Annual Procurement Plan

NSFAF
Namibia Students Financial Assistance Fund

Name of Public Entity: Namibia StudentS Financial Assistatnce Fund | **Financial Period: 2025/2026**

	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)
CEO	1	Contingencies	VARIOUS	NCS	YES	RFQ	150,000.00	as needed	N/A
	2	WhistleBlower Hotline	1	CS	YES	RFP	350,000.00	2nd quarter	N/A
legal	3	Board Performance Assessment	5	CS	YES	RFP	120,000.00	as needed	N/A
	4	Incidental Board related costs	1	NCS	YES	RFQ	50,000.00	as needed	N/A
	5	Board training	8	NCS	YES	RFQ	500,000.00	as needed	N/A
	6	Consultancy Service Legislative Compliance Assessment	1	CS	YES	RFP	320,000.00	as needed	N/A
HR	7	Assessments	4	NCS	YES	RFQ	88,000.00	as needed	N/A
	8	Training, learning and development interventions	VARIOUS	NCS	YES	RFQ	1,100,000.00	1st Quarter	N/A
	9	SOE forum activities	VARIOUS	NCS	YES	RFQ	400,000.00	as needed	N/A
	10	Employee Reward & Recognition	VARIOUS	NCS	YES	RFQ	30,000.00	as needed	N/A
	11	Wellness Activities	VARIOUS	NCS	YES	RFQ	100,000.00	as needed	N/A
	12	Safety, Health and Environmental (SHE)	1	NCS	YES	RFQ	50,000.00	as needed	N/A
	13	Sport activities	1	NCS	YES	RFQ	50,000.00	as needed	N/A
	14	Teambuilding	2	NCS	YES	RFQ	220,000.00	1st Quarter	N/A
	15	Year End Function	1	NCS	YES	RFQ	150,000.00	2nd Quarter	N/A
IT	16	Repair of Printers, Computers and Laptop and Procurement of New Computer Equipment	VARIOUS	G	YES	RFQ	800,000.00	as needed	N/A
	17	Microsoft Volume Licensing Services Renewal (Open Value Subscription)	1	NCS	YES	RFQ	250,000.00	2nd quarter	N/A
	18	Fortigate Security Support	1	NCS	YES	RFQ	200,000.00	as needed	N/A
	19	Fortigate Firewall Licenses renewal	1	NCS	YES	RFQ	300,000.00	1st quarter	N/A
	20	CyberSecurity Countermeasures and VAPT	1	CS	YES	RFP	1,500,000.00	1st quarter	N/A
	21	CCTV and Access Control Maintanance	1	CS	YES	RFP	250,000.00	1st quarter	N/A
	22	Call Manager Licenses/IVR Auto Attendant, Support and maintenance	1	SC	YES	RFP	500,000.00	1st quarter	N/A
	23	Design and Development of the Intranet	1	SC	YES	RFP	50,000.00	2nd quarter	N/A
	24	Implementation of the Procurement and Fixed Asset modules	1	SC	YES	RFP	300,000.00	2nd quarter	N/A
	25	Implementation of the Voice Call Center Solution, Support and Mainatanance.	1	SC	YES	RFP	3,000,000.00	2nd quarter	N/A
	26	Upgrade Boardrooms Audio/Visual to Fully Teleconferencing	1	SC	YES	RFP	500,000.00	1st quarter	N/A
ADMIN	27	Furniture	3	G	YES	RFQ	200,000.00	1st quarter	N/A
	28	Equipments (Small Tools), (coffe machines, small fridges etc)	2	G	YES	RFQ	50,000.00	all quarter	N/A
	29	Purified water	1	G	YES	RFQ	50,000.00	monthly	N/A
	30	Building disinfection	1	NCS	YES	RFQ	100,000.00	bi- annual	N/A
	31	Alarm repairs	1	NCS	YES	RFQ	100,000.00	3rd quarter	N/A
	32	Building light enhancements - by adding motion sensors.	2	NCS	YES	ONB	500,000.00	2nd quarter	N/A
	33	Installation of water & electrcity saving solutions	1	NCS	YES	ONB	500,000.00	2nd quarter	N/A
	34	Car hire	1	NCS	YES	RFQ	250,000.00	as needed	N/A
	35	Service and maintenance of motor vehicles	1	NCS	YES	RFQ	80,000.00	as needed	N/A
	36	General expenses (Labour Hire, etc.)	1	NCS	YES	RFQ	50,000.00	as needed	N/A
	37	Emergency Response	1	NCS	YES	RFQ	200,000.00	1st quater	N/A
	38	Gym Equipment	1	G	YES	ONB	450,000.00	1st quater	N/A
	39	Acquisition New Vehicles - 2 sedans	1	G	YES	ONB	1,000,000.00	1st quater	N/A
	40	Repairs & Maintenance	1	NCS	YES	RFQ	2,000,000.00	as needed	N/A
MARKETING	41	Acquisition of creative work and placement of media services on both print,electronic as well on social media platforms.	48	SC	YES	RFP	720,000.00	as needed	N/A
	42	NSFAF Documentary(Our contribution towards a developed nation)	1	SC	YES	RFP	350,000.00	3rd quarter	N/A
	43	Windhoek Agric and Livestock show,	1	NCS	N/A	DP	25,000.00	3rd quarter	N/A
	44	Ongwediva Trade Fair	1	NCS	N/A	DP	25,000.00	3rd quarter	N/A
	45	Erongo Business and Tourism Expo	1	NCS	N/A	DP	25,000.00	3rd quarter	N/A
	46	CEO participation - Community requests	14	NCS	N/A	DP	70,000.00	as needed	N/A
	47	Omusati - Olufuko festival	1	NCS	N/A	DP	10,000.00	3rd quarter	N/A
	48	Rundu Trade fair	1	NCS	N/A	DP	10,000.00	4th quarter	N/A
	49	Eenhana Trade Fair	1	NCS	N/A	DP	10,000.00	3rd quarter	N/A
	50	Keetmanshoop Trade fair	1	NCS	N/A	DP	10,000.00	3rd quarter	N/A
	51	Zambezi Trade fair	1	NCS	N/A	DP	10,000.00	3rd quarter	N/A
	52	Grootfontein Trade fair	1	NCS	N/A	DP	10,000.00	3rd quarter	N/A
	53	Kunene Opuuo Trade fair	1	NCS	N/A	DP	10,000.00	3rd quarter	N/A
	54	NSFAF promotional Items, small value items for quest and International visitors	1	G	YES	RFQ	100,000.00	as needed	N/A
	55	NSFAF Career Fairs - Education directorate	14	NCS	N/A	DP	70,000.00	as needed	N/A
	56	NSFAF Career Fairs - Community based	5	NCS	N/A	DP	25,000.00	as needed	N/A
	57	NSFAF Career Fairs - IHLs (NAMCOL, NUST, UNAM, Welwithia, Truiphphat)	5	NCS	N/A	DP	20,000.00	as needed	N/A
	58	Estamblishing of the NSFAF Radio station, registration, equipments and inclusive the refurbishments of the radio office	1	NCS	YES	RFQ	300,000.00	4th quarter	N/A
	59	Marketing, communications, leadership and Stakeholders engagements material subscription	1	G	YES	RFQ	45,000.00	4th quarter	N/A
	60	Support and Maintenance of website	1	SC	YES	RFP	35,000.00	1st quarter	N/A
	61	Stakeholder Engagement Survey	1	SC	YES	RFP	220,000.00	4th quarter	N/A
	62	Production and Printing of Annual Report	1	SC	YES	RFP	262,000.00	3rd quarter	N/A
operation	63	Tracing Service for Employment Confirmation for 2,600 Debtors	2	SC	Yes	RFP	520,000.00	1st quarter	N/A
							19,740,000.00		

Approved - Accounting Officer (Name): KENNEDY KANDUME | **Signature:** | **Date:** 17/04/2025

NAMIBIA STUDENTS FINANCIAL ASSISTANCE FUND
2025 -04- 17
CHIEF EXECUTIVE OFFICER
P.O. Box 23053
WINDHOEK, NAMIBIA