



Annual Procurement Plan

**Financial Year: 2019/2020
Namibian Broadcasting Corporation**

1	2	3	4	5	6	7	8	10
Ref number	Description	Quantity	Procurement Method	Estimated Value	Scheduled date for Bids/ Awarded Bids	Estimated date for Award	Remarks	Budget
1.	Security Services	2	Open National Bidding	4 900 000	Aug 2019- Aug 2020	Invoice/Yearly	Physical Security Services at all offices and transmitters across the country,wide	Operational
2.	Full Maintenance	89	Open National Bidding	25,000,000	June 2019	July 2019	Maintain Vehicle Lease	Capital
3.	Telephone/ Communications	Various	Preferred Supplier	550 000	2014 to Date	Quarterly/ Invoice	Phones & Line lease	Operational
4.	Printing Solution	20	Preferred Supplier	1 300 000	2014 to Date	Monthly Invoice	Printing	Operational
5.	Municipal Services	Various	Direct Procurement	2 600 000	Monthly	Monthly Invoice	Water & Electricity to different municipalities across the country	Operational
6.	Library & Archives	Various	Direct Procurement	5 400	Monthly	Monthly Invoice	Newspapers	Operational
7.	HR Consultancy	Various	Direct Procurement	192 000	Yearly	Invoice	IR Consultants	Operational
8.	Training	Various	Open National Bidding	3 500 000	Apr 2020	July 2020	Preferred Supplier	Operational
9.	Labour Professional Fees	Various	Direct Procurement/RFQ	200 000	Mar 2020	Jun 2020	Labour Services	Operational
10.	Legal Advisory Services	Various	Direct Procurement/ Restrictive Bidding	1 500 000	Mar 2020	May 2020	Legal advice and litigations	Operational
11.	Risk Management and Compliance	1	Direct Procurement/ Restrictive Bidding	1 000 000	Mar 2019-May 2020	Yearly	Statutory Requirement Internal Audit & Risk Management Services	Operational
12.	Support & Maintenance ERP Enterprise - AccPac	1	Direct Procurement	360 000	Yearly	Monthly Invoice	Service Level Agreement	Operational
13.	Support & Maintenance D-Bit Software	1	Direct Procurement	110 000	Yearly	Monthly Invoice	Service Level Agreement	Operational
14.	Finance Technical Support (Ernst & Young)	1	Restrictive Bidding	300 000	Yearly	Monthly Invoice	Service Level Agreement	Operational
15.	External Audit Services (OAG)	1	Direct Procurement	300 000	Yearly	Invoice	Statutory Requirement	Operational

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16.	Internal Audit Services (KPMG)	1	Restrictive Bidding	575 600	Yearly	Monthly Invoice	Statutory Requirement Service Level Agreement	Operational
17.	Software Licence Cashbook	1	Direct Procurement	12 000	Yearly	Yearly Invoice	Service Level Agreement	Operational
18.	Computer Software Licence Sage	1	Direct Procurement	130 000	Yearly	Monthly Invoice	Service Level Agreement	Operational
19.	Software Licence D-Bit	1	Direct Procurement	96 000	Yearly	Monthly Invoice	Service Level Agreement	Operational
20.	Actuarial Services-Medical Aid Liability	1	Restrictive Bidding	60 000	Yearly	Monthly Invoice	Statutory Requirement ACC STDS, AC 116- Employee Benefits & Post-Retirement Medical Liability	Operational
21.	Annual Insurance for PPE	1	Restrictive Bidding	1 400 000	Yearly	Monthly Invoice	Statutory Requirement	Operational
22.	Actuarial Services- Severance Pay Liability	1	Restrictive Bidding/Direct Procurement	25 000	Yearly	Invoice	Statutory Requirement	Operational
23.	Property Valuation for Residential Properties	1	Open National Bidding	500 000	2018 – 2021 (3)	Invoice (Once off)	Statutory Requirement	Operational
24.	Annual Valuation for Investment Properties	1	Direct Procurement	300 000	Yearly	Invoice	Statutory Requirement	Operational
25.	Property Rental (Swakopmund Office)	1	Direct Procurement	300 000	Yearly (5)	Monthly Invoice	Rent of Office space for NBC Offices in Swakopmund	Capital
26.	Travelling & Accommodation	Various	RFQs./Direct Procurement	15 000 000	Yearly	Yearly	Travelling, Accommodation, Flights, S&Ts for employees and Presidential Trips	Operational
27.	Repairs & Maintenance, Renovations and Construction	Various	Direct Procurement/ RFQ	9 000 000	2019/2020		Maintenance, Renovations and constructions at NBC office buildings across the country	Capital
28.	Tsumkwe Houses	5	Request for Quotations	3 500 000	2019/2020		Construction of Houses for #HINA Radio staff in Tsumkwe	Capital
29.	Municipal Costs	Various	Direct Procurement	1 800 000	Monthly	Monthly	Water & Electricity, Rates & Taxes at all offices across the country	Operational
30.	Cleaning Supplies	Various	Direct Procurement	60 000	Quarterly	Quarterly	Cleaning Materials and Equipment	Operational
31.	Stationary Supplies	Various	Direct Procurement	120 000	2019/2020	Invoice/Yearly	Stationeries for all offices	Operational
32.	Promotional Corporate Items	600	Request for Quotation	800 000	Jul 2019-Jul 2020	Invoice	Adhoc for various activities e.g. Elections	Operational
33.	Office Furniture & Equipment	Various	Open National Bidding	3 000 000	Nov 2019	Feb 2020	Furniture for offices across the country	Capital
34.	2019 Presidential & National Assembly Elections (Show Sets, Corporate wear, training, recruitment of election teams)	Various	Request for Quotation/Direct Procurement/ Restrictive Bidding	N\$23 million	Sep/Nov 2019	Sept/Nov 2019	November National & Presidential Election	Capital

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56.	News PCs	4	Direct Procurement	35 100	Sept 2019	Oct 2019	Live news	Capital
57.	Copyrights payments		Direct procurement	20 000		Invoice	Program materials	Operational
58.	Supply, delivery & installation of hardware and software for IT Infrastructure upgrades		Open National Bidding	5,000,000	Oct 2019	Feb 2020	Software Infrastructure countrywide	Capital
59.	Regional Server replacements	7	Restrictive bidding	600 000	1 x server per month (Sep 19)	Seven month period	Replacement of old servers	Capital
60.	Regional Switches	7	Restrictive bidding	400 000	1 x switch per month	Over a period of 7 months	Replacement of old switches	Capital
61.	Visual Studio Enterprises	1	Direct Procurement	95 000	2019-2020	Annual	Software	Capital
62.	Office 365 Microsoft Licence	50 users	Direct Procurement	\$150 000		Yearly	Software Licence	Capital
63.	Web Hosting	1	Restrictive procurement	25 000	May 2019-May 2020	Yearly	Hosting of NBC website	Capital
64.	Computers	50	Open National Bidding	450 000	Sept 2019	Feb 2020	Replacement of 13 PCs	Capital
65.	Sketch Application	1	Direct Procurement	1 500	May 2019	Invoice	News IT applications	Operational
66.	SSL Certification	1	Direct Procurement	1 100	May 2019	Invoice	IT Software	Operational
67.	Studio 6 Equipment	8	Direct Procurement	45 800	May 2019	June 2019	Equipment being used in Studio 6	Capital
68.	Studio Speakers	8	Direct Procurement	31 324	June 2019	Invoice	Adhoc purchases as the need arises	Operational
69.	Sound Device PSU	6	Direct Procurement	17 526	June 2019	Invoice	Adhoc replacement purchases as the need arises	Operational
70.	OB Vans Speakers	6	Request for Quotation	67 270	June 2019	Invoice	Adhoc replacement purchases as the needs arises	Operational
71.	Compliance Recording for all Radio Stations	Bundle	Direct Procurement	6 000	June 2019	Invoice	Contract renewed	Capital
72.	Zoom Recorder	1	Direct Procurement	6 000	July 2019	Invoice	Adhoc replacement purchase	Operational
73.	Irig Units	10	RFQ	45 500	July 2019	Invoice		Operational
74.	ENCO DAD Service Level Agreement	Bundle	Direct Procurement	28 000	Jul 2019-Jul 2020	Invoice	SLA	Operational
75.	Spare TWT for Uplink HPAs from CPI	1	RFQ	350 000	July 2019-2022	3 yearly	Ongoing contract	Capital
76.	ENCO DAD Training for Touch FM with full board	Bundle	Direct Procurement	98 013	Aug 2019	Invoice	Training on the System	Operational
77.	Fader & Studer Fader Controller	28	Direct Procurement	80 000	July 2019	Invoice	Only supplier of equipment	Capital
78.	Audio Codecs	28	Open International Bidding	400 000	Oct 2019	Feb 2020	Audio Codecs for Katima and Rundu	Capital
79.	Replacement of Main Control and Studio Audio Console	1 x audio switcher & 16 audio console	Open International Bidding	15 000 000	Oct 2019	Feb 2020	Equipment, training & Service Level Agreement	Capital

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100.	Purchase of spare parts for Plisch DTT Transmitters		Direct Procurement	EUR6,000	2019/2020	Invoice	Supplier of Equipment	Capital
101.	Repairs of Rohde & Schwartz FM Exciter	1	Direct Procurement	9 000	2019-/2020	Invoice	Supplier of equipment Sole Supplier	Operational
103	Repairs of Rohde & Schwartz FM 2.7 Kw Amplifier	1	Direct Procurement	11 000	2019/2020	Invoice	Supplier of Equipment Sole Supplier	Operational
104	Purchase of Load Resistor and RF Cable for TransRadio FM Transmitter for Okonjo	3	Direct Procurement	EUR1,200	2019/2020	Invoice	Preferred Suppliers in France	Operational
105	Repairs of 3x Rohde Schwartz FM Transmitter s SMPSUs	3	Direct Procurement	33 000	2019/2020	Invoice	Preferred Suppliers in Germany	Operational
106	New Aircon Gas Digital Scales	2	Direct Procurement	7 000	Oct 2019	Invoice	Preferred Supplier	Operational
107	New aircon gas charging Scale	2	Direct Procurement	4 000	Oct 2019	Invoice	Preferred Supplier	Operational
108	Aircon V-Belts	66	Direct Procurement	10 000	Oct 2019	Invoice	Preferred Supplier	Operational
109	Porta-Pack Set Aircon maintenance	2	Direct Procurement	36 000	Oct 2019	Invoice	Preferred Supplier	Operational
110	MTZ 125 Compressors for Live Studios	4	Direct Procurement	78 000	Nov 2019	Invoice	Preferred Supplier	Operational
112	ZR 125 Compressors for High Power Transmitter Stations	4	Direct Procurement	64 000	Nov 2019	Invoice	Preferred Supplier	Operational
113	Analogue Gauge for Aircons	1	Direct Procurement	2 300	Oct 2019	Invoice	Preferred Supplier	Operational
114	Refrigerant Gas 407	6	Direct Procurement	7 200	Oct 2019	Invoice	Preferred Supplier	Operational
115	Refrigerant Gas R22	8	Direct Procurement	20 000	Oct 2019-Oct 2020	Invoice/Yearly	Preferred Supplier	Operational
116	Refrigerant Gas 410	6	Direct Procurement	9 000	Oct 2019	Invoice	Preferred Supplier	Operational
117	Big Daikin Aircon Remote control	5	Direct Procurement	20 000	Nov 2019	Invoice	Preferred Suppliers	Operational
118	New Aircons for Offices	14	RFQ	142 000	Nov 2019	Invoice	Preferred Supplier	Capital
119	Diesel for Transmitter Stations Generators	12 000ltrs	Direct Procurement	174 000	Oct 2019- Oct 2020	Invoice	Preferred Supplier	Operational
120	Radio & TV Administration HQ Block Uninterrupted Power Supply	2	Open National Bidding	992 000	Dec 2019	Invoice	Replacement of Obsolete UPS	Capital
121	Uplink, News Room and Gross Herzog UPS Batteries	158	Request for Quotation	316 000	Nov 2019	Invoice	Replacement of obsolete batteries	Capital
122	PLC Replacement for Katima and Tsamkwe	2	Direct Procurement	45 000	Oct 2019	Invoice	Replacement of obsolete equipment	Operational
123	Power Change over for Stampriet and Klein Waterberg Transmitter Station	2	Direct Procurement	40 000	Oct 2019	Invoice	Replacing obsolete equipment	Operational
124	Lights and plugs accessories for all offices	Various	Direct Procurement	48 000	Oct 2019	Invoice	Regular Office Maintenance	Operational

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125	LEDs Mast/Transmitter Towers lights countrywide	Various	Direct Procurement	21 000	Oct 2019	Invoice/yearly	Transmitter Station maintenance	Operational
126	Standby Transmitter Stations Generators Filtrations	51	Direct Procurement	17 000	Nov 2019	Invoice/yearly	Transmitter maintenance	Operational
127	Existing Gree Aircons component maintenance	60	Direct Procurement	18 000	Nov 2019	Invoice/yearly	Maintenance	Operational
128	2019 Elections Equipment and Systems	Various	Direct Procurement	15 000 000	Oct-Nov 2019	Invoice	Various Preferred Suppliers	Capital
129	Studio Equipment	Various	RFQ	800 000	Dec 2015 - Date	Invoice/ 5 years	Awarded	Capital
130	Audience Research	4	Request for Quotations	200 000	Jun-Aug2019	Invoice		Operational
131	Corporate Branding	1	Open National Bidding	1 000 000	2019/2020		To be advertised	Operational
132	Mobile Application for Television Licence & NBC Plus	1	Direct Procurement	150 000	Aug 19 – Mar 2020	Invoice	Mobile application for TV Licence collection serving as Wallet mobile application	Operational
133	4K equipment for new Business Production	1X Set	Request for quotation	1 000 000	2019/2020		Equipment for Client Special productions for New Business Productions	Capital
134	Television Licence Hand Handle Devices	5	Direct Procurement	27 500	Jan – Apr 2020		Hand handled devices for TVL collection for financial year 2019/2020	Operational

Prepared by:	PMU	Monica Jagger Monde Simulilo	Signature	Date: 13/09/2019
Verification of Funds by:	Deputy CEO (Financial Advisor) HEAD FINANCE / FIN CONT.	Joseph Antonio	Signature	Date: 13/09/2019
Recommended by:	Procurement Committee Chairperson	Sadia Brendell	Signature	Date: 13/09/2019
Approved by:	Executive Director	Stanley Benjamin Similo	Signature	Date: 13/09/2019