

Republic of Namibia  
Annual Procurement Plan



Name of Public Entity: Otihoondjupa Regional Council

Financial Period: 2025/2026

Procurement No.	Description (include lots if applicable)	Quantity	Category of Procurement	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	Office stationaries	Various	G	Yes	RFQ	200,000	June	Section 27 (a)(b)
		Various	G	Yes	RFQ	5,080,000	July	
		Various	G	Yes	RFQ	5,207,000	August	
		Various	G	Yes	RFQ	141,000	November	
2	Uniforms and Protective Clothing	Various	G	Yes	RFQ	905,000	July	
3	Computer Accessories	Various	G	No	RFQ	100,000	June	
		Various	G	No	RFQ	22,000	August	
		Various	G	No	RFQ	100,000	October	
		Various	G	Yes	RFQ	300,000	July	
4	Toners and cartridges	Various	G	Yes	RFQ	190,000	August	
		Various	G	Yes	RFQ	250,000	October	
		Various	G	Yes	RFQ	50,000	November	
		Various	G	Yes	RFQ	790,000	July	
5	Cleaning Materials	Various	G	Yes	RFQ	855,000	September	
		Various	G	Yes	RFQ	100,000	October	
		Various	G	Yes	RFQ	830,000	November	
		Various	G	No	RFQ	1,000,000	June	
6	Examination Materials (Laboratory Chemicals)	Various	G	No	RFQ	30,000	October	
7	Tsunkwe Guesthouse Supplies	Various	G	No	RFQ			



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8	Refuse Bins to Otjozondjupa Settlements	Various	G	No	OAB	600,000	July	Section 27 (4)(b)
9	Tyres	Various	G	No	OAB	1,325,000	As Required	
10	Batteries	Various	G	No	RFQ	191,500	As Required	
11	Vehicles accessories	Various	G	No	RFQ	55,000	As Required	
12	Non Consultancy Services - Repair and Services of Vehicles	Various	NCS	No	RFQ	1,770,000	As Required	
13	Supply and Delivery of the Vehicles Tracking System	Various	NCS	No	RFQ	90,000	July	
14	Diesel for Equipment, Appliances, Plant and machineries	Various	G	No	EPE	350,000	As Required	
15	Lease of Vehicles on Full Maintenance Lease	1	NCS	No	OAB	2,100,000	May	
16	Maintenance of Equipment, Plant and machineries	Various	NCS	Yes	RFQ	2,130,000	As Required	
17	Servicing of fire extinguishers	Various	NCS	Yes	RFQ	750,000	July	Section 27 (4)(b)
18	Maintenance of office furniture and equipment	Various	NCS	Yes	DP	961,000	As Required	
19	Maintenance Materials - Mechanical	Various	G	No	RFQ	1,283,770	September	
20	Maintenance Materials - Electrical	Various	G	No	RFQ	975,474	September	
21	Maintenance Materials - Civil	Various	G	No	RFQ	258,000	July	
		Various	G	No	RFQ	205,500	October	
		Various	G	No	RFQ	1,703,647	November	
22	Installation of Prepayment System in Settlements	Various	G	Yes	OAB	2,400,000	June	
23	Rental of venues (workshops, examinations, etc.)	Various	NCS	Yes	RFQ	4,242,000	As Required	Section 27 (4)(b)
24	Non Consulting Services - Printing	Various	NCS	Yes	RFQ	50,000	As Required	
25	Non Consultancy Services - Advertisement	Various	NCS	Yes	RFQ	174,000	As Required	
26	Provision of Catering Services	Various	NCS	Yes	RFQ	863,000	Continuous	
27	Refreshments	Various	NCS	Yes	RFQ	480,000	Continuous	
28	Wellness items (e.g. First Aid kits, balls, Soccer/Volley Ball nets, Whistles, etc.)	Various	G	No	RFQ	196,000	As Required	
29	Wellness activities	4	NCS	Yes	RFQ	590,000	As Required	
30	Corporate and Sports wear	4	G	No	RFQ	346,000	As Required	
31	Projects Materials (IGas) Gender	1	G	No	RFQ	72,000	July	




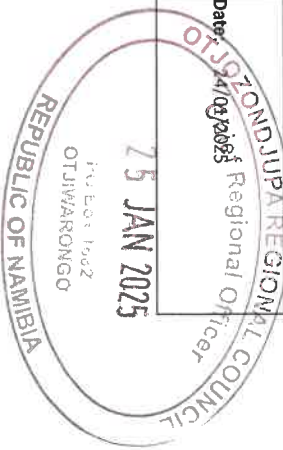
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32	Teaching and Learning Materials	2	G	No	RFQ	2,990,000	July	Section 27(4)(b)
33	Consultancy Services	6	CS	Yes	RFP	831,580	As Required	
34	Promotional materials	2	G	No	RFQ	370,000	Continuous	
35	Cleaning services	1	NCS	Yes	RFQ	150,000	September	
36	Office Equipment (computers, printers, laptops, projectors, LED Screens & stands, etc.)	4 6	G	No	RFQ	1,573,000 1,199,500	July October	Section 27(4)(b)
37	Operating Systems and Software	3	NCS	No	RFQ	328,000	May	
38	Office furniture	4	G	No	RFQ	850,000	August	
39	Air conditioners	4	G	No	RFQ	1,830,000	June	
40	Plotter	1	G	No	RFQ	10,000	August	Section 27(4)(b)
41	Fire Extinguishers	1	G	No	RFQ	44,000	August	
42	Tools and equipment	4	G	Yes	RFQ	710,000	September	
43	Appliances (Fridges, Microwaves, stoves, etc.)	5	G	No	RFQ	120,000	September	
44	Procurement of vehicles (Bus)	2	G	No	OAB	10,500,000	May	Section 27(4)(b)
45	Construction and mounting of septic tank	1	G	No	OAB	500,000	May	
46	Construction of Services Infrastructure in Okandjira	1	W	Yes	OAB	1,304,000	June	
47	Construction of Services Infrastructure in Kalkfeld	1	W	Yes	OAB	1,738,000	June	
48	Construction of Services Infrastructure in Okamatapati	1	W	Yes	OAB	1,211,000	July	Section 27(4)(b)
49	Construction of services Infrastructure in Gam Settlement	1	W	Yes	OAB	1,304,000	July	
50	Construction of Services Infrastructure in Okondjatu	1	W	Yes	OAB	1,304,000	May	
51	Rehabilitation of sewerage reticulation in Coblenz	1	W	Yes	OAB	2,727,000	May	
52	Construction of Okandjira Settlement office	1	W	Yes	RFQ	350,000	September	Section 27(4)(b)
53	Construction of Okondjatu Settlement office	1	W	Yes	OAB	850,000	September	
54	Construction of Coblenz Settlement office	1	W	Yes	OAB	850,000	September	
55	Construction of ECDs Gender	1	W	Yes	OAB	2,100,000	August	
56	Renovation of ECDs Gender	3	W	Yes	RFQ	7,200,000	August	Section 27(4)(b)
57	Renovations Projects	3	W	Yes	RFQ	7,200,000	June	
57	Planning and surveying of town land	1	CS	Yes	RFP	900,000	August	

OTJOZONDJUPA REGIONAL COUNCIL  
Chief Regional Officer  
25 JAN 2025  
P.O. Box 1682  
OTJIWARONGO  
REPUBLIC OF NAMIBIA

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58	Informal Settlement Upgrading	1	CS	Yes	RFP	1,350,000	August	
59	Water Treatment Plant	1	NCS	No	EPE	1,000,000	April	
60	Rural Sanitation: Construction of VIP Toilets in 7 Constituencies	1	W	Yes	OAB	2,086,000	April	
		1	W	Yes	OAB	1,484,000	September	Section 27(4)(b)
61	Rural Development Programmes Materials (e.g. Food-Cash for Work, Micro Finance, etc.)	2	G	No	RFQ	538,461	July	
62	Installation of boreholes materials	1	NCS	No	RFQ	3,000,000	June	
63	Rehabilitation boreholes	1	NCS	No	RFQ	350,000	June	
64	Rehabilitation of water point infrastructure	1	NCS	No	RFQ	800,000	August	
65	Drilling and installation of three boreholes	1	NCS	No	OAB	4,500,000	August	
66	Water supply materials	1		No	RFQ	1,000,000	July	Section 27(4)(b)
67	Provision of security services to Otjozondjupa Regional Council	2	NCS	Yes	OAB	7,800,000	May	
68	Provision of Short-term Insurance to Otjozondjupa Regional Council	1	NCS	No	RFQ	600,000	May	Section 27(4)(b)
69	Procurement of Newspapers for Public Library	Various	NCS	No	RFQ	50,000	As Required	
70	Gas Refill Service Provider	Various	G	Yes	RFQ	1,650,000	As Required	
71	School and hostel furniture	1	G	Yes	OAB	5,400,000	July	
72	Goods for awards (Trophies, Certificates, Medals, etc.)	2	G	No	RFQ	205,000	As Required	Section 27(4)(b)
73	Kitchen appliances; eg. Pots, Pans, Freezers, etc. (hostels)	1	G	No	RFQ	360,000	July	
74	Procurement of Therma oil	1	G	No	EPE	100,000	As Required	
75	Procurement of sound system for Education	1	NCS	No	RFQ	300,000	August	
76	Gifts	1	G	Yes	RFQ	2,500,000	As Required	
77	Access Control and CCTV Systems	1	NCS	Yes	RFQ	250,000	June	
78	Armed Response Services	1	NCS	Yes	RFQ	170,000	April	
79	Telephone System upgrade	1	G	Yes	EPE	500,000	June	
80	Construction of parking lots	1	W	Yes	RFQ	1,000,000	July	
81	Network infrastructure	1	NCS	Yes	RFQ	100,000	August	
82	Provision for Transport and Warehouse for Maize meal blend	1	NCS	Yes	RFQ	1,500,000	September	
83	Pest Control services (government buildings)	1	NCS	Yes	RFQ	190,000	May	



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84	Blinds and curtains	1	G	No	RFQ	75,000	June	
85	Pumping of septic tanks at government buildings within Otjozondjupa region	1	NCS	Yes	OAB	1,500,000	April	
86	Legacy projects for Honourable Councilors	Various	G	No	DP	2,900,000	As Required	Section 27(4)(b)
Approved - Accounting Officer (Name): Shikongo Alweendo				Signature:..... 	Date: 24/01/2025			



#	Item Description	Category of Procurement	No. of Bids	Month	OTRC	Disbursement of Education	Works	OTRC	Land Reform	MICT	Gender	Total	# of Bids Targeted	Actual Bids Awarded	Value
1	Office stationeries	G	3	June	100,000	5,000,000		60,000			40,000	200,000	3		2
		G	2	July		5,000,000	150,000		57,000	80,000		5,080,000	2		2
		G	3	August	100,000	5,000,000		43,000				5,207,000	3		3
2	Uniforms and Protective	G	4	July	80,000	500,000	200,000	100,000	15,000	10,000		905,000	4		4
		G	2	June	50,000			50,000				100,000	2		2
3	Computer Accessories	G	2	August				20,000	20,000		2,000	22,000	2		2
		G	2	October				20,000		50,000		100,000	2		2
		G	2	July	100,000	200,000						300,000	2		2
4	Toners and cartridges	G	3	August		200,000			100,000	20,000	70,000	190,000	3		3
		G	2	October		200,000	70,000					250,000	2		2
		G	1	November		700,000			20,000			50,000	1		1
5	Cleaning Materials	G	4	September	100,000	700,000		70,000			35,000	790,000	3		3
		G	1	October		700,000	100,000			30,000		865,000	4		4
		G	3	November	100,000	700,000		70,000				830,000	3		3
6	Examination Materials	G	1	June		1,000,000						1,000,000	1		1
7	Guesthouse	G	1	October	30,000							30,000	1		1
8	Guesthouse for Ojzondjupa	G	1	July	600,000							600,000	1		1
9	Tyres	G	4	As Required	170,000	525,000		400,000	30,000			1,325,000	4		4
10	Batteries	G	4	As Required	20,000	100,000		40,000	5,000			191,500	4		4
11	Vehicle accessories	G	3	As Required	15,000				10,000	30,000		55,000	3		3
12	Consultancy	G	4	As Required	200,000	1,200,000		270,000	100,000			1,770,000	4		4
13	Supply and Delivery of the	NCS	2	July	50,000	40,000						90,000	2		2
14	Equipment, for	G	2	As Required	100,000	250,000						350,000	2		2
15	Equipment for vehicles on Full	NCS	1	May	2,100,000							2,100,000	1		1
16	Maintenance of Equipment,	NCS	4	As Required	350,000	1,200,000		370,000		10,000		2,130,000	4		4
17	Service of fire extinguishers		6	July	100,000	500,000	100,000		30,000	10,000	10,000	750,000	6		6
18	Maintenance of office furniture and equipment	NCS	5	As Required	100,000	500,000		347,000	10,000		4,000	961,000	5		5
19	Maintenance Materials - Mechanical	G	2	September			200,000	1,081,770				1,283,770	2		2
20	Maintenance Materials - Electrical	G	5	September	30,000		200,000	687,174	5,000		3,000	975,474	5		5
21	Maintenance Materials - Civil	G	2	July	250,000										
		G	3	October			200,000		2,500		8,000	258,000	2		2
		G	1	November				1,703,647			3,000	205,500	3		3
22	Installation of Prepayment	G	1	June	2,400,000							2,400,000	1		1
23	Services - Non Consulting	NCS	7	As Required	100,000	1,900,000	20,000	79,000	40,000	50,000	60,000	4,292,000	7		7
24	Services - Non Consulting	NCS	1	As Required	50,000							50,000	1		1
25	Consultancy	NCS	4	As Required	60,000	100,000			10,000		4,000	174,000	4		4
26	Provision of	NCS	6	Continuous	250,000	178,000	110,000	30,000	170,000		200,000	863,000	6		6
27	Refreshments	G	5	Continuous	340,000	13,000		100,000	5,000	20,000		480,000	5		5
28	Wellness items (e.g. First Aid kits, balls, Soccer/Volleyball)	G	5	As Required	150,000		30,000		10,000	15,000	1,000	196,000	5		5
29	Wellness activities	NCS	4	As Required		540,000	100,000				40,000	590,000	4		4
30	Corporate and Sports wear	G	4	As Required	200,000	10,000	30,000	100,000				346,000	4		4

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65	Drilling of boreholes	NCS	1	August							4,500,000						4,500,000	1							
66	Water supply materials	G	1	July							1,000,000						1,000,000	1							
67	Provision of security services to Otjozondjupa	NCS	2	May	1,300,000	6,000,000	600,000				7,800,000						7,800,000	2							
68	Short-term Insurance to NCS	NCS	1	May	600,000						600,000						600,000	1							
69	Procurement for Newspapers for NCS	NCS	1	As Required		50,000					50,000						50,000	1							
70	Gas Refill Service Provider	G	2	As Required	50,000	1,600,000					1,650,000						1,650,000	2							
71	School and hostel furniture	G	1	July		5,400,000					5,400,000						5,400,000	1							
72	Goods for awards	G	2	As Required	5,000	200,000					205,000						205,000	2							
73	Microfinance appliances, eg. fridges	G	1	July		360,000					360,000						360,000	1							
74	Procurement of Thermo oil	G	1	As Required		100,000					100,000						100,000	1							
75	Procurement of sound system for NCS	G	1	August		300,000					300,000						300,000	1							
76	Gifts	G	1	As Required	75,000						75,000						75,000	1							
77	Access Control and CCTV	NCS	1	June	250,000						250,000						250,000	1							
78	Armed Response Services	NCS	1	April	170,000						170,000						170,000	1							
79	Telephone System upgrade	NCS	1	June	500,000						500,000						500,000	1							
80	Construction of parking lots	W	1	July	1,000,000						1,000,000						1,000,000	1							
81	Network infrastructure	NCS	1	August	100,000						100,000						100,000	1							
82	Transportation and Procurement of Pest Control services	NCS	1	April		1,000,000					1,000,000						1,000,000	1							
83	Procurement of services	NCS	1	May		190,000					190,000						190,000	1							
84	Blinds and curtains	G	1	June		200,000					200,000						200,000	1							
85	Pumping of septic tanks at government	NCS	1	April		1,500,000					1,500,000						1,500,000	1							
86	Legacy projects for Honourable Members	G	7	As Required	2,900,000						2,900,000						2,900,000	7							
																			124,624,432	228					228

**Execution Rate**

April - June	36	16%	0%
July - September	72	46%	0%
October - December	22	24%	0%
January - March	-	13%	0%
As Required	77	34%	0%
Continuous	13	6%	0%



*Handwritten signature*