



Environmental Investment Fund
of Namibia | ensuring sustainability

Annual Procurement Plan for 2023/2024 Financial Year

Prepared in terms of paragraph 1.5- Annual Procurement Plan of the Public Procurement Guidelines, Issued under Section 7 (1)(h) of the Public Procurement Act, 15 (Act no. 15 of 2015)

Name of Public Entity: ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA					Financial Period: 2023/24			
Procurement No. (e.g., 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the procurement reserved in terms of the Code of Good Practice?	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Supply and delivery of two Bakkies for EIF	Various	G	Yes	ONB	1 500 000.00	31-July-23	NA
2	Supply and delivery of Computer Equipment	Various	G	Yes	ONB	1 085 000.00	31-July-23	NA
3	Supply and delivery of office Furniture and & Fittings	Various	G	Yes	RFQ	200 000.00	30-Jun-23	Empowerment of SMEs, youth and previously disadvantaged suppliers
4	Supply, delivery and installation of the new Telephone System	Once-off	G	Yes	ONB	483 000.00	31-July-23	NA
5	Supply and delivery of Office Stationeries for a period of 24 months	Various	G	Yes	ONB	313 217.00	01-Jun-23	NA

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6	Supply and delivery of Office Refreshments for a period of 24 months	Various	G					
7	Supply and delivery of Office Cleaning Materials for a period of 24 months	Various	G					
8	Provision of service provider for Air tickets services for a period of 24 months	1	NCS	Yes	ONB	314 925.37	31-Jul-23	NA
9	Provision of a venue hire for Staff Planning Meetings for a period of 12 months	4	NCS	Yes	RFQ	100 000.00	30-June-23	Empowerment of SMEs, youth and previously disadvantaged suppliers
10	Consultancy for the Assessment of Internal Audit	1	CS	Yes	RFP	200 000.00	23-June-23	NA
11	Procurement of Governance, Compliance and Risk Software (GCR) System	1	NCS	Yes	ONB	300 000.00	01-July-23	NA
12	Procurement of Contract Management System (CMS) software	1	G	Yes	ONB	200 000.00	01-July-23	NA
13	Provision of Legal Services for a period of 24 months	1	CS	Yes	ONB	1 000 000.00	As need arise	NA
14	Live Streaming Equipment	As per request	Goods	Yes	ONB	400 000.00	July-23	NA
15	Procurement of new Cameras	Various	Goods	Yes	RFQ	200 000.00	June-23	Empowerment of SMEs, youth and previously disadvantaged suppliers

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9	Provision of a venue hire for Staff Planning Meetings for a period of 12 months	4	NCS	Yes	RFQ	100 000.00	30-June-23	Empowerment of SMEs, youth and previously disadvantaged suppliers
10	Consultancy for the Assessment of Internal Audit	1	CS	Yes	RFP	200 000.00	23-June-23	NA
11	Procurement of Governance, Compliance and Risk Software (GCR) System	1	NCS	Yes	ONB	300 000.00	01-July-23	NA
12	Procurement of Contract Management System (CMS) software	1	G	Yes	ONB	200 000.00	01-July-23	NA
13	Provision of Legal Services for a period of 24 months	1	CS	Yes	ONB	1 000 000.00	As need arise	NA
14	Live Streaming Equipment	As per request	Goods	Yes	ONB	400 000.00	July-23	NA
15	Procurement of new Cameras	Various	Goods	Yes	RFQ	200 000.00	June-23	Empowerment of SMEs, youth and previously disadvantaged suppliers

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16	Printing of 2022/23 Annual Report, Quarterly Newsletter, Lessons learned and General reports	As per request	NCS	Yes	ONB	300 000.00	30-Dec-23	NA
17	Consultancy services: Design and roll-out of environmental levies Public Relations Plan/Waste Management	1	Consultancy Services	Yes	RFP	1 200 000.00	31-Aug-23	NA
18	Provision of services for Sustainable Development Awards	1	NCS	Yes	RFQ	750 000.00	Sep-23	Empowerment of SMEs, youth and previously disadvantaged suppliers
19	Design and printing of EIF Corporate Branding Materials	As per request	G	Yes	RFQ	300 000.00	30-Jun-23	Empowerment of SMEs, youth and previously disadvantaged suppliers
20	Knowledge Management exercises Services	1	NCS	Yes	ONB	400 00.00	30-Jun-23	NA
21	Stakeholder Conference services (Venue, Staging meals etc)	As per request	NCS	Yes	RFQ	500 000.00	July-23	Empowerment of SMEs, youth and previously disadvantaged suppliers
22	Carrying out the revamp, reviewing, updating, and maintaining the design of its corporate website	1	NCS	Yes	ONB	400 000.00	30-Jun-23	NA
23	Procurement of Wellness Activities	As need arise	NCS	Yes	RFQ	200 000.00	Timely request	Empowerment of SMEs, youth and previously disadvantaged suppliers
24	Provision of Psychometric Testing Services	As need arise	CS	Yes	RFP	170 000.00	Timely request	NA

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25	Project Preparation and Development	6	CS	Yes	RFP	300 000.00	Timely request	NA
26	Support to waste management and recycling	2	CS	Yes	RFP	500 000.00	Timely request	NA
27	Language editing services	1	CS	Yes	RFP	50 000.00	Timely request	NA
28	Green Credit Facility	1	CS	Yes	RFP	300 000.00		NA
29	ESS Monitoring system	1	CS	Yes	RFP	100 000.00		NA

Prepared by- Procurement Manager: Mr. David Hamukwaya	Signature: 	Date: 05/06/2023
Recommended- Financial Advisor: Ms. Pauline Mugore	Signature: 	Date: 5/6/2023
Recommended- Chairperson- Procurement Committee: Mr. Frans Kamenye	Signature: 	Date: 05/6/2023
Approved - Accounting Officer: Mr. Benedict Libanda	Signature: 	Date: 06/06/2023