



# ANNUAL PROCUREMENT PLAN

Financial Year:2021/2022  
Public Entity: Namibia Statistics Agency

Serial	Description (Goods,works,services)	Quantity	Procurement Method	Estimated Value (N\$)	Schedule date for invitation of bid	Scheduled date for award of contract	Remarks
IA 1	Catering for the bi-annual Censes risk registers update (4 days per year (2xtea + lunch + water and cool drinks)	15-20	SV	15,000.00	August 2021 and February 2022	August 2021 and February 2022	Supply of services
2	Catering for the updating of the NSA Risk Register (10 days per year (2xtea + lunch + water and cool drinks), risk awareness training & fraud risk management policy update	15-20	RFQ	80,000.00	When required	Throughout of the year	Supply of services
3	Internal audit Consultancy	2	RFQ	60,000.00	When required	Throughout of the year	Supply of services
DQA4	Catering service for the NSDS committee	20	SV	15,000	June 2021, Sept 21, Dec 21 & Mar 21	June 2021, Sept 21, Dec 21 & Mar 21	Supply of services
5	Catering for the quarterly NSDS Inter-Agency Statistics Committee (Hot finger food + drinks and water)	20	SV	15,000	June 2021, Sept 21, Dec 21 & Mar 21	June 2021, Sept 21, Dec 21 & Mar 21	Supply of services
6	Oshikoto, Otjozondjupa, Kavango Wes, Kavango East and Zambezi Region NQAFS and NSDS socialization workshop (venue + catering)	30-40 pp	RFQ	60,000.00	Sep-21	Nov-21	Supply of services
7	4 Regions Technical Assessment for data collection workshop (venue + catering)	30-40 pp	SV	14,000	Aug- Sep 2021, Nov-Dec 2021	Aug- Sep 2021, Nov-Dec 2021	Supply of services
8	Ohangwena region NQAFS and NSDS socialization workshop (venue + catering)	30-40 pp	SV	14,000	Aug-21	Spet 2021	Supply of services
9	Procurement of Venue + catering for the Launch of the NQAFS document	150	RFQ	200,000.00	Aug-21	Spet 2021	Supply of services
10	2 Official Seals (one for Official Statistics and another for Quality Statistics)	2	SV	5,000.00	Aug-21	Spet 2021	Supply of services
11	Gazetting of NQAFS Standards	5	DP	20,000.00	Aug-21	Spet 2021	GRN Gazette is the only supply of this services
12	Gazetting of OSD	2	DP	15,000.00	Feb-21	Mar-21	GRN Gazette is the only supply of this services
13	Catering for NQAFS IQAP sessions (2xtea + lunch + water and cool drinks)	4	SV	10,000.00	Dec-21	Jan-21	Supply of services
14	Procurement of venue for regional data collection tools and management assessments, Ohangwena, Kavango West, Erongo and Zambezi region	50	RFQ	120,000.00	Oct-21	Sep-21	On-going Supply of services

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15	Procurement of catering for press conferences (water, cooldrinks and finger foods)	4	SV	5,000.00	Mar-21	Mar-21	On-going Supply of services
16	Development of the NSDS	various items	SV	N\$ 100 000.00	May-21	May-21	On-going Supply of services
17	Procurement of venue for stakeholder's consultation for Standard development	50	RP	80,000.00	Jun-21	Jul-21	Supply of services
18	Procurement of venue for stakeholder's consultation to validate the Compendium of Concepts and Definitions	50		50,000.00	Aug-21	Sep-21	Supply of services
GIS & NSDI 19	Consultancy for the assessment of and development of the NSDI strategic plan	1	RP	500,000.00	May-21	Jul-21	Can be a continuation of the current service provider
20	Consultancy for the development of harmonised Regional GIS solutions for Regional Councils and Local Authorities	1	RP or renewal of contract	1,000,000.00	Apr-21	May-21	
21	Provision of venue and catering services for stakeholder engagements	10	RFQ	700,000.00	Apr-21	May-21	
22	Publicity and outreach materials	3	RFQ	100,000.00			
23	Printing of Atlases and NSDI Publications	150	RFQ	400,000.00	Aug-21	Aug-21	
24	Procurement of movable NSDI projecting screen/board	1	RFQ	45,000.00	Aug-21	Sep-21	To be use for NSA presentations to remote audiences
25	Renewal of government-wide license for satellite images for 2021-22	1	Direct Procurement	4,000,000.00	Jan-22	Feb-21	
26	Procurement of an NSA drone including capacity building	1	RFQ	300,000.00	Jul-21	Aug-21	To conduct regular rapid assessment of settlement growth to update EA and sampling frames
IT 27	Refreshment for DPC and stakeholder engagements	1	RFQ	80,000.00	When required	Throughout the year	Office refreshment for DPC and stakeholder engagement events
28	Repairs & Maintenance Computers	1	RFQ	50,000.00	When required	Throughout the year	IT repairs and maintenance
29	Provision of Network Services	1	ONB	6,000,000.00	May-21	Jul-21	Network Assessment, monitoring, SD-WAN, Wi-Fi
30	Computer consumables	1	RFQ	64,200.00	When required	Throughout the year	for small IT consumables such as mouse, keyboards etc
31	ERP Solution for finance & HR -for the Census 2021	1	ONB	1,500,000.00	May-21	Jul-21	Enterprise resource planning (ERP) is business process management software.
32	SSL security certificates	2	RFQ	40,000.00	When required	Throughout the year	Information security certificates to sites protections
33	Intrusion detection system	1	RFP	600,000.00	May-21	Jul-21	IDS system to protect against cyber attacks
34	Testing system	1	RFP	500,000.00	May-21	Jul-21	System for conducting census candidates testing prior to fieldwork
35	Full compute host node	2	RFQ	900,000.00	May-21	Jul-21	Host servers
36	Network storage server & switch	4	ONB	3,400,000.00	May-21	Jul-21	for storage of data and information systems
37	Multi power plugs	140	RFQ	70,000.00	May-21	Jul-21	For charging tablets and provision of power of various electric appliances at the training centers
38	Projectors	13	RFQ	156,000.00	May-21	Jul-21	For projecting at the training venues

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39	laptops and accessories	150	ONB	4,425,000.00	May-21	Jul-21	laptops including monitor, mouse, keyboard and docking station
40	Multipurpose printers	14	ONB	2,520,000.00	May-21	Jul-21	Regional office printers
41	UPS batteries	2	RFQ	400,000.00	May-21	Jul-21	Batteries for the UPS systems at the dpc and head office
42	Fibre channel switch	2	RFQ	320,000.00	May-21	Jul-21	Network switching device
43	Internet hotspot device	35	RFQ	24,500.00	May-21	Jul-21	Internet services for traing centers
44	Tablet carry cases	25	RFQ	300,000.00	May-21	Jul-21	Tablets safety compartments
45	Power Banks	700	ONB	2,800,000.00	May-21	Jul-21	Backup power foor the tablets
46	Camera's	3	RFQ	300,000.00	May-21	Jul-21	Cameras for use by communication department
47	Census Call center setup	1	RFP	1,500,000.00	May-21	Jul-21	To provide support to the field workers during the census 2021 fieldwork
48	DPC internet leased line	1	RFQ	720,000.00	May-21	Aug-21	To improve internet access at the dpc for the census 2021 pilot and main
49	Intenet data for field workers	700	RFQ	546,000.00	May-21	Aug-21	Internet for data transmission from the field to the office
50	Data for monitoring and support	30	RFQ	23,400.00	May-21	Jul-21	Data for fieldwork monitors
ESS 51	Procurement of Venue + catering for NCPI refresher training course	20	RFQ	45,000.00	Aug-21	Sep-21	Supply of services
52	Venue and catering for workshoppin of the NCA2023/24 Project Document	50	RFQ	22,500.00	Dec-21	Feb-22	Supply of services
53	Catering for developing agriculture census instruments	15	SV	5,250.00	Sep-21	Nov-21	Supply of services
54	Catering for establishment census data cleaning training	30	RFQ	31,500.00	Aug-21	Sep-21	Supply of services
55	Consultancy for the development of the Statitical Business Register	1	DP	200,000.00	Sep-21	Oct-21	Supply of services
CRVS 56	Venue, Catering for the CRVS worshop in Whk	1 day	RFQ	50,000.00	Jul-21	Aug-21	
57	Venue, Catering for the training on deriving CR data variables	1 week	RFQ	85,000.00	Aug-21	Sep-21	
58	Venue and Catering for the Workshop on review CR data quality out side WHK	5 days	RFQ	60,000.00	Aug-21	Sep-21	This will involve external CRVS stakeholders
59	Venue and Catering for the Workshop on causes of death data Editing and cleaning (1 week - outside Whk)	1 week	RFQ	60,000.00	Aug-21	Sep-21	This will involve external CRVS stakeholders
60	Venue and Catering for the Workshop on data analysis and drafting of Vital statistics report (1 week - outside Whk)	1 week	RFQ	60,000.00	Sep-21	Oct-21	This will involve external CRVS stakeholders
61	Venue and Catering for the Workshop on data analysis and drafting of causes of death report (1 week - outside Whk)	1 week	RFQ	60,000.00	Sep-21	Oct-21	This will involve external CRVS stakeholders
62	Venue and Catering for the Workshop on review and validation VS report ( five days workshop - outside Whk)	5 days	RFQ	60,000.00	Oct-21	Nov-21	This will involve external CRVS stakeholders
63	Venue and Catering for the Workshop on review and validation COD reports ( five days workshop - outside Whk)	5 days	RFQ	60,000.00	Oct-21	Dec-21	This will involve external CRVS stakeholders
64	Printing of Vital Statistics Report - 100 copies	100 copies	RFQ	30,000.00	Feb-22	Mar-22	

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65	Printing of Mortality and Causes of Death Report - 100 copies	100 copies	RFQ	30,000.00	Feb-22	Mar-22	
66	Printing CR data quality report - 50 copies for CRVS TC only	50 copies	RFQ	15,000.00	Oct-21	Nov-21	
67	Material for the Establishment Census Mapping (Stationery)	various items	RFQ	22,700.00	June 2020	July 2020	
NHIES 68	Venue and Catering for the stakeholder consultation review workshop of the NHIES questionnaire	1 week	RFQ	50,000.00	Jan-22	Mar-22	This will involve international external consulatnt
69	Dissemination for the MPI report results (regional presentations if need be )	1	RFQ	30,000.00	Sep-21	Mar-22	Travelling for key staff to assist regional staff to present and dissemniate results
70	Venue and catering for the Dissemination of the MPI results in the regions	1week	RFQ	60,000.00	Sep-21	Mar-22	
71	Printing for the In-depth poverty and inequality report ( 100 Copies)	100 copies	RFQ	30,000.00	Aug-21	Mar-22	
72	Venue and catering for the Lauch of the indepth poverty and inequality report	1 week	RFQ	60,000.00	Aug-21	Mar-22	
LF 73	Advertising material for the LMIS	1	RFQ	50,000.00	Jan-22	Mar-22	
74	Venue and Catering for the Lauching of LMIS system	1 week	RFQ	25,000.00	Jan-22	Mar-22	
Census MP75	Material for the Establishment Census Mapping (Stationery)	various items	RFQ	22,700.00	Jun-21	Jul-21	Supply of goods
Census Pilot	Venue and catering for the training of staff for field test	1 weeks	RFQ	100,000.00	Jun-21	Jul-21	
77	Field Test Uniforms ( about 50 Tshirts and Bibs)	various items	RFQ	100,000.00	Jul-21	Aug-21	
78	Venue and Catering for the 14 Regional consultation / meetings workshops with stakeholders (one day per region)	1 day	RFQ	200,000.00	Sep-21	Oct-21	
79	Venue and Catering to develop Census batch editing specifications (2 weeks - outside Whk)	2 weeks	RFQ	187,800.00	May-21	Jun-21	
80	Venue and catering for the Master Trainers (4-24 July 2021)	2 weeks	RFQ	187,800.00	Jul-21	Jul-21	This should be outside Whk
81	Venue and Catering to train the TOT (25 July-07 August 2021)	2 weeks	RFQ	187,800.00	Jul-21	Aug-21	This should be outside Whk
82	Venue and Catering to train the training field staff (8-27 August 2021)	2 weeks	RFQ	295,600.00	Jul-21	Aug-21	
83	Venue and Catering to test and finalise Census batch editing specifications	5 days	RFQ	160,000.00	Sep-21	Oct-21	I see that we are only likely to do this after Pilot data collection
84	Venue and Catering for the Pilot Census data analysis and asesments Workshop (2 weeks - out of windhoek)	2 weeks	RFQ	220,000.00	Sep-21	Oct-21	
85	Venue and catering for the Workshop on the Data analysis of Washington group question using the Pilot Census data	1 week	RFQ	187,800.00	Sep-21	Oct-21	
86	Printing paper, Catriages, and Other stationaries for 2021 Census Pilot Materials ( printing of Training manual, questionnaire)	various items	RFQ	60,000.00	Jun-21	Jul-21	
87	Stationary for the pilot Census ( Pens, Pencils, Note books)	various items	RFQ	200,000.00	Jun-21	Jul-21	
88	Rental of the Census Pilot Vehicles ( 52 vehicles, 14 days)	54 vehicles	RFQ	3,000,000.00	Jul-21	Aug-21	
89	procument of laptop and computer equipment for the Demographer and other census Temporary staff ( about 10 computers)	10	RFQ	100,000.00	Jun-21	Jul-21	

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Cens-PES 90	Venue and catering for the 4 day workshop to finalise the development of PES tools	4 days	RFQ	60,000.00	Aug-21	Sep-21	
91	Venue and catering for the 5 day workshop for the PES Pilot final data analysis and estimation	5 days	RFQ	80,000.00	Aug-21	Sep-21	
92	Fuel and Repairs for NSA vehicles during the PES pilot	various items	RFQ	224,000.00	Aug-21	Sep-21	
93	Stationary for the pilot Census ( Pens, Pencils, Note books,)	various items	RFQ	100,000.00	Jul-21	Aug-21	
94	PES Pilot Uniforms	various items	RFQ	234,000.00	Jul-21	Aug-21	
	Venue and catering for the 5 day workshop to train TOT for the PES Pilot	5 days	RFQ	184,000.00	16-Aug-21	20-Aug-21	
	Venue and catering for the 5 day workshop for main training for the PES Pilot	5 days	RFQ	868,740.00	13-Sep-21	17-Sep-21	
	Matching Operation orkshop for the PES data	12 days	RFQ	100,000.00	15-Oct-21	29-Oct-21	
	Venue and cateing for the PES pilot final data analysis, estimation and report writitng	2 weeks	RFQ	120,000.00	8-Nov-21	26-Nov-21	
HR 95	Grading of NSA positions	10	SV	25000	When required	Throughout the year, in response to each request	Visions Consulting (N\$2,500 per position)
96	Labour Relations Firm Retainer	12	RB	180000	Yearly	Throughout the year, in response to each request for external hearings to be chaired by an external party, the NSA will now have a Retainer for this purpose	N\$ 15 000.00 per month
97	Vacancy Advertisements in local newspapers	6	SV	36000	When required	Throughout the year, as and when positions become vacant	6 vacancies at N\$ 6,000 per position
98	Psychometric Assessment of key positions	18	SV	72000	When required	Throughout the year, as and when positions become vacant	NAMWATER Atushe Assessment Centre (N\$4,000 per assessment per applicant)
99	Sage Payroll IT support	10	SV	2000	When required	Throughout the year, as and when the need for IT support arises	N\$ 200 per hour (SAGE Consultant)
100	Employee Relations - Additional consultant for arbitration / conciliation)	5	SV	50000	When required	Throughout the year, in response to cases that are registered with the Office of the Labour Commission against the NSA	N\$ 10,000 per Labour case
101	Employee Engagement Survey (2 surveys conducted by an external service provider)	2	RB	100000	Bi-annually	Twice a year, based on the strategic plan	N\$ 50,000 per Employee Engagement Survey
102	Culture Change Events (Valentines Day, Independence Day, Easter, Spring Day)	4	SV	80000	February, March, April, September)	4 main event per year	N\$ 20,000 per event
	Repairs & maintenance Vehicles	various items	SV	258,000.00	when required	Throughout the year	servcing and maintenance of the Agence fleet
104	Repairs & Maintence building leasehold	various items	SV	48,000.00	when required	Throughout the year	



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105	Fuel & Transport costs	various items	SV	432,000.00	when required	Throughout the year	
106	Vehicle licencing	62	DP	57,806.00	when required	February & March 2021	Renewal of NSA vehicles licences
107	Penalties/fines	various items	SV	6,000.00	when required	Throughout the year	
108	Fleet management system & monitoring	1	SV	151,800.00	existing contract	Throughout the year	
109	Rental costs	various items	SV	10,525,090.34	existing contracts	Throughout the year	
110	Water & Electricity	1	SV	1,914,000.00	Monthly utilities	Throughout the year	
111	Insurance	various items	SV	1,200,000.00	when required	Throughout the year	
112	Telephone Expenses	various items	SV	192,000.00	Monthly utilities	Throughout the year	
113	Business Cellur Phones	various items	SV	54,456.00	existing contracts	Throughout the year	
114	Cleaning outsourcing	various items	RFQ	900,000.00	existing contracts	Throughout the year	
115	Cleaning materials	various items	SV	20,000.00	when required	Throughout the year	
116	Office Stationeries + 10 Pallets	various items	RFQ	100,000.00	when required	Throughout the year	
117	Storage costs	various items	SV	156,000.00	existing contract	Throughout the year	
118	Postage & Courriers	various items	SV	80,000.00	when required	Throughout the year	
<b>119 OSG</b>	subject matter consultancy services	Various items	RFP or Direct	200,000	Apr-21	Mar-22	When the need arises (through out the year)
<b>120</b>	Legal Fees	various items	RFP or Direct	300,000	Apr-21	Mar-22	When the need arises (through out the year)
<b>121</b>	Business Cellular Phones	For eligible staff	Direct	96,000	Apr-21	Mar-22	Annual expenses (Monthly expenses)
<b>122</b>	Office Refreshment	2 time a year	RFQ	10,000	Apr-21	Mar-22	Annual expenses (Every 2 or 3 Months)
<b>123</b>	Stakeholders Engagement	External & internal stakeholders	RQF or Direct	50,000	Apr-21	Mar-22	Annual expenses (When need arises or per the planned events)
<b>124</b>	Membership Fees	Professional	Direct	40,000	Apr-21	Mar-22	Annual Expenses (When need arises)
<b>125</b>	Subscriptions	Various newspapers	DP	30,000	Apr-21	Mar-22	Annual expenses (monthly)
<b>126</b>	Contingency	Various emergency unbudgeted expenses	RFQ or Direct	200,000	Jun-21	Mar-22	When need arises
<b>127</b>	Advertising	Various adverts	RFQ or Direct	310,324	Apr-21	Mar-22	When need arises/ annual expenses
<b>128</b>	Organisation Performance review (venue, catering & others)	Various items	RFQ	60,000	November/Dec 2021	Dec-21	Once a year

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129	Namibia Statistical Association	Various services	RFQ/Direct	70,000	Jun-21	Mar-22	
	Office branding	4		30 000	Aug-21	Sep-21	Offie branding
131	Corporate Gifts	100		40 000	Jul-21	Aug-21	Corporate Gifts
132	NSA Note books	200		50 000	Sep-21	Oct-21	Notebooks
133	Trade Fairs	3		30 000	Jun-21	Aug-21	Trade fairs
134	Banners	5		50 000	Jul-21	Aug-21	Banners
135	Report printing	500		80 000	Jun-21	Jul-21	Annual Report printing
136	Business cards printing	1000		20 000	Jul-21	Aug-21	Business cards
137	Survey report printng as per the need	1000		100 000	When required	When required	Report printing
138	Printing of educational posters	500		120 000	Aug-21	Mar-22	Printing of educational posters for schools and Constituency offices
139	Broadcast adverts	50		100 000	Jul-21	Mar-22	Radio and TV adverts on the NSA mandate
140	Print media adverts	50		100 000	Jul-21	Mar-22	Newspaper adverts on the NSA mandate
141	Stakeholders Engagement	14		100 000	Jul-21	Mar-22	Different stakeholders engagement
142	Flyers	10 000		25 000	Jul-21	Aug-21	Census pilot publicity
143	Translation of flyers	1		10 000	Jul-21	Aug-21	Census pilot publicity
144	Posters	500		35 000	Jul-21	Aug-21	Census pilot publicity
145	Mobile flyer distributions	1		30 000	Jul-21	Aug-21	Census pilot publicity
146	Radio	700		258 924	Jul-21	Aug-21	Census pilot publicity
147	Newspapers	500		1,487, 000	Jul-21	Aug-21	Census pilot publicity
148	TV	200		934 6000	Jul-21	Aug-21	Census pilot publicity



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Isak Neema

**CHAIRPERSON PROCUREMENT COMMITTEE**



Alex  
Shimuafeni  
**STATISTICIAN-  
GENERAL &  
CEO**

19-Jul-21

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Date







