



Namibia Post Limited

Annual Procurement Plan: Operational Expenditure and Capital Expenditure
Financial Year: 2024 - 2025, ending 30 September 2025

Description	Quantity	Category of Procurement	Estimated Value 2025	Procurement Method	Planned Date for Invitation of Bids	Planned Date for Award of Contract	Remarks/ Comments
OPERATING EXPENDITURE PROCUREMENT PLAN							
Transport expenditure related			20,758,014.59				
Motor vehicle Repairs and Maintenance	Various	NCS	519,321.13	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Motor vehicle Tyres	Various	Goods	194,781.74	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and delivery of Fuel	Various	Goods	20,025,358.09	ONB	N/A	N/A	Handed over to CPBN
Sundry/other expenditures			1,437,924.20				
Travel & Accommodation : International	Various	NCS	719,631.95	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Travel & Accommodation : Local	Various	NCS	580,838.30	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
International Freight Costs	Various	NCS	18,515.61	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Office consumables	Various	Goods	118,940.34	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Printing and stationery			1,253,552.01				
Cleaning materials	Various	Goods	268,850.10	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Stationery : Third Parties	Various	Goods	240,688.00	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Entertainment Expenses	Various	Goods	649,591.71	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Corporate Gifts	Various	Goods	14,603.30	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Mail Bags	Various	Goods	79,818.90	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Equipment maintenance			2,315,103.63				
Equipment Rental	Various	NCS	265,489.58	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Repairs and Maintenance for Property	Various	NCS	418,168.10	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Equipment Maintenance	Various	NCS	1,556,892.57	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Minor furn and Equipment	Various	NCS	74,552.38	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Computer related expenses			356,552.82				
Maintenance of Generators	Various	NCS	40,000.00	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Maintenance of Server Room Air Conditioner (AC)	Various	NCS	80,000.00	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Maintenance Server Room Fire Detection	Various	NCS	80,000.00	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Maintenance Server Room UPS	Various	NCS	40,000.00	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Hardware Incidentals	Various	Goods	99,332.82	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Maintenance PABX	Various	NCS	17,520.00	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Consultancy related expenses			17,558,569.25				
Provision of Consultancy	various	CS	17,558,569.25	RFQ/RFP/RB/DP	Throughout the year	N/A	As required, various suppliers (source quotations)
Human resources related expenses			3,784,970.26				
Recruitment : Phycometrics & Job Advertisement	various	NCS	164,413.00	RFQ/RFP/RB/DP	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Staff Uniforms	various	Goods	408,355.32	RFQ/RFP/RB/DP	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Staff refreshments	various	Goods	481,366.16	RFQ/RFP/RB/DP	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Staff Training	various	NCS	2,730,895.78	RFQ/RFP/RB/DP	Throughout the year	N/A	As required, various suppliers (source quotations)

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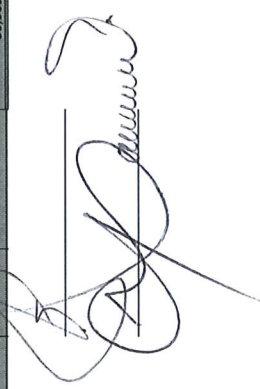
Description	Quantity	Category of Procurement	Estimated Value 2025	Procurement Method	Planned Date for Invitation of Bids	Planned Date for Award of Contract	Remarks/ Comments
Marketing related expenses			735,395.62				
Supply and Delivery of Gifts, Flowers-Non Corporate	various	Goods	25,451.84	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Bid Advertising Services	various	NCS	44,937.39	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Corporate Special Events	various	NCS	145,680.22	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Corporate Branding Services	various	NCS	56,718.00	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Corporate Business Cards	various	Goods	1,000.00	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Research and development Services	various	NCS	50,000.00	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Corporate Promotional Items	various	Goods	279,410.17	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Corporate Communication	various	NCS	132,198.00	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Stock items			667,070.43				
Supply and Delivery of Vault Stock items	various	Goods	461,906.82	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Philately products	various	Goods	65,107.72	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Stamps	various	Goods	104,447.56	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Other consumables	various	Goods	35,608.33	RFQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Telecommunication expenditure			9,516,931.02				
Provision of Network Leased Lines	various	NCS	9,516,931.02	ONB	N/A	N/A	Handed over to CPBN
Total OPEX			58,384,383.83				

CAPITAL EXPENDITURE PROCUREMENT PLAN

Supply and Delivery of Computer Equipment (Hardware)	Various	Goods	8,003,213	ONB/RFQ/DP/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Computer Software	Various	NCS	11,270,000	RFQ/DP/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Furniture and Fittings	Various	Goods	2,368,700	ONB/RFQ/DP/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of Leasehold Improvements (Works)	Various	Works	3,011,400	ONB/RFQ/DP/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Motor Vehicles (Folflift)	1	Goods	495,000	RFQ	Nov-24	Nov-24	As required, various suppliers (source quotations)
Supply and Delivery of Other Equipment	Various	Goods	3,382,400	ONB/RFQ/DP/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Supply and Delivery of Electrical Equipment	Various	Goods	2,409,300	ONB/RFQ/DP/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
Provision of PO Box Installation	Various	Works	45,500	RFQ/IQ	Throughout the year	N/A	As required, various suppliers (source quotations)
TOTAL CAPEX			30,985,513				

Recommended by Chairperson of Procurement Committee

Approved by Accounting Officer


18/09/24
18/09/24
Date