



Republic of Namibia
Annual Procurement Plan

Name of Public Entity: Namibia Qualifications Authority

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 (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Upgrade of primary internet link (With existing service provider: Telecom Namibia)	1	NCS	NA	EPE	20,000	01-Apr-25	Existing contract with Telecom
2	Wifi devices with data contracts	10	G	NA	EPE	180,000	Apr-25	Not efficient or practical for the procurement in question
3	ICT Support Services (12 months SLA)	1	NCS	Yes	RFQ	480,000	May-25	Not efficient or practical for the procurement in question
4	Leasing printers (36 months SLA)	various	NCS	Yes	ONB	400,000	Apr-25	NA
5	Branded NQA laptop Bags	70	G	Yes	RFQ	130,000	May-25	Not efficient or practical for the procurement in question
6	Bluetooth keyboards and mouse	70	G	Yes	RFQ	100,000	Jun-25	Not efficient or practical for the procurement in question
7	Laptops	15	G	Yes	RFQ	300,000	Jun-25	Not efficient or practical for the procurement in question
8	42" Marketing Display screens	2	G	Yes	RFQ	20,000	Jun-25	Not efficient or practical for the procurement in question
9	Video conferencing system (Training Room)	1	G	Yes	RFQ	150,000	Jun-25	Not efficient or practical for the procurement in question
10	Website SLA and further development	1	NCS	Yes	RFQ	148,000	To be determined	Not efficient or practical for the procurement in question
11	Development of ICT Governance Framework	1	NCS	Yes	RFQ	100,000	Apr-25	Not efficient or practical for the procurement in question
12	Annual renewal of Microsoft licenses (36 months)	various	NCS	Yes	ONB	2,700,000	Jul-25	NA
13	Cyber Security awareness Training software (12 month subscription)	1	NCS	Yes	RFQ	40,000	Apr-25	Not efficient or practical for the procurement in question
14	Expand document management system (oniel software)	1	NCS	NA	DP	175,000	Apr-25	Existing contract with Document Warehouse
15	Acronis Cloud Backup Solution	1	NCS	Yes	RFQ	800,000	To be determined	Not efficient or practical for the procurement in question
16	FortyGate support licence renewal	1	NCS	Yes	RFQ	150,000	Apr-25	Not efficient or practical for the procurement in question
17	Microsoft 365 annual licenses renewal	60	NCS	Yes	RFQ	540,000	Apr-25	Not efficient or practical for the procurement in question
18	Pastel cloud based system including support	1	NCS	Yes	RFQ	30,000	Apr-25	Not efficient or practical for the procurement in question

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19	People 300 License renewal	1	NCS	NA	DP	360,000	Apr-25	One Authorized Agent in Namibia
20	Adobe licenses new and renewal	2	NCS	Yes	RFQ	130,000	Jun-25	Not efficient or practical for the procurement in question
21	Caseware license renewal	1	NCS	NA	DP	30,000	Oct-25	Directly sourced from the supplier in South Africa
22	HP Store easy license and support renewal	1	NCS	Yes	RFQ	400,000	Apr-25	Not efficient or practical for the procurement in question
23	Evaluation Automation System further development	1	NCS	NA	ONB	2,000,000	Jul-25	NA
24	Automation System SLA	1	NCS	No	RFQ	405,000	Apr-25	Not efficient or practical for the procurement in question
25	Consultation on Autoation of Business Processes: AAA, Evaluations and Qualifications	1	NCS	No	RFQ	150,000	Aug-25	Not efficient or practical for the procurement in question
26	Review of Regulations: Evaluations Section	1	NCS	Yes	ONB	1,000,000	To be determined	NA
27	Travel Management Services: Evaluation Section	1	NCS	NA	DP	600,000	To be determined	Existing contract
28	Events Management Services: Evaluation Section	1	NCS	NA	DP	150,000	Oct-25	Existing contract
29	Research Services: NQF Impact study	1	NCS	Yes	RFQ	250,000	To be determined	Not efficient or practical for the procurement in question
30	Review of Unit Standards	1	NCS	Yes	RFQ	200,000	To be determined	Not efficient or practical for the procurement in question
31	Events Planning Services: Qualifications Section	1	NCS	NA	DP	150,000	To be determined	Existing contract
32	Review of Regulations: Qualifications Section	1	NCS	Yes	RFQ	600,000	To be determined	Not efficient or practical for the procurement in question
33	Travel Management Services: Qualifications Section	1	NCS	NA	DP	69,000	To be determined	Existing contract
34	Catering Services: Qualifications Section	1	NCS	NA	DP	300,000	To be determined	Existing contract
35	Consultancy Services: Qualifications Section	1	CS	Yes	RFP	210,000	To be determined	NA
36	Development of Articulation Policy: Qualifications Section	1	G	Yes	RFQ	300,000	To be determined	Not efficient or practical for the procurement in question
37	Supply and Installation of Storage Shelves: Qualifications Section	3	G	Yes	RFQ	20,000	Apr-25	Not efficient or practical for the procurement in question
38	Automation of Career Advisory Services Business Process	1	NCS	Yes	RFQ	100,000	May-25	Not efficient or practical for the procurement in question
39	Events Planning Services: Team Building Activities	1	NCS	NA	DP	100,000	To be determined	Existing Contract
40	Events Planning Services: Employee Wellness Activities	various	NCS	NA	DP	70,000	To be determined	Existing Contract
41	Catering Services: SOE Sports Events	1	NCS	NA	DP	50,000	To be determined	Existing Contract
42	Travel Management: SOE Sports Events	1	NCS	NA	DP	300,000	To be determined	Existing Contract
43	Events Planning Services: Year End Function	1	NCS	NA	DP	123,750	To be determined	Existing Contract
44	Executive Recruitment Services (long term contract)	1	NCS	Yes	ONB	250,000	To be determined	Existing Contract
45	Review of NQA Retention Strategy	1	NCS	Yes	RFQ	80,000	To be determined	Not efficient or practical for the procurement in question
46	Review of skills audit report	1	NCS	Yes	RFQ	40,000	To be determined	Not efficient or practical for the procurement in question

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47	Staff Training Activities	Various	NCS	Yes	RFQ	850,000	To be determined	Not efficient or practical for the procurement in question
48	Cellphones for Managers inclusive of service plan	Various	NCS	NA	EPE	384,000	To be determined	Not efficient or practical for the procurement in question
49	Office Refreshment	Various	G	NA	DP	150,000	To be determined	Existing contract
50	Payroll Support Services	Various	NCS	NA	DP	35,000	To be determined	One Authorized Agent in Namibia
51	Surveys - Satisfaction	Various	NCS	No	RFQ	120,000	To be determined	Not efficient or practical for the procurement in question
52	Newspaper Adverts	Various	NCS	NA	DP	300,000	On a needs basis	Not efficient or practical for the procurement in question
53	Events Planning Services: Company Retreat	Various	NCS	NA	DP	500,000	To be determined	Existing contract
54	Procurement of Subject Matter Experts	Various	CS	NA	RFP	2,000,000.00	On a needs basis	NA
55	Travel Management Services: AAA	Various	NCS	NA	DP	150,000	To be determined	Existing contract
56	Supply Customized exhibition stand	1	G	Yes	RFQ	600,000	May-25	Not efficient or practical for the procurement in question
57	Rebranding of NQA fleet	6	NCS	Yes	RFQ	65,000	Jun-25	Not efficient or practical for the procurement in question
58	Promotional items	Various	G	Yes	RFQ	250,000	Jun-25	Not efficient or practical for the procurement in question
59	Corporate wear	Various	G	Yes	RFQ	200,000	Jun-25	Not efficient or practical for the procurement in question
60	Printing of banners and flyers	Various	G	Yes	RFQ	100,000	To be determined	Not efficient or practical for the procurement in question
61	Printing of the annual reports	2	G	Yes	RFQ	150,000	To be determined	Not efficient or practical for the procurement in question
62	Events Planning Services: Stakeholder engagements	Various	NCS	NA	DP	60,000	To be determined	Existing contract
63	Procurement of a TV and a stand	1	G	Yes	RFQ	20,000	To be determined	Too costly to apply given the cost
64	Upholstery of existing furniture	Various	NCS	Yes	RFQ	300,000	To be determined	Not efficient or practical for the procurement in question
65	Travel Management Services: Marketing	Various	NCS	NA	DP	100,000	To be determined	Existing contract
66	Events Planning Services: Information Day	1	NCS	NA	DP	350,000	To be determined	Existing contract
67	Office Branding: Office face lift	1	NCS	Yes	RFQ	180,000	To be determined	Not efficient or practical for the procurement in question
68	TV, Radio and newspapers: 3 year contracts	Various	NCS	Yes	DP	320,000	Apr-25	Not efficient or practical for the procurement in question
69	Billboard Advertisement	Various	NCS	Yes	DP	250,000	To be determined	Not efficient or practical for the procurement in question
70	Creative Services: 24 months contract	1	NCS	Yes	RFQ	250,000	May-25	Not efficient or practical for the procurement in question
71	Procurement of a display cabinet	1	G	Yes	IQ	15,000	To be determined	Too costly to apply given the cost
72	Procurement of Camera Accessories	Various	G	Yes	RFQ	70,000	To be determined	Not efficient or practical for the procurement in question
73	Events Planning: Staff welcoming 2026	1	NCS	NA	DP	80,000	Feb-26	Existing Contract
74	Corporate Social Responsibility activities and items	Various	NCS	NA	DP	295,100	To be determined	Existing contract

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75	Catering Services: Marketing activities	various	NCS	NA	DP	20,000	To be determined	Existing contract
76	Design, bulk printing and distribution: AAA Booklet: 36 month contract	various	G	NA	DP	200,000	Jan-26	One bulk printing and education supplement booklet distributor in Namibia
77	Travel Management services: Internal Audit	1	NCS	NA	DP	17,000	To be determined	Existing contract
78	Consultancy Services: Internal Audit	various	CS	Yes	RFP	50,000	On a needs basis	NA
79	Workshop Refreshment: Internal Audit	Varous	G	NA	DP	5,000	To be determined	Existing contract
80	Procurement of a 4x4 pickup double cab bakkie	1	G	No	ONB	1,000,000	Sep-25	NA
81	Upgrading of Cashier, HR, Reception and Switchboard Office	1	W	Yes	RFQ	400,000	Jun-25	Not efficient or practical for the procurement in question
82	Servicing of Access Control & Biometric System	1	NCS	Yes	RFQ	100,000	Jun-25	Not efficient or practical for the procurement in question
83	Servicing of Fire Fighting equipment for a period of 3 years	1	NCS	Yes	RFQ	100,000	Jan-26	Not efficient or practical for the procurement in question
84	Events Management Services: Property & Administration Stakeholder Engagement	Various	NCS	NA	DP	10,000	To be determined	Existing contract
85	Travel Management Services: Car Rental Services	Various	NCS	NA	DP	350,000	On a needs basis	Existing contract
86	Supply & Installation of CCTV	4	G	Yes	RFQ	50,000	Oct-25	Not efficient or practical for the procurement in question
87	Servicing of Air Conditioners & Fans	64	NCS	Yes	RFQ	50,000	Feb-26	Not efficient or practical for the procurement in question
88	Design and Approval of Phase 2: NQA House	1	NCS	Yes	RFQ	100,000	Jun-25	Not efficient or practical for the procurement in question
89	Repair & Service Geze Main Entrance Door	1	NCS	NA	DP	50,000	Apr-25	One Authorized Agent in Namibia
90	Maintenance & Repairs at NQA Buildings for 24 Months	Various	NCS	Yes	RFQ	200,000	May-25	Not efficient or practical for the procurement in question
91	Supply and Installation of 3-in-1 A4 Colour Printer-1x user	Various	NCS	Yes	IQ	15,000	To be determined	Not efficient or practical for the procurement in question
92	Office Stationery	Various	G	Yes	RFQ	45,000	To be determined	Not efficient or practical for the procurement in question
93	Repair of the roof	Various	W	Yes	RFQ	200,000	To be determined	Not efficient or practical for the procurement in question
94	Tile replacement and drainage installation out NQA Reception area	Various	W	Yes	RFQ	30,000	To be determined	Not efficient or practical for the procurement in question
95	Interlocking and gravel of parking area	1	W	Yes	RFQ	500,000	To be determined	Not efficient or practical for the procurement in question
96	Travel Management Services: Compliance training in South Africa for legal section	1	NCS	NA	DP	100,000	To be determined	Existing contract
97	Catering Services: Council Meetings	various	NCS	NA	DP	150,000	On a needs basis	Existing contract
98	Travel Masangement Services: Directors Training for Council Members	1	NCS	NA	DP	210,000	To be determined	Existing contract
99	Flowers and gifts	various	G	NA	DP	50,000	On a needs basis	Existing contract
100	Annual Plan Review and Strategy Review	2	NCS	Yes	RFQ	300,000	To be determined	Not efficient or practical for the procurement in question
101	IT Audit Services	various	NCS	Yes	RFQ	50,000	To be determined	Too costly to apply given the cost

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102	Consultancy Services: Building plan update and costing	2	CS	Yes	RFQ	100,000	To be determined	Not efficient or practical for the procurement in question
103	Events Management Services: Media Engagement	2	NCS	NA	DP	100,000	To be determined	Existing Contract
104	Research Services: CEO's office	various	NCS	Yes	RFQ	200,000	To be determined	Not efficient or practical for the procurement in question
105	Travel Management Services: International conference	1	NCS	NA	DP	85,000	To be determined	Existing
106	Accounting Services: Drafting of Annual Financial Statements	1	NCS	Yes	RFQ	100,000	To be determined	Not efficient or practical for the procurement in question
107	Policy Development services: income generation strategy	1	NCS	Yes	RFQ	50,000	To be determined	Not efficient or practical for the procurement in question
108	Policy review services	1	NCS	Yes	RFQ	30,000	To be determined	Too costly to apply, given the value of the procurement
109	Asset Evaluation Services	1	NCS	Yes	RFQ	50,000	To be determined	Too costly to apply, given the value of the procurement
Approved - Accounting Officer (Name): Harmoni Beukes				Signature: 			Date: 30/04/2025	

