


NSFAF PROCUREMENT PLAN 2020/2021

Procurement Plan for the financial year: 2020/2021						
Public Entity: Namibia Students Financial Assistance Fund						
Serial Number	Description (includes packages, lots if applicable)	Quantity	Procurement Method	Estimated Value	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract
3350000/FI	Consulting Fees	As and when needed	Sealed quotations/direct procurement	50,000		
4660030/FI	Workshop and conferences	As and when needed	Direct Procurement	30,000		
3250000/AD	Cleaning	1	Open National Bid	550,000.00	Contract in place ending 30 November 2020	
3400000/AD	Courier & Postage	As and when needed	Informal competition	10,000.00		
3650000/AD	Electricity & Water	Monthly (12)	Direct procurement	550,000.00		
3800000/AD	General Expenses	As and when needed	Informal/sealed quotations or direct procurement	125,000.00		
3850000/AD	Insurance		Contract in place	350,000.00		
4150000/AD	Motor Vehicle Expenses	As and when needed	Direct procurement and informal competition	70,000.00		
4151000/AD	Car Hire	As and when needed	Contract in place and informal competition	50,000.00		
4200000/AD	Printing & Stationery	As and when needed	Open National Bid	1,180,000.00	May/June 2020	Jul/Aug 2020
4360000/AD	Security Costs	1	Open National Bid	550,000.00	Contract in place ending 30 November 2020	
4510000/AD	Office Refreshments	As and when needed	Direct Procurement/Informal competition	80,000.00		
4550010/AD	Subscriptions - Newspapers	Monthly (12)	Contracts in place	15,000.00	Annual subscriptions with various newspapers	
4700010/AD	Kitchen Utensils	As and when needed	Direct Procurement/Informal competition	8,000.00		
6300010/AD	Office Equipment - @ Cost	As and when needed	Direct Procurement/Informal competition	15,000.00		
6600010/AD	Other Fixed Assets - @ Cost	As and when needed	Direct Procurement/Informal competition	15,000.00	Jun-20	Sep-20
4300000/AD	Landscaping services		Open National Bid	50,000.00	Jun-20	Sep-20
4300000/AD	Maintenance of lifts		Sealed quotations	80,000.00		
4300000/AD	Repairs & Maintenance including cleaning materials	As and when needed	Open National Bid/Direct procurement	3,870,000.00		
3300000/IT	Procurement of Computer Parts	Depends on the need	Request for sealed quotations/informal	50,000.00	01/06/2020	
4550020/IT	Loan Management System License Renewal	30	Direct procurement	650,000.00	25/06/2020	01/08/2020
4550020/IT	Loan Management System SLA (support service)	1	Direct procurement	400,000.00	25/06/2020	01/08/2020
4550020/IT	Nintex Workflow for On Boarding System	30	Direct procurement	450,000.00	25/06/2020	01/08/2020
4550020/IT	Microsoft Flow Plan 2 for On Boarding System	1	Direct procurement	15,000.00	25/06/2020	01/08/2020
4550020/IT	On Boarding System SLA	1	Direct procurement	400,000.00	25/06/2020	01/08/2020
4550020/IT	Recovery Collection Annual license	1	Direct procurement	210,000.00		
4550020/IT	ERP Module annual license	1	Direct procurement	230,000.00		
4550020/IT	Microsoft Volume Licensing Services Renewal (Open Value Subscription)	407	Request for sealed quotations	100,000.00	01/06/2020	
4550020/IT	Symantec Endpoint Protection Antivirus Renewal	170	Request for sealed quotations	25,000.00	01/06/2020	
4550020/IT	LGAMIS Support	1	Direct procurement	150,000.00	10/04/2020	30/04/2020
4550020/IT	Dimension Data SLA	1	Direct procurement	174,000.00	01/06/2020	
4550020/IT	Fortigate FW Licenses renewal	1	Request for sealed quotations	115,000.00	21/04/2020	
4550020/IT	CCTV and Access Controls Maintenance	1	Direct procurement	50,000.00	01/06/2020	
4550020/IT	NetApp, Storage and VMWare Maintenance/Support	1	Request for sealed quotations	180,000.00	21/04/2020	
4550020/IT	VMWare Licenses	1	Request for sealed quotations	200,000.00	01/12/2020	
4550020/IT	Sage Evolution License (Pastel)	5	Direct Procurement	50,000.00	01/07/2020	
4550020/IT	Boardpad License	15	Direct procurement	180,000.00	01/09/2020	
4550020/IT	NSFAF Website SLA	1	Direct procurement	24,000.00	15/12/2020	
4900056/IT	Scanning & Indexing of continuing students contracts, award letters & ID	1	Request for proposal	4,500,000.00	15/05/2020	25/06/2020
4900056/IT	Call Centre Solution	1	Request for proposal	710,000.00	15/05/2020	25/06/2020
4900056/IT	Enhancement for Students On Boarding System	1	Direct procurement	730,000.00	01/08/2020	
4900056/IT	Enhancement for Loan Management System	1	Direct procurement	500,000.00	01/08/2020	
4900056/IT	NSFAF App	1	Request for proposal	350,000.00	01/08/2020	
6250010/IT	Procurement of laptops	1	Request for sealed quotations	350,000.00		
4900056/IT	Students Onboarding System	1	Direct procurement	1,200,000.00		
4900056/IT	Loan Management System	1	Direct procurement	1,800,000.00		
4900056/IT	Asset Module (Acumatica)	1	Direct procurement	200,000.00		
4900056/IT	Recovery Tracing System	1	Open national bidding	1,300,000.00	01/06/2020	
3020000/HR	Assessments	1	Sealed Quotations	60,000.00		
3020000/HR	External Recruitment	1	Sealed Quotations	161,000.00		
3350000/HR	Job Evaluation	46	Sealed quotations	230,000.00		
3350000/HR	Sage 300 People	1	Direct Procurement	346,000.00		
4450000/HR	Executive Development Programme	3	Direct Procurement	375,000.00		
4450000/HR	Executive mentorship Programme	2	Request for proposal	80,000.00		
4450000/HR	Management Development Programme	4	Direct Procurement	240,000.00		
4450000/HR	Auditing Principles (CPD)	1	Direct Procurement	6,500.00		
4450000/HR	Workshops, conferences and seminars	10	Request for sealed quotations	100,000.00		
4450000/HR	Corporate Communications (internal and external)	1	Request for sealed quotations	6,500.00		
4450000/HR	PDPs	1	Request for sealed quotations	100,000.00		
4000000/HR	Labour Matters (internal and external)	1	panel of lawyers on board	30,000.00		
4500000/HR	Teambuilding	1	Direct procurement	100,000.00		
4500000/HR	Year End Function	1	sealed quotation/informal quotations	100,000.00		
4500000/HR	SOE forum activities	1	Direct Procurement	100,000.00		
4500000/HR	Employee of the Month	8	Informal quotation	48,000.00		
4500000/HR	Quartely Fruits Day	1	Informal quotation	10,000.00		
4500000/HR	Wellness activities	7	Informal quotation/sealed quotations	60,000.00		
4500000/HR	Chronic diseases awareness programme	1	Informal quotation	10,000.00		
4500000/HR	Safety, health and environmental (SHE)	1	Direct Procurement	50,000.00		
4550020/HR	Sage 300 People	1	Direct Procurement	100,000.00		
4550020/HR	Professional Bodies	10	Direct Procurement	43,750.00		

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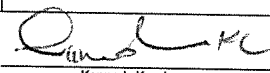
4900040/HR	Structure review	1	Contract in place	388 530.00	
4900040/HR	Strategic review luncheons	1	Informal quotation	12 000.00	
4900040/HR	Employee satisfaction survey	1	request for sealed quotations	150 000.00	
3050000/MA	Acquisition of creative services	1	Request for sealed quotations	500 000.00	
3050000/MA	Media placement	1	Direct Procurement	750 000.00	
3050000/MA	Website maintenance	1	Direct Procurement	50 000.00	
4660010/MA	NSFAF participation during the WHIK Trade Fair - payment of exhibition stand/tickets.	1	Direct Procurement	20 000.00	
4900040/MA	Production and Printing of Annual Report	1	Request for proposal	170 000.00	
4900040/MA	Customer Satisfaction Survey - external supplier	1	Sealed Quotations	15 000.00	
4900040/MA	Brochure s/ leaflets for NSFAF (incl. outsourced facilities)	1	Sealed Quotations	25 000.00	
4900040/MA	Marketing Material development for HQ - name tags	1	Sealed Quotations	70 000.00	
3350000/CP	Consulting Fees	1	Request for proposal	100 000.00	
4900050/CP	Maintain LGAMIS	1	Existing Contract	522 700.00	
4900050/CP	Maintenance Interim System	1	Existing Contract	40 000.00	
4660030/CE	Workshop and conferences		Direct procurement	50 000.00	
3000000/AI	Internal Audit Fees		Direct procurement	450 000.00	
4000000/CS	Legal Fees-consultancy Services	As and when needed	List of eligible suppliers/Direct Procurement	6 506 000.00	Contract with the Panels of Law firms are in place, ending 09 July 2021.
4425030/CS	NSFAF Board Other- (Training/Conference/Workshop, & Travels)-non consultancy services	As and when needed	Request for Quotations	550 000.00	
4000000/CS	Board Refreshment -Non-consultancy services(small procurement)	As and when needed	Request for Quotations	240 000.00	
4425030/CS	Conducting of Board Performance Appraisal -Non-consultancy Services	As and when needed	Request for proposal	200 000.00	Invitation of Tender in May 2020
4425030/CS	Departmental Training/Conference/Workshop / -non consultancy services	As and when needed	Direct procurement	120 000.00	
Student funding	Students Laptops	30,000	Emmergency procurement	209 000,000.00	
Student funding	Students Mobile Internet (TN Mobile)	1	Execution by public entity	19 500,000.00	
Student funding	UNAM and NUST Server Infrastructure	2	Emmergency procurement	9 400,000.00	
				274,126,980.00	

Recommended by:


Martin Mwaetako
Procurement Committee Chairperson

29/6/2020
Date

Approved by:


Kennedy Kandume
Accounting Officer

30/6/2020
Date