

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2022/2023

Item no.	Description	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	Remarks
1	Provision of Outsourcing IT Support Services to EIF	1	NCS	Yes	Direct Procurement	276,000.00	Apr-22	SLA with Green Enterprise Solutions (Pty) Ltd
2	Sustainable Development Awards for 2022	various service providers	NCS and G	Yes	Request for sealed Quotations	700,000.00	Apr-22	To organize and host the event ceremony
3	Consultancy for OPS Manual review	1	CS	Yes	Request for Proposal	400,000.00	Apr-22	To appoint consultant to review and update the Ops manual
4	Provision for Green Credit Line and Management Support to EIF	1	CS	Yes	Request for Proposal	34,000,000.00	Jun-22	To procure a financial intermediary for the Green credit facility
5	Consultancy Services for Amendment of EIF ACT	1	CS	Yes	Direct Procurement	690,000.00	Apr-22	Contract with Brokerhoff & Associates
6	Consultancy Services for Developing four project proposals	3	CS	Yes	Request for Proposal	3,000,000.00	Aug-22	Developing four project proposals
7	RME Consultant loster reviewed and Updated	1	CS	Yes	Request for Proposal	50,000.00	Apr-22	Review and update the existing RME loster
8	Consultant services for Mainstreaming Strategy as part of monitoring and reporting mechanisms	1	CS	Yes	Request for Proposal	300,000.00	May-22	Consultancy needed by M&E unit
9	Consultancy Services for SAGE X3	1	CS	Yes	Direct Procurement	480,000.00	Apr-22	Contract with Blu-dot ERP Solutions (Pty) Ltd
10	Salary Survey and Scale adjustments.	1	CS	Yes	Request for Proposal	250,000.00	Apr-22	Done every 3 years. Services needed by HR unit.
11	Consultancy Services for Reviewing the HR Policy of EIF	1	CS	Yes	Direct Procurement	285 200.00	Apr-22	Contract with SIMS Business & Entrepreneurship Training Centre (BETC)
12	PC Anti-virus license and Anti Spam Filter	1	S	Yes	Small value procurements/request for quotations	20,000.00	Jan-23	Anti virus license renewal for 60 users
13	Provision of Internet services and Web Hosting	Monthly basis	CS	Yes	Direct Procurement	100,000.00	Apr-22	SLA in place with AfricaOnline and Loop technologies
14	Knowledge Based Management Consultancy Services	1	NCS	Yes	Execution by Public Entity	200,000.00	Jul-22	learned for EIF projects. MoA with NBC

15	Design, Editing, Layout and proofreading of biannual newsletter	400	G	Yes	Request for sealed quotations	100,000.00	Jul-22	Service to be rendered for Communications department
16	Design, Editing, Layout, Reading and proofreading and printing of 2020/21 Annual Report	300	G	Yes	Request for sealed quotations	300,000.00	Sep-22	Service to be rendered for Communications department
17	Consultancy Services: Production of Lessons Learnt and best practices report on climate financing	1	CS	Yes	Request for Proposal	200,000.00	Aug-22	Service to be rendered for Communications department
18	Consultancy services: Design and roll-out of environmental levies Public Relations Plan/Waste Management	1	CS	Yes	Request for Proposal	1,200,000.00	Oct-22	Service to be rendered for Communications department
19	Consultancy services: Develop an IT Growth Strategy that is reflective of and responsive to Institutional Business Strategy	1	CS	Yes	Request for Proposal	400,000.00	Aug-22	Service to be rendered for Communications department
20	Environmental Levies (EL) - expansion of the base	1	CS	Yes	Request for Proposal	200,000.00	Apr-22	study on eligible products
21	Stakeholder Consultation on the Use of Plastic levies	various service providers	NCS	Yes	Small value procurements/request for quotations	100,000.00	Apr-22	Organise a stakeholder consultation meetings
22	Targeted awareness raising programmes for key stakeholders under special themes	various service providers	NCS	Yes	Small value procurements/request for quotations	300,000.00	Apr-22	awareness programs for raising on pertinent environmental issues
23	Undertake quarterly strategic policy briefs meetings	various service providers	NCS	Yes	Small value procurements/request for quotations	30,000.00	May-22	Hosting meetings with stakeholders
24	Develop Intranet Portal for EIF	1	CS	Yes	Request for Proposal	100,000.00	Apr-22	Consultant to develop a Intranet system and train staff members
25	Training/Workshops	various service providers	NCS	Yes	Small value procurements/request for quotations	250,000.00	Apr-22	Short courses training for staff members
26	Procurement of Computer and IT equipment	As per request	G	Yes	Request for sealed quotations	180,000.00	Jun-22	Replacement of obsolete/broken equipment and upgrade IT infrastructure capacity
27	Video Production Services	various	NCS	Yes	Request for Quotations	150,000.00	Apr-22	Render video production services to EIF for promotions/ campaigns
28	Design and procurement of EIF Corporate Branding Materials	various	G	Yes	Request for sealed quotations	100,000.00	Aug-22	Procurement of Branding materials of marketing and brand positioning
29	Advertising Services	various	NCS	Yes	Request for Quotations	200,000.00	Apr-22	Advertisement in Newspapers
30	Procurement of Graphic Designing Services	various	NCS	Yes	Open National Bidding	200,000.00	Apr-22	Designing services for Call for proposal/adverts, etc.

31	Office Building Rental	Monthly basis	G	Yes	Direct Procurement	6,003,360.00	Apr-22	Lease Agreement with Nasunga Properties
32	Alarm Monitoring System	Monthly basis	NCS	Yes	Direct Procurement	7,000.00	Apr-22	Provided by G4S Security
33	Provision of Legal Services	1	NCS	Yes	Direct Procurement	300,000.00	Apr-22	SLA in place with ESI
34	Provision of Insurance services company assets	1	NCS	Yes	Direct Procurement	250,000.00	Apr-22	SLA in place with MINET Namibia
35	Procurement of Office Stationery	As per request	G	Yes	Request for Quotations	100,000.00	Apr-22	Office supplies needed for day-to-day operations
36	Procurement of Office Furniture	As per request	G	Yes	Request for Quotations	200,000.00	Apr-22	office furniture for new incumbants and replacement of obsolete furniture.
37	Car Rental Services	As per request	G	Yes	Request for Quotations	100,000.00	Apr-22	Car rental services needed for field visits, conferences, meetings, campaigns and trainings
38	Travel Agency Services	As per request	NCS	Yes	Request for Quotations	200,000.00	Apr-22	Needed for field visits, conferences, meetings, campaigns and trainings
39	Catering Services	As per request	G	Yes	Request for Quotations	60,000.00	Apr-22	Meals for meetings, workshops and training
40	Courier and Postage Services	As per request	NCS	Yes	Direct Procurement	30,000.00	Apr-22	Postal Services needed
41	Covid-19 office Furnigation	1	NCS	Yes	Request for Quotations	172 597.36	Apr-22	Covid-19 Furnigation for the office building
42	Covid-19 Personnel Protective Gear & Equipment (Masks, sanitizers, dispensers, etc)	As per request	G	Yes	Request for Quotations	80,000.00	Apr-22	Protective gear for staff members and office.
43	Cleaning Materials & Equipment	As per request	G	Yes	Request for Quotations	72,000.00	Apr-22	supplies for office maintenance
44	Utilities (Rates, Water & Electricity)	Monthly basis	NCS	Yes	Execution by Public Entity	600,000.00	Apr-22	Provided by City of Windhoek
45	External Audit for EIF	1	CS	Yes	Request for Proposal	400,000.00	Sep-22	New External Auditor to be Contracted
46	Consultancy for SAGE 300 people	1	CS	Yes	Request for Proposal	150,000.00	Apr-22	SAGE 300 people software for HR
47	Supply, installation and maintenance of vehicle tracking devices	1	NCS	Yes	Direct Procurement	50,000.00	Apr-22	Contract with Keystone ICT
48	Vehicle expenses (fuel, repairs, license renewals, servicing, car wash)	various	NCS	Yes	Restricted bidding	167,000.00	Apr-22	Maintenance of EIF Vehicles
49	Telephone services	1	NCS	Yes	Execution by Public Entity	25,000.00	Apr-22	Telephone services provided by Telecom

50	Subscription and membership fees	various entities	S	Yes	Direct Procurement	260,000.00	Apr-22	EIF membership with various entities Namibian Employer's Federation, SACREE, SADC-DERC, etc.
	Total Estimated Value					53,530,360.00		
	Recommended by - Chief Financial officer (Name):				Signature:	Date: 29/03/2022		
	Approved - Accounting Officer (Name):				Signature:	Date: 29/03/2022		