NSFAF

Namibia Students Financial Assistance Fund

Republic of Namibia

Annual Procurement Plan

Name of Public Entity: Namibia Students Financial Asssistance Fund

Financial Period: 2021/2022

Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Assessments	Various	NCS	Yes	RFQ	110,000.00		not economical to advertise in the paper
2	External Recruitment	Various	NCS	Yes	RFQ	200,000.00		not economical to advertise in the paper
3	Sage 300 People PMS support	Various	CS	Yes	DP	46,575.00		contract in place
4	Sage 300 People license	1	NCS	Yes	RFQ	150,000.00		Direct procurement
5	Executive Development Programme	3	NCS	Yes	DP	175,000.00		Customise programs
6	Management Development Programme	4	NCS	Yes	DP	193,425.00		Customise programs
7	Workshops, conferences and seminars		NCS	Yes	RFQ	500,000.00		nature of the activity
8	PDPs		NCS	Yes	RFQ	113,500.00		not economical to advertise in the paper
9	Labour Matters (internal and external)	Various	CS	Yes	RFP	600,000.00		nature of the activity
10	Teambuilding	Various	NCS	Yes	OAB	200,000.00		
11	Year End Function		NCS	Yes	RFQ	120,000.00		not economical to advertise in the paper
12	SOE forum activities		NCS	Yes	DP	100,000.00		not economical to advertise in the paper
13	Employee of the Month		NCS	Yes	RFQ	48,000.00		not economical to advertise in the paper
14	Quartely Fruits Day		G	Yes	RFQ	10,000.00		not economical to advertise in the paper
15	Wellness Actitivies		NCS	Yes	RFQ	260,000.00		not economical to advertise in the paper
16	World AIDS Day		G	Yes	RFQ	10,000.00		not economical to advertise in the paper
17	Temporary staff health referrals		CS	Yes	DP	60,000.00		not economical to advertise in the paper
18	Safety, health and enviromental (SHE)		NCS	Yes	RFQ	100,000.00		not economical to advertise in the paper
19	Promotion and advertisement	Various	NCS	Yes	RFQ	1,300,000.00		
20	Cleaning tender	1	NCS	Yes	OAB	550,000.00	tender awarded	contract in place
21	General Expenses	Various	G	Yes	RFQ	25,000.00		not economical to advertise in the paper
22	Courier and postage	Various	NCS	Yes	DP	20,000.00		not economical to advertise in the paper
23	Kitchen Utensils	5	G	Yes	RFQ	8,000.00		not economical to advertise in the paper
24	Electricity & Water	1	NCS	Yes	DP	550,000.00		nature of the activity
25	Security services	1	NCS	Yes	OAB	550,000.00	tender awarded	contract in place
26	Motor Vehicle Expenses	Various	NCS	Yes	DP	70,000.00		not economical to advertise in the paper
27	Repairs & Maintenance	Various	NCS	Yes	OAB	4,000,000.00		
28	Internal Audit Services	1	CS	Yes	OAB	450,000.00		
29	Subscriptions - Newspapers	Various	NCS	Yes	DP	15,000.00		not economical to advertise in the paper
30	Co. Secretary subscription	Various	NCS	Yes	RFQ	20,000.00		not economical to advertise in the paper
31	AHEEFA membership fee	1	NCS	Yes	DP	200,000.00		Professional association
32	CEO Forum membership fee	1	NCS	Yes	DP	20,000.00		Professional association
33	Professional Bodies membership fees	Various	NCS	Yes	DP	50,000.00		Professional association
34	Compuscan	1	NCS	Yes	DP	150,000.00		contract in place
35	MTC Sms	1	NCS	Yes	DP	30,000.00		not economical to advertise in the paper
36	Others	Various	NCS	Yes	RFQ	35,000.00		not economical to advertise in the paper
37	Telephone - Telecom		NCS	Yes	DP	700,000.00		
38	Research on Improving Funding	1	CS	Yes	RFP	100,000.00		not economical to advertise in the paper
39	Job Evaluation	Various	CS	Yes	OAB	250,000.00		
40	Finance & Admin consultancy services	1	CS	Yes	RFP	100,000.00		not economical to advertise in the paper
41	Legal Consultancy Services	Various	CS	Yes	RFP	3,600,000.00		Directive from the Minister
42	Board others	Various	NCS	Yes	RFQ	200,000.00		
43	Printing & Stationery	1	CS	Yes	OAB	1,180,000.00		
44	Workshops & Conferences	1	NCS	Yes	RFQ	120,000.00		nature of the activity
45	Customer care solution	1	NCS	Yes	OAB	900,000.00		

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46	Recovery tracing system	1	NCS	Yes	OAB	800,000.00		
47	Scanning and Indexing	1	NCS	Yes	OAB	1,500,000.00		
48	Loan Management System License Renewal	1	NCS	Yes	DP	650,000.00		Contract in place
49	Loan Management System SLA (support service)	1	NCS	Yes	DP	400,000.00		Contract in place
50	Nintex Workflow for On Boarding System	1	NCS	Yes	DP	600,000.00		nature of the activity
51	Microsoft Flow Plan 2 for On Boarding System	1	NCS	Yes	DP	15,000.00		not economical to advertise in the paper
52	On Boarding System SLA	1	NCS	Yes	DP	400,000.00		nature of the activity
53	Recovery Collection Annual license	1	NCS	Yes	DP	210,000.00		nature of the activity
54	ERP Module annual license	1	NCS	Yes	DP	230,000.00		nature of the activity
55	Microsoft Volume Licensing Services Renewal (Open Value Subscription)	1	NCS	Yes	RFQ	100,000.00		not economical to advertise in the paper
56	Synmantec Endpoint Protection Antivirus Renewal	1	NCS	Yes	RFQ	25,000.00		not economical to advertise in the paper
57	LGAMIS Support	1	CS	Yes	DP	150,000.00		Contract in place
58	Dimension Data SLA	1	CS	Yes	DP	174,000.00		
59	Fortigate FW Licenses renewal	1	NCS	Yes	RFQ	115,000.00		not economical to advertise in the paper
60	CCTV and Access Controls Maintanance	1	CS	Yes	RFQ	50,000.00		not economical to advertise in the paper
61	NetApp, Storage and VMWare Maintanance/Support	1	CS	Yes	RFQ	180,000.00		not economical to advertise in the paper
62	VMWare Licenses	1	NCS	Yes	RFQ	200,000.00		not economical to advertise in the paper
63	Sage Evolution License (Pastel)	1	NCS	Yes	RFQ	50,000.00		not economical to advertise in the paper
64	Boardpad License	1	NCS	Yes	DP	180,000.00		not economical to advertise in the paper
65	NSFAF Website SLA	1	CS	Yes	DP	24,000.00		not economical to advertise in the paper
66	other subscriptions	1	NCS	Yes	RFQ	115,000.00		not economical to advertise in the paper
67	Fixed assets & Procurement module	1	NCS	Yes	OAB	800,000.00		
68	Production and Printing of Annual Report	2	NCS	Yes	OAB	200,000.00		
69	Brochure's/ leaflets for NSFAF (incl. outsourced facilities)	Various	NCS	Yes	RFQ	50,000.00		not economical to advertise in the paper
70	Marketing Material development for HQ - flags, poles, potraits, name tags	1	NCS	Yes	RFQ	50,000.00		not economical to advertise in the paper
71	Other Projects	Various	NCS	Yes	OAB	200,000.00		
72	Office Equipment	3	G	Yes	RFQ	15,000.00		not economical to advertise in the paper
73	Computers	Various	G	Yes	OAB	240,000.00		
74	Storage	1	NCS	Yes	OAB	1,000,000.00		
75	Computer parts	Various	G	Yes	OAB	200,000.00		
76	Other goods and services	Various	G	Yes	OAB	1,800,000.00		
77	Other fixed asset	Various	G	Yes	RFQ	15,000.00		not economical to advertise in the paper
Approved - Accounting Officer (Name): KENNEDY KANDUME				**Signature:**		**28,927,500.00**	**Date:**	**25 /06/2021**