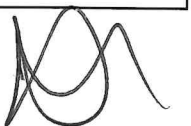


 Annual Procurement Plan								
Name of Public Entity: Namibia StudentS Financial Assistatnce Fund					Financial Period: 2026/2027			
Procurement No. (e.g.1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the procurement reserved in terms of the Code of Good	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
DED	1	Contingencies	1	NCS	NA	100,000.00	As needed	N/A
	2	AAHEFA Participation	1	NCS	NA	610,000.00	As needed	N/A
Internal Audit	3	Internal Audit & Consulting Services	1	CS	Yes	1,000,000.00	First quarter	N/A
	4	WhistleBlower Hotline	1	CS	NA	400,000.00	First quarter	N/A
Governance and Legal Services	5	Conference attendance fees	1	NCS	NA	150,000.00	As needed	N/A
	6	Advisory Board meeting and other incidental costs	1	NCS	Yes	71,000.00	As needed	N/A
Human Resources	7	Board training & Induction	5	NCS	Yes	62,500.00	As needed	N/A
	8	Sage 300 People license & adchoc Consultations	1	CS	NA	300,000.00	As needed	N/A
	9	Training, learning and development interventions	various	NCS	Yes	1,400,000.00	First quarter	N/A
	10	Ministerial games participation (sports and other)	1	NCS	NA	400,000.00	As needed	N/A
	11	Wellness Activities	1	NCS	Yes	360,000.00	Quarterly	N/A
	12	Recruitment Assessment	1	CS	Yes	60,000.00	As needed	N/A
	13	Teambuilding	1	NCS	Yes	350,000.00	Second & Fourth qu	N/A
	14	Year End Function	1	NCS	Yes	200,000.00	Third quarter	N/A
	15	Employee Satisfaction Survey	1	CS	Yes	300,000.00	Second quarter	N/A
	16	Repair of Printers, Computers and Laptop SLA and Procurement of New Computer Equipment	1	G	Yes	600,000.00	As needed	N/A
	17	Loan Management System (AcuLoan & AcuBank) and Users Licenses renewal	1	CS	NA	1,300,000.00	As needed	N/A
	18	Loan Management System & ERP Support and Maintanance	1	CS	NA	800,000.00	Third quarter	N/A
	19	Renewal of Veeam Backup Essentials/Veeam Backup & Replication licenses for 3 years	1	NCS	Yes	250,000.00	Fourth quarter	N/A
	20	Management Information System (MIS) Support and Maintanance	1	CS	NA	1,300,000.00	Second quarter	N/A
	21	Swordfish Tracing Recovery System Annual licenses, cloud hosting, text messages short code subscription/charges, support and maintanance	1	CS	NA	800,000.00	As needed	N/A
	22	Microsoft Volume Licensing Services Renewal (Open Value Subscription)	1	NCS	Yes	340,000.00	Second quarter	N/A
	23	Synmantec Endpoint Protection Antivirus Renewal	1	NCS	Yes	100,000.00	Second quarter	N/A
	24	MIS Short Text Messages	1	NCS	NA	300,000.00	As needed	N/A
	25	Omni Channel subscription, Support & Maintenance	1	CS	NA	1,300,000.00	First quarter	N/A
	26	PRTG - Monitoring tool Subscription	1	NCS	Yes	60,000.00	Third quarter	N/A
	27	LGAMIS Support/Data Extraction	1	NCS	NA	50,000.00	As needed	N/A
	28	Fortigate Security Support,Firewall UTM Licenses renewal,Forti Analyzer Licenses	1	CS	NA	650,000.00	First quarter	N/A
	29	Document Management Solution Support and Maintanance	1	CS	NA	300,000.00	Fourth quarter	N/A
	30	NetApp Data Center Support and Maintanance	1	CS	NA	300,000.00	Second quarter	N/A
	31	Upgrade of the NetApp Storage Production Site	1	CS	NA	1,300,000.00	First quarter	N/A
	32	Dilligent Boardpad License renewal	1	NCS	NA	250,000.00	As needed	N/A
	33	SSL Certificates (Website, Acumatica, Online Students MIS, MS Exchange) and NSFAF.NA Domain Renewal	1	NCS	NA	70,000.00	As needed	N/A
	34	Freshdesk Online Helpdesk System Annual Subscription	1	NCS	NA	30,000.00	As needed	N/A
	35	CyberSecurity Countermeasures, Licenses Renewal and VAPT	1	NCS	Yes	1,500,000.00	Third quarter	N/A



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Information Technology	36	Zoom/Microsoft Teams License Renewal	1	NCS	NA	DP	30,000.00	First quarter	N/A
	37	CCTV and Access Control Maintenance	1	NCS	NA	DP	250,000.00	As needed	N/A
	38	Audio-Visual and Queuing System Support and Maintenance	1	CS	NA	DP	350,000.00	Third quarter	N/A
	39	Anydesk Remote Assistance Software	1	CS	NA	DP	50,000.00	As needed	N/A
	40	LMS Enhancements	1	CS	NA	DP	1,000,000.00	As needed	N/A
	41	MIS Enhancements	1	CS	NA	DP	1,800,000.00	As needed	N/A
	42	Call Manager Licenses/IVR Auto Attendant, Support and maintenance	1	NCS	NA	DP	800,000.00	As needed	N/A
	43	Student File Tracking system	1	CS	Yes	RFP	200,000.00	Second quarter	N/A
	44	Acquisition of IT equipment for decentralisation	various	G	Yes	RFQ	1,500,000.00	As needed	N/A
	45	Customer Care Centre System and Other	1	CS	Yes	RFP	4,000,000.00	Second quarter	N/A
Administration	46	All Telecom Accounts	various	NCS	NA	DP	700,000.00	As needed	N/A
	47	Furniture	various	G	Yes	RFQ	350,000.00	As needed	N/A
	48	Equipments (Small Tools), (coffee machines, small fridges etc)	various	G	Yes	RFQ	20,000.00	As needed	N/A
	49	Kitchen Utensils	various	G	NA	IQ	20,000.00	As needed	N/A
	50	Multichoice	1	NCS	NA	IQ	9,600.00	As needed	N/A
	51	NBC TV Licence	1	NCS	NA	IQ	550.00	As needed	N/A
	52	Newspapers	1	G	NA	IQ	9,000.00	As needed	N/A
	53	Office refreshments and catering	various	G	NA	IQ	350,000.00	As needed	N/A
	54	Purified water	various	G	NA	IQ	60,000.00	As needed	N/A
	55	Security Tender	1	NCS	NA	DP	552,000.00	First quarter	N/A
	56	G4S Security Costs	1	NCS	NA	IQ	9,600.00	First quarter	N/A
	57	General maintenance (Incl Standby Generator)	various	NCS	NA	DP	300,000.00	First quarter	N/A
	58	Landscape Services	1	NCS	NA	DP	72,000.00	First quarter	N/A
	59	Building disinfection	1	NCS	NA	IQ	100,000.00	As needed	N/A
	60	Waste Management	1	NCS	NA	DP	68,400.00	First quarter	N/A
	61	Lifts maintenance	1	W	NA	DP	45,600.00	First quarter	N/A
	62	Aircon maintenance	1	W	NA	DP	110,000.00	First quarter	N/A
	63	Acquisition of heaters for student care center	1	G	Yes	RFQ	200,000.00	First quarter	N/A
	64	Alarm repairs	various	W	Yes	RFQ	300,000.00	First quarter	N/A
	65	Building light enhancements - by adding motion sensors.	1	W	Yes	RFQ	500,000.00	Second quarter	N/A
	66	Installation of water saving solutions	various	W	Yes	ONB	500,000.00	Second quarter	N/A
	67	Printing and stationaries	various	G	Yes	RFQ	1,800,000.00	As needed	N/A
	68	Car hire	various	NCS	Yes	IQ	100,000.00	As needed	N/A
	69	Motor Vehicle Expenses	various	NCS	NA	IQ	289,000.00	As needed	N/A
	70	General expenses	various	G	NA	IQ	50,000.00	As needed	N/A
	71	Courier & Postage	various	NCS	NA	IQ	40,000.00	As needed	N/A
	72	Cleaning NSFAF building	1	NCS	NA	DP	432,000.00	First quarter	N/A
	73	Cleaning material (equipment and detergents)	various	G	NA	DP	440,000.00	First quarter	N/A
	74	Emergency Response	1	CS	Yes	RFP	450,000.00	First quarter	N/A
	75	Acquisition New Vehicles	various	G	Yes	ONB	5,000,000.00	First quarter	N/A
	76	Office Partitioning and Creation of New Offices	1	W	NA	ONB	1,000,000.00	Second quarter	N/A
	77	Contingencies	1	NCS	NA	IQ	100,000.00	As needed	N/A
	78	Acquisition of creative work and placement of media services on both print,electronic as well on social media platforms for the 2026/27 FY	48	NCS	NA	DP	1,008,000.00	As needed	N/A
	79	STEFM regional campaign	1	NCS	NA	DP	1,000,000.00	As needed	N/A
	80	NSFAF Documnetary	1	NCS	NA	DP	400,000.00	As needed	N/A
	81	Windhoek Agric and Livestock show	1	NCS	NA	DP	25,000.00	As needed	N/A
	82	Ongwediva Trade Fair	1	NCS	NA	DP	25,000.00	As needed	N/A
	83	Erongo Business and Tourism Expo	1	NCS	NA	DP	25,000.00	As needed	N/A

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Student Support and Stakeholder Relations	84	NSFAF department participation - Community requests	1	NCS	NA	DP	150,000.00	As needed	N/A
	85	Omusati - Olufuko festival	1	NCS	NA	DP	15,000.00	As needed	N/A
	86	Rundu Trade fair	1	NCS	NA	DP	15,000.00	As needed	N/A
	87	Enhana Trade Fair	1	NCS	NA	DP	15,000.00	As needed	N/A
	88	Keetmanshoop Trade fair	1	NCS	NA	DP	15,000.00	As needed	N/A
	89	Zambezi Trade fair	1	NCS	NA	DP	15,000.00	As needed	N/A
	90	Grootfontein Trade fair	1	NCS	NA	DP	15,000.00	As needed	N/A
	91	Copper festival Trade fair (Tsumeb)	1	NCS	NA	DP	15,000.00	As needed	N/A
	92	14 MEIYSAC Regional Educational fairs	14	NCS	NA	DP	210,000.00	As needed	N/A
	93	Recovery Trade Fairs	6	NCS	NA	DP	204,000.00	As needed	N/A
	94	NSFAF promotional Items, small value items for guest and International visitors	14	G	NA	IQ	200,000.00	As needed	N/A
	95	NSFAF Career Fairs Tertiary institutions participation	1	NCS	NA	DP	210,000.00	As needed	N/A
	96	Establishing of the NSFAF Radio station, registration, equipments and inclusive the refurbishments of the radio office	1	CS	Yes	RFP	100,000.00	As needed	N/A
	97	Marketing, communications, leadership and Stakeholders engagements	various	NCS	NA	DP	140,000.00	Second quarter	N/A
Awards, Payments and Recovery	98	Support and Maintenance of website	1	CS	NA	DP	50,000.00	As needed	N/A
	99	Stakeholder Engagement Survey	1	CS	Yes	RFP	200,000.00	Second quarter	N/A
	100	Customer Care centre improvement and enhancement	1	CS	Yes	RFP	100,000.00	Second quarter	N/A
Finance	101	Production and Printing of Annual Report	1	CS	Yes	RFP	250,000.00	As needed	N/A
	102	Review of funding rates	various	NCS	No	IQ	40,000.00	As needed	N/A
	103	Provisions on Funding policy review	1	CS	Yes	RFP	100,000.00	As needed	N/A
	104	Development of priority field of study	2	CS	Yes	RFP	500,000.00	Second quarter	
	105	Employer outreach activities	6	NCS	No	DP	428,400.00	As needed	N/A
	106	Contingency adhoc consultations	6	CS	Yes	DP	300,000.00	As needed	N/A
	107	External Audit Fees	1	CS	Yes	DP	740,000.00	As needed	N/A
	108	Engagements	12	NCS	No	DP	240,000.00	As needed	N/A
	109	Archive Conference participation fees	8	NCS	No	DP	200,000.00	As needed	N/A
							48,271,650.00		
Approved - Accounting Officer (Name): Mbyumba E. Haitengela					Signature: 		Date: 08/05/2026		

