




Annual Procurement Plan

Name of Public Entity: Namibian Competition Commission (NaCC)					Financial Period: 2021/22			
Procurement No.	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	Office Stationery - Supply and delivery of office stationery (including ink cartridges) to the NaCC for a period of 36 months	Various	G	Yes	OAB	130,000 per annum	Aug-21	N/A
2	First Aid Kit Contents - Supply of first aid kit contents to the NaCC when needed	Various	G	Yes	SVP	7,900	Ad hoc	OAB is too costly to apply, given the value of the procurement.
3	Computer Hardware - Supply and delivery of a laptop to the NaCC when needed	1	G	No	RFQ	15,000	Ad hoc	OAB is too costly to apply, given the value of the procurement.
4	Office Consumables - Supply and delivery of office consumables such as refreshments to the NaCC for a period of 12 months	Various	G	Yes	RFQ	43,500	Aug-21	Readily available commercially standard goods not specially manufactured to the particular specifications of the NaCC. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
5	Board Performance Appraisals - Professional board appraisal services provided to the NaCC once off	1	CS	No	RFP	140,000	Jan-22	N/A
6	Job Evaluation & Regrading Assessment - Professional services provided to the NaCC once off	1	CS	No	RFP	150,000	Jun-21	N/A
7	Consultancy on Competition Cases - Professional services provided to the NaCC relating to the investigation of mergers and restrictive business practise cases on an ad hoc basis	Various	CS	No	RFP	100,000	Ad hoc	N/A

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8	Legal Services - Legal services provided to the NaCC by a panel of service providers for a period of 36 months	Various	CS	No	RFP	3,500,000	Oct-21	N/A
9	Training - Various training courses attended by the staff of the NaCC on an ad hoc basis	Various	CS	No	DP	92,000	Ad hoc	The nature of the services requires that particular suppliers be selected directly.
10	Psychometric Assessment Services - Professional services provided to the NaCC for a period of 36 months	Various	CS	No	RFP	20,000 per annum	Aug-21	N/A
11	Occupational Health & Safety Audit - Professional Services provided to the NaCC once off	1	NCS	No	SVP	15,000	Jul-21	OAB is too costly to apply, given the value of the procurement.
12	Printing - Printing services provided to the NaCC in relation to the Annual Report	2	NCS	Yes	RFQ	50,000	Aug-21	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
13	Year End Function - Various services provided to the NaCC at the year end function once off (e.g. venue, food, entertainment, gifts etc.)	1	NCS	Yes	RFQ	30,000	Sep-21	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
14	Workshops & Conferences - Various services provided to the NaCC for workshops and conferences (e.g. venue, refreshments etc.)	Various	NCS	Yes	RFQ	65,000	Ad hoc	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
15	Advertising - Advertising services provided to the Commission for a 36 month period	Various	NCS	Yes	DP	56,600	Aug-21	Services are only available from a limited number of bidders. Contracts to be concluded with service providers owning daily national newspapers.
16	Travel - Domestic air travel services provided to the NaCC on an Ad Hoc basis	Various	NCS	No	DP	15,000	Ad hoc	Services are only available from one service provider.
17	Vehicle Rental - Services provided to the NaCC on an ad hoc basis	Various	NCS	Yes	RFQ	20,000	Ad hoc	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.

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18	Accommodation - Services provided to the NaCC on an ad hoc basis	Various	NCS	Partial	RFQ	80,000	Ad hoc	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
19	Team Building - Various services provided to the NaCC once off relating to team building (e.g. facilitator, venue etc.)	1	NCS	Yes	RFQ	140,000	Sep-21	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
20	Transcription Services - Transcription services provided to the Commission for a 36 month period	Various	NCS	Yes	OAB	30,000 per annum	Sep-21	N/A
21	Courier & Postage - Services provided to the Commission for a 12 month period	Various	NCS	Partial	SVP	12,000	Aug-21	OAB is too costly to apply, given the value of the procurement.
22	Gazetting Services - Services provided to the NaCC on an ad hoc basis	Various	NCS	No	DP	30,000	Ad hoc	Services are only available from one service provider.
23	Armed Response Security Services - Services provided to the NaCC for a 36 month period	1	NCS	Yes	RFQ	9,000 per annum	Aug-21	Small services. Time and cost of considering a large number of bids is disproportionate to the value of the procurement.
24	Motor Vehicle Maintenance - Services provided to the NaCC on an Ad hoc basis	Various	NCS	Yes	SVP	2,000	Ad hoc	OAB is too costly to apply, given the value of the procurement.
25	Office Cleaning Services (Inclusive of Cleaning Materials) - Services provided to the NaCC for a 36 month period	1	NCS	Yes	OAB	172,000	Feb-22	N/A
26	Photocopiers Rental - Photocopier rental and related service provided to the NaCC for a 36 month period	2	NCS	No	OAB	72,000	Sep-21	N/A
27	IT Services - Various IT services and subscriptions to be provided to the NaCC for a 36 month period	Various	NCS	No	OAB	139,000	Aug-21	N/A
28	IT Network Cabling - Services provided to the NaCC once off	Various	NCS	No	RFP	120,000	Aug & Sept 21	The procurement is urgently required and OAB would take too long.
29	Cell Phones & Subscriptions - Services provided to the NaCC over 24 month periods	Various	NCS	Yes	DP	80,650	Ad hoc	The procurement entails the renewal of existing contract. No new contracts to be entered into during the financial year.

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30	Repairs & Maintenance - Works done on behalf of the NaCC over a 24 month period	Various	W	Yes	OAB	50,000 per annum	Oct-21	N/A
31	Renovations - Works done on behalf of the NaCC	Various	W	Yes	RFQ	547,000	Aug-21	The procurement is urgently required and OAB would take too long.
Approved - Accounting Officer (Name): Vitalis Ndalikokule				Signature: 		Date: 30-Jul-2021		