



Annual Procurement Plan

Name of Public Entity: Namibia Qualifications Authority					Financial Period: 2024/2025			
Procurement No. (e.g. 1,2,3...)	Description (Include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Code of Good Practice	Procurement Method	Estimated Value (N\$)	Expected Date of Delivery	Reason for deviating from the default method (where applicable)
1	Provision of Cleaning Services for NQA for a period of 3 years	1	NCS	No	OAB	1,300,000.00	1-Jul-24	Not Applicable
2	Provision of Security Services for NQA for a period of 3 years	1	NCS	No	OAB	1,700,000.00	1-Jul-24	Not Applicable
3	Provision of Auditing Services for a period of 3 years	1	CS	No	RB	700,000.00	To be determined	Not efficient or practical for the procurement in question
4	Provision of Catering Services for a period of 3 years	1	NCS	No	OAB	500,000.00	To be determined	Not Applicable
5	Servicing of Fire Fighting equipment for a period of 3 years	1	NCS	Partial	OAB	300,000.00	To be determined	Not Applicable
6	Newspaper Adverts	Various	NCS	No	DP	200,000.00	On a needs basis	To costly given the value of Procurement
7	Employee Wellness Events/Functions	Various	NCS	Partial	RFQ	358,700.00	On a need basis	Not efficient or practical for the procurement in question
8	HC Services such as VIP, PMS consultation, Retention strategy and external review of HR	Various	CS	No	RFP	350,000.00	On a needs basis	Not efficient or practical for the procurement in question
9	Procurement of non-monetary items (PMS rewards)	Various	G	Yes	RFQ	200,000.00	On a need basis	Not efficient or practical for the procurement in question
10	Staff Training	Various	NCS	No	RFQ	450,000.00	On a needs basis	Not efficient or practical for the procurement in question
11	Consultancy Services - NQF impact	1	CS	Partial	RFP	\$ 100,000.00	To be determined	To costly given to apply ONB the value of Procurement
12	Procurement of Subject Matter Experts	Various	CS	Partial	RFP	\$ 2,000,000.00	On a need basis	Not efficient or practical for the procurement in question
13	AAA Benchmarking and retreat	Various	NCS	Partial	RFQ	\$ 650,000.00	various	Not efficient or practical for the procurement in question
14	Marketing Banners	12	G	Yes	RFQ	100,000.00	To be determined	Not efficient or practical for the procurement in question
15	Corporate Wear	Various	G	Yes	RFQ	200,000.00	To be determined	Not efficient or practical for the procurement in question
16	Promotional items	Various	G	Yes	RFQ	280,000.00	To be determined	Not efficient or practical for the procurement in question

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17	Re-branding of NOA vehicles	5	NCS	Yes	RFQ	120,000.00	To be determined	To costly given the value of Procurement
18	Expos and career fair stand building	14	G	No	RFQ	300,000.00	To be determined	Not efficient or practical for the procurement in question
19	NOA Annual Report printing	1	G	Partial	RFQ	100,000.00	To be determined	Not efficient or practical for the procurement in question
20	Digital advertising & Billboards	Various	NCS	Partial	DP	220,000.00	To be determined	To costly given the value of Procurement
21	Camera crane and livestreaming equipment	Various	G	No	RFQ	60,000.00	To be determined	To costly given the value of Procurement
22	Dairies and Calendars	Various	G	Yes	RFQ	150,000.00	To be determined	Not efficient or practical for the procurement in question
23	NOA Functions	Various	NCS	Partial	RFQ	80,000.00	To be determined	To costly given the value of Procurement
24	Publication of AAA Booklet -Newspapers	Various	G	No	RFQ	160,000.00	To be determined	To costly given the value of Procurement
25	Printing of AAA Booklet	Various	G	No	RFQ	80,000.00	To be determined	To costly given the value of Procurement
26	TV Adverts	Various	NCS	No	DP	180,000.00	To be determined	Not efficient or practical for the procurement in question
27	Radio adverts	various	NCS	No	DP	100,000.00	To be determined	Not efficient or practical for the procurement in question
28	Accommodation of Council Members	Various	NCS	No	RFQ	100,000.00	On a needs basis	Not efficient or practical for the procurement in question
29	Office refreshment	Various	G	Yes	RFQ	30,000.00	On a needs basis	To costly given the value of Procurement
30	Income Generating Strategy Proposal	1	CS	Partial	RFP	50,000.00	30-Oct-24	To costly given the value of Procurement
31	Employee Satisfaction Survey	1	NCS	Yes	RFQ	180,000.00	Feb-25	Not Applicable
32	Procurement of a 4X4 Vehicle bakkie	1	G	Yes	RFQ	1,000,000.00	Feb-25	To costly given the value of Procurement
33	Development of ICT Governance Framework for the NOA	1	NCS	No	RFQ	100,000.00	Mar-25	Not efficient or practical for the procurement in question
34	Supply, installation and configuration of 30mb Dedicated fixed fibre internet line	1	NCS	No	DP	240,000.00	Feb-25	Not Applicable

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35	Portable sound system for Marketing department	1	G	Yes	RFQ	70,000.00	25-Jan	To costly given the value of Procurement
36	Supply, Servicing and Maintenance of Fire Equipment	1	NCS	Yes	RFQ	50,000.00	Dec-25	To costly given the value of Procurement
37	Supply and Delivery of a professional dictation recorder and memory cards	1	G	Yes	RFQ	30,000.00	Dec-25	To costly given the value of Procurement
38	Servicing and repair of air conditioners and venetilation fans	1	NCS	Yes	RFQ	50,000.00	Dec-25	To costly given the value of Procurement
39	Minor Repair at Namibia Qualifications Authority	Various	NCS	Yes	RFQ	30,000.00	Dec-25	To costly given the value of Procurement
40	Supply and Installation of CCTV camera at NOA buildings	4	NCS	Yes	RFQ	50,000.00	Dec-25	To costly given the value of Procurement
41	Travel Management Services for 24 months	1	NCS	Yes	RFQ	500,000.00	Dec-25	Not efficient or practical for the procurement in question
42	Catering services and other related goods for 24 months	1	NCS	Yes	RFQ	500,000.00	Dec-25	Not efficient or practical for the procurement in question
43	Planning/management services for the 24 months	1	NCS	Yes	RFQ	500,000.00	Dec-25	Not efficient or practical for the procurement in question
44	Supply and Delivery of Microsoft Power Apps for the NOA	Various	NCS	Yes	RFQ	180,000.00	Feb-25	Not efficient or practical for the procurement in question

Approved - Acting Accounting Officer (Name): Mrs. Harmoni Beukes Acting

Signature:



Date:

24/02/2025

