



**Annual Procurement Plan**

Financial Year: April 2024 to March 2025

Public Entity: Namibia University of Science and Technology

1	2	3	4	5	6	7	8
Serial Number	Description (includes packages, lots if applicable)	Quantity	Procurement Method	Estimated Value N\$ (per annum)	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
0203	Office refreshment	Various	Request for Sealed Quotation	300 000	Monthly	Monthly	Provision of refreshments for external visitors during meetings, council meetings, various committee meetings, advisory board meetings and industry stakeholders' meetings.
2151	Cleaning Services	Cleaning Company	Open National Bid	24 713 030	June 2024	01 Sep 2024	Provision of cleaning services for the Windhoek Campus
2201	Consumables	Various	Request for Sealed Quotation	2,823,725	Monthly	Monthly	Disposable items or supplies used in laboratories (pipettes, tubes, bolts, nuts, spanners, ports, cables, PVC conduits, glue, gloves, drill bits, etc.), batteries, and PPE for students' practicals.
2202	Medical/Clinical Supplies	Various	Request for Sealed Quotation	362 600	Monthly	Monthly	Pharmaceuticals for use at the Health Clinic and Faculty of Health, and for the general replenishment of first aid kits at Depts./Units/Faculties.

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2203	Protective Clothing	Various	Request for Sealed Quotation	659 071	Annually	Annually	Used for practical in various laboratories and the hospitality training staff as well as students. PPE for staff at terrain services, drivers and other institutional workers.
2204	Books and Manuals	Various	Request for Sealed Quotation	479 000	Bi-Annually	Bi-Annually	Study material, textbooks and academic and professional resources.
2205	Small Tools, Furniture & Equipment	Various	Request for Sealed Quotation	1 712 572	Bi-Annually	Bi-Annually	Teaching tools for various Faculties including hammers, screwdrivers, pliers, digital multi-metres, power analysers, resistors, kettles, and small implements.
2207	Computer Software	Various	Restricted bidding	2 100 000	Quarterly	Quarterly	New Specialised professional software for teaching and learning and administration. This include Power Heda, X-mind, Tableau, Ms- Project, Simulators, VSM, MATLAB, CAD
2207	Integrated Tertiary Software System	Various packages	Direct Procurement	5 500 000	April 2020	May 2020	ERP Software that enables e-learning and remote working platforms, including Finance, HR, Student Services, and other educational platforms.
2209	Cleaning Material	Various	Request for Sealed Quotation	811 586	Monthly	Monthly	For use at Windhoek Campus, Regional Offices, Satellite Campuses student

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							residences and hospitality school.
2210	Chemicals	Various	Request for Sealed Quotation	283 683	Monthly	Monthly	Reagents and other chemicals for use in laboratories with specialised equipment.
2212	Sports and Corporate Wear	Various	Request for Sealed Quotation	110 000	Annually	Annually	For University student teams in multiple sports codes and Student Representative Committee members.
2252	Rental of Buildings – Venue hire for official events	Various	Request for Sealed Quotation	2 158 300	Bi-Annually	Bi-Annually	Venue hire for workshops, graduation ceremonies, and other official events
2301	Maintenance- Motor Vehicles	Various	Request for Sealed Quotation	2 380 000	Monthly	Monthly	Repair, service of vehicles and fuel and oil.
2302	Maintenance of Buildings	Various	Request for Sealed Quotation	12 162 500	Monthly	Monthly	Annual renovations of hostels and other buildings, repairs, and maintenance (plumbing, painting, electrical and generators, air conditions, etc.). Landscaping services, smart water meters
2302	Maintenance of Buildings	Fumigation of Buildings	Request for Sealed Quotations	1 950 000	30 May 2024	15 July 2024	Provision of Fumigation and pest control services at Windhoek Campus for three (3) years
2303	Maintenance- Equipment and other assets	Various	Request for Sealed Quotation	8 203 354	Monthly	Monthly	Maintenance of specialised equipment at Faculties, computer equipment, and

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							other electronics such as Autoclave, Hach, Proteus etc.
2307	Maintenance Software and Networking	Various	Request for Sealed Quotation/ Direct Procurement	9 200 000	Annually/ Monthly	Annually/ Monthly	Annual renewal of licenses and servicing of existing SLAs of various academic, ERP, and networking software. E.g Ms Office, Nutanix, Firewall & ISE license, Cisco, Infoblox, Cloud Infrastructure
2351	Insurance of Assets	Various	Request for Proposal	4 500 000	January 2024	December 2024	Insurance of vehicles, equipment, buildings, NASRIA, etc
2401	Municipal Services	Various	Direct Procurement	24 500 000	Monthly	Monthly	Water, electricity, rates and taxes for Windhoek, Satellite Campus and Regional Offices.
2451	Catering Services	Various	Request for Sealed Quotation	2 500 000	Monthly	Monthly	Catering for official functions such as Student Orientation, Career Fair, Science Fair, Research Week and Graduation Ceremony, conferences etc.
2501	Postage and Courier Services	Various	Direct Procurement/ Sealed Quotations	1 125 400	Monthly	Monthly	National and international mailing/ courier services
2502	Telephone, Fax and Internet Bandwidth	Various	Direct Procurement	14 874 500	Monthly	Monthly	Connectivity and student self-help access to integrated student services, staff Regional Offices and Satellite Campuses.
2552	Legal Services	Various	Direct Procurement	1 500 000.00	Monthly	Monthly	Legal opinions and litigations

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2553	Consultancies	Various	Request for Proposals	4 100 000	Monthly	Monthly	Visiting Lecturers in specialised areas, professional consultancies in various Business Areas
2554	Internal Audit Services	1	Direct Procurement	950 000	October 2024	November 2024	An internal audit of business processes
2600	Public Relations	Various	Request for Sealed Quotations	200 000	Quarterly	Quarterly	Display of University programs/events at different platforms nationally.
2650	Subscription and Publications	Various	Request for Sealed Quotation/ Direct Procurement	15 000 000	Annually/ Quarterly/ Monthly	Annually/ Quarterly/ Monthly	Library access to numerous international online academic journals and textbooks databases for research. Institutional Subscription to and professional bodies. Publications of journals.
2700	Printing and Photocopy	Various	Request for Sealed Quotation/ Direct Procurement	3 000 000	Monthly	Monthly	Printing of study guides, tests, question papers, branded stationery and answer sheets.
2750	Advertising and Marketing	Various	Request for Sealed Quotation	3 000 000	Monthly	Monthly	Invitations to professional presentations and discussions, job placement advertisements, courses on offer, etc.
2851	Provision of Travel Management and related services to NUST for three (3) years	Various	Open National Tender	9 800 000	May 2024	July 2024	Tickets, accommodation, and transport for students and staff for national and international travel. 3-year contract.

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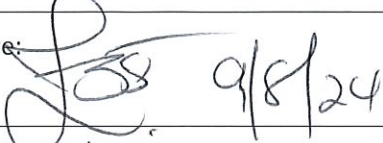


2853	Attendance of workshops and conferences	Various	Request for Sealed Quotations/ Direct procurement	1 600 000	Monthly	Monthly	Presentation of academic papers worldwide, related workshops, and training programs offered by experts in the various industries.
2951	Food Supplies	Various	Request for Sealed Quotations	7 300 000	Monthly	Monthly	Hostel student meals in Windhoek and Rietfontein and for use at hospitality and nutrition programs.
2952	Laundry Services	Various	Request for Sealed Quotations	500 000	Monthly	Monthly	Cleaning linen and protective clothes at Hospitality School (housekeeping), flats for visiting professors, and Faculty of Health.
3515	Security Services	One	Open National Bid	44 204 000	September 2024	November 2024	Provision of Security Services at Windhoek Campus
5212	Rental	Two	Request for Sealed Quotations	n/a	May 2024	July 2024	Lease and management of two (2) Kiosks at Windhoek Campus.
7414	Additions Building	Various	Open National Bidding	20 000 000	Feb 2024	Oct 2024	Construction of Boundary Wall for Eenhana Campus; Major Renovations at Rietfontein, Consulting services, Works at Luderitz Campus.
7504	Graduation Hoods & Gowns	Various	Request for Sealed Quotations	300 000	Bi-Annually	Bi-Annually	Academic attire for officials during graduation ceremonies.
7710	Furniture and Equipment	Various	Request for Sealed quotation	4 000 000	Bi-Annually	Bi-Annually	Replacement of old furniture & equipment and furnishing new buildings. Replace

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							equipment at Hostel, Hospitality School, classrooms and offices. Video conferencing and audio equipment.
7710	Equipment	Projectors	Request for Sealed quotation	1 500 000	February 2024	23 April 2024	Supply of various projectors for teaching venues
7803	Laboratory Equipment	Various	Open National Bid	18 300 000	Bi-Annually	Bi-Annually	Specialised equipment at laboratories at the Faculty of Health, Natural Resources and Applied Sciences and Faculty of Engineering and Built Environment for practicals, simulation exercises, and analytics.
7803	Laboratory Equipment	One	Request for Sealed Quotation	1 800 000	May 2024	July 2024	Supply, delivery, installation and commissioning of XRD Analytic Equipment
7904	Vehicles	Various Vehicles	Restricted Bid	10 000 000	April 2024 September 2024	July 2024 November 2024	Supply of new fleet vehicles for the transport of students and staff. Supply of 65-seat student Bus
7853	Computer Equipment	290	Open National Bid	9 000 000	January 2024	March 2024	Provision of 290 Desktop for STEM Program
7853	Computer Equipment	Various	Request for Sealed Quotation	11 000 000	Bi-Annually	Bi-Annually	Computer and other electronic equipment for teaching and support services. Network equipment to maintain connectivity. Datacentre equipment for information security for Windhoek, Rietfontein and other Satellite Campuses and Regional Offices

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7954	Library books	Various	Request for Sealed Quotation	3 500 000.00	Monthly	Monthly	Continuous update of textbooks at the Library with new and relevant content.
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Ms. Maria M Ugulu- <i>Assistant Bursar PPE &amp; Stores/Procurement Committee Financial Advisor</i>	Signature:  Date: 9/8/24
Ms. Miriam Dikuua - <i>Chairperson, Procurement Committee</i> Recommended/ Not Recommended	Signature:  Date: 9/8/2024
Dr. Eroid Naomab - <i>Accounting Officer/Vice-Chancellor</i> Approve/ Not Approved	Signature:  Date: 29/8/2024