	Annual International Organisation subscriptions and course fees for training	Various	NCS	Yes	DP	3 125 000	Q1-Q4	Services are only available from International bodies.
21	Provision for translation and transcription services and provision for printing of Hansard volumes	Various	NCS	Yes	DP	5,000,000.00	Q1-Q4	There is a designated contracted service provider for transcription services.
22	Newspaper advertisements and periodicals	Various	NCS	Yes	EPE	40,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and a public entity has the capacity to do such work on behalf of the Government; (h) there is an emergent capacity.
23	Newspaper advertisements and periodicals	Various	NCS	Yes	DP	50,000.00	Q1-Q4	Suppliers have the exclusive right for the services.
24	Servicing of air conditioners for National Assembly	Various	NCS	Yes	RFQ	200,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
25	Yearly newspaper subscriptions	Various	NCS	Yes	EPE	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and a public entity has the capacity to do such work on behalf of the Government.
26	Yearly newspaper subscriptions	Various	NCS	Yes	DP	100,000.00	Q1-Q4	Suppliers have the exclusive right for the services.

27	Provision for exhibition fees and stand fees for trade fairs and other exhibitions	Various	NCS	Yes	DP	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
28	Supply and Delivery of Office Stamps and Date stamps	Various	NCS	Yes	IQ	10,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
29	Supply and delivery of corporate gifts (soveniers )	Various	G	Yes	RFQ	150,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
30	Yearly DSTV subscriptions	Various	G	Yes	DP	150,000.00	Q1-Q4	Suppliers have the exclusive right for the services
31	Supply and delivery of ceremonial flowers, flower stands, vases, photo frames and candles	Various	G	Yes	RFQ	100,000.00	Q1-Q4	There is a designated contracted service provider for the Supply and delivery of Ceremonial flowers
32	Servicing of telephones and telephone lines	Various	NCS	Yes	DP	80,000.00	Q1-Q4	Suppliers have the exclusive right for the services
33	Supply of courier services, telephones and fax, internet services, electricity , TV licenses , water, internet infrastructure services, cellphone charges,	Various	NCS	Yes	EPE	200,000.00	Q1-Q4	It would be too impractical to apply the default method for this procurement as per section 27(4)(b). In terms of section 34(d) EPE is applied as Public Entity has the capacity to do such work on behalf of the government. There are existing contract in place
34	Purchasing of vehicles for National Assembly	Various	G	Yes	RB	8,000,000.00	Q1-Q4	The time and cost of considering a large number of bids is disproportionate to the value of the procurement and the estimated value of the procurement does not exceed the prescribed threshold and the goods or services are only available from a limited number of bidders
35	Maintenance of security systems ( biometric surveillance ) security equipments (scanner, walk through and boom/motor gates )	Various	NCS	Yes	RB	1,500,000.00	Q1-Q4	For security purposes, only companies nominated by NCS are eligible to apply and participate for this procurement
36	Provision of private car rentals and fuel to the National Assembly and hiring of transport to convey heavy equipments,	Various	NCS	Yes	RFQ	200,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
37	Catering for hosting foreign and domestic delegations and c	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
38	Supply and delivery of tyres, rims & batteries for National Assembly vehicles	Various	G	Yes	RFQ	500,000.00	Q1-Q4	There is a designated contracted service provider for the supply and delivery of tyres, rims & batteries for the National Assembly
39	Provision for full servicing of the National Assembly Vehicles	Various	NCS	Yes	DP	500,000.00	Q1-Q4	There is a designated contracted service provider for the full servicing of the National Assembly Vehicles
40	Provision for full servicing of the National Assembly Vehicles	Various	NCS	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply the default method, given the value of procurement in question
41	Provision of fleet and transport related services such as general repairs, fixed tariffs, pool log expenses etc from MWT	Various	NCS	Yes	EPE	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and a public entity has the capacity to do such work on behalf of the Government.
42	Servicing of the National Assembly Generator	Various	NCS	Yes	DP	50,000.00	Q1-Q4	There is a designated contracted service provider for the full servicing of the National Assembly Generator
43	Supply, delivery & installation of new aircons	Various	NCS	Yes	RFQ	300,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
44	Maintenance of Antennas and correcting of TV Signals	Various	G	Yes	IQ	15,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold. The entity will not resort to formal competition.
45	Maintenance of CCTV cameras	Various	NCS	Yes	RFQ	50,000.00	Q1-Q4	There is a designated contracted service provider for the maintenance of the CCTV cameras
46	Procurement of furniture for Members of Parliament	Various	NCS	Yes	DP	200,000.00	Q1-Q4	Members are required to choose a supplier of their choice
47	Procurement of entertainment for Members of Parliament	Various	G	Yes	DP	820,000.00	Q1-Q4	Members are required to choose a supplier of their choice
48	Supply and delivery of cleaning materials and stationery	Various	NCS	Yes	EPE	50,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and a public entity has the capacity to do such work on behalf of the Government.
49	Payment of fuel, for MA vehicles on the BlueFuel System	Various	NCS	Yes	RB	2,400,000.00	Q1-Q4	There is a designated contracted service provider for the BlueFuel System
50	Computer software license and renewals	Various	NCS	Yes	RFQ	200,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
51	Technical support of the Physical Server and Operating Infra	Various	NCS	Yes	RB	300,000.00	Q1-Q4	There is a designated contracted service provider
52	Repair and maintenance of plumbing works and fitting services	Various	NCS	Yes	RFQ	500,000.00	Q1-Q4	There is a designated contracted service providers for repairs and plumbing works
53	Repair and maintenance of electric works	Various	NCS	Yes	RFQ	500,000.00	Q1-Q4	There is a designated contracted service providers for repairs and plumbing works
54	Servicing of chamber Equipment and technical support of chamber system	Various	NCS	Yes	RB	500,000.00	Q1-Q4	There is a designated contracted service providers for the servicing of chamber Equipment and technical support of chamber system
55	Hiring of photocopy machine	Various	NCS	Yes	DP	500,000.00	Q1-Q4	There is a designated contracted service provider for all photocopy services
56	Procurement of security strips for library books	Various	G	Yes	DP	15,000.00	Q1-Q4	Suppliers have the exclusive right for the services
57	Procurement of library books	Various	G	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.

58	Supply and delivery of cutlery/kitchen utensils any other kitchen appliances and equipments	Various	G	Yes	RFQ	100 000	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
59	Request for performance by cultural groups at ceremonial events	Various	NCS	Yes	IQ	50,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
60	Procurement of office telephones	Various	G	Yes	DP	40,000.00	Q1-Q4	Suppliers have the exclusive right for the services
61	Servicing of office appliances: fridges, TV, ice machine etc	Various	W	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
62	Supply and delivery of office furniture for the National Assembly	Various	G	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold
63	Supply and delivery of carpets and rugs	Various	NCS	Yes	RB	100,000.00	Q1-Q4	Items are not readily available
64	Provision of dry cleaning services	Various	NCS	Yes	IQ	15,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.
65	Road worthy, renewal of disc license	Various	NCS	Yes	DP	500,000.00	Q1-Q4	Suppliers have the exclusive right for the services
66	Pest Control Services and fumigation services	Various	W	Yes	RFQ	50,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
67	Binding of minutes and orders	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold
68	Provision for short sms for National Assembly	Various	NCS	Yes	RFQ	250,000.00	Q1-Q4	There a designated contracted service provider for Provision for short sms
69	Replacement of Number plates and other vehicle spare parts and accessories	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
70	Supply and delivery of drinking water	Various	G	Yes	RFQ	300,000.00	Q1-Q4	There a designated contracted service provider for the supply and delivery of Drinking water
71	Supply and delivery of tare Road Materials	Various	G	Yes	RFQ	100 000	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
72	Maintenance of the NA tare Road (Love Street)	Various	W	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
73	Procurement of official mobile devices for MPs	Various	G	Yes	EPE	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and a public entity has the capacity to do such work on behalf of the Government.
74	Supply and Delivery of furniture and appliances for the National Assembly house	Various	G	Yes	RFQ	100 000	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
75	Upgrading of internet line from 50mbps to 100mbps	Various	W	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
76	Replacement of Core Switches and other Switches	Various	W	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
77	Supply and delivery of Office Furniture for the National Assembly Staff and Members of Parliament	Various	G	Yes	RFQ	500,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.
78	Supply and delivery of Promotional Items	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.
79	Transcription services	Various	NCS	Yes	RFQ	250,000.00	Q1-Q4	There a designated contracted service provider for transcription services
80	Supply and delivery of sports equipment	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
81	Rental of sports Field	Various	NCS	Yes	EPE	50,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and a public entity has the capacity to do such work on behalf of the Government.
82	Supply and Delivery of Refreshments for fun walks	Various	G	Yes	IQ	15,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.
83	Supply and Delivery of Spare Keys	Various	G	Yes	IQ	15,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.
84	Servicing and replacement of fire Extinguishers	Various	W	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
85	Servicing of office equipment (printers, computers,water dispensers etc)	Various	W	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
86	Procurement of consultancy services for works	Various	NCS	Yes	RFQ	5,000,000.00	Q1-Q5	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.
87	Procurement of storage boxes for EDRMS	Various	G	Yes	DP	50,000.00	Q1-Q4	Suppliers have the exclusive right for the services
88	Yearly security contract for the National Assembly House (Swakopmund)	Various	NCS	Yes	DP	500,000.00	Q1-Q4	There a designated contracted service provider for security services
89	Supply and Delivery of cleaning equipments	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.
90	Supply and Delivery of cleaning materials for the fountains	Various	G	Yes	RFQ	100,000.00	Q1-Q4	Too costly to apply, given the value of the procurement and it does not exceed the prescribed threshold.The entry will not resort to formal competition.

