



**BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY**  
*Protecting Entrepreneurship and Innovation*

## ANNUAL PROCUREMENT PLAN 2020/2021 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, 2015 (Act no.15 of 2015)

### GOODS

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
<b>GOODS</b>						
1	Supply and Printing of Books, Journals and Manuals	As per request	Open National Bidding	28,035.47	As per request	As per request
2	Cleaning Materials and Equipment	Annual Contract	ONB/IQ/RFQ	90,000.00	01-Jun-20	31-Jul-20
3	Loose Tools and Equipment	As per request	Request for Sealed Quotations/IQ	7,500.00	As per request	As per request
4	Refreshments	Annual Contracts	ONB/DP/IQ	130,660.00	01-Jun-20	31-Jul-20
5	Corporate Gifts	As per request	Request for Sealed Quotations/IQ/DP	135,500.00	As per request	As per request

*Handwritten signatures and initials:*  
D.H.H  
ju

6	Supply of Office Stationeries	Annual Maintenance Contracts	Open National Bidding	815,333.00	01-Jun-20	31-Jul-20
7	Water and Electricity Bills	Ongoing Contract	Direct Procurement	666,670.55	Agreement in place	Agreement in place
8	Supply of Safety Equipment	As per request	As per request	10,000.00	As per request	As per request
9	Gas Suppression System	Agreement in place	Open National Bidding	188,324.00	Agreement in place	Agreement in place
10	User Equipment (Computers, Laptops, iPad and Telephones)	As per request	RB/RFQ	3,000,000.00	Upon Request	Upon Request
11	Queue Management System (QMS)	1	ONB/RB	500,000.00	01-Jul-20	31 September 2020
<b>TOTAL</b>				<b>5,572,023.02</b>		

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
-------------	------------------	----------	--------------------	-----------------	--------------------------------------	--------------------------------------

### WORKS

1	General Repairs and Maintenance for Head Office, Swakopmund and Katutura Offices. General Office Partitioning; Repairs and Maintenance for Computers and Other Assets	As required in the requesting form	Request for Sealed Quotations/IQ	586,693.33	When need arises (TBC)	When need arises (TBC)
<b>TOTAL</b>				<b>586,693.33</b>		

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
<b>CONSULTANCY SERVICES</b>						
1	Auditing and Tax Consulting Services	3 Year Contract	Agreement in Place	190,000.00	Agreement in Place	Agreement in Place
2	Fraud Hotline	Agreement in place	Direct Procurement	100,000.00	Agreement in Place	Agreement in Place
3	Staff Development Training	As per request	Request for Proposals/Direct Procurement	1,360,900.00	01-Jun-20	As per request
4	Legal Consultancy Services	3 Year Contract	Open National Bidding	1,310,000.00	01-Jun-20	31-Aug-20
5	CEO Staff Engagements and Meals	As per request	IQ/RFQ	10,000.00	TBC	As per scheduled procurement
6	IP Tribunal Consultancy	Once off	Request for Proposals/DP	150,000.00	01-May-20	31-Jul-20
7	Team Building	Once off	Request for Proposals/RFQ	150,000.00	01-Jul-20	01-Aug-20
8	Employee Health and Wellness	Per Quarter	RB/DP/RFQ	100,000.00	01-Jun-20	31-Jul-20
9	Consulting External expenses (Executive Recruitment x3)	As per Management recruitment	RFP/DP	237,600.00	31-May-20	30-Jun-20
10	Consultation for services for Audit	On request	Request for Proposals	553,000.00	On request	On request

11	Competency Skills Gap Analysis	Agreement in place	Open National Bidding	390,310.00	Agreement in Place	Agreement in Place
12	Culture Change Management	Per request	IQ/RP	25,000.00	TBC	TBC
13	Recognition and Reward	As per request	IQ/DP/RFQ	395,000.00	01-Jul-20	01-Aug-20
14	Structure Re-alignment	As per request	RP/ONB	391,298.76	30-Jun-20	01-Aug-20
15	Consulting Services Finance & Administration Department	As per request	ONB/RP/IQ/RFQ	100,000.00	Upon request	Upon request
16	Consulting Services for Intellectual Property Services Department	As per request	ONB/RP/IQ/RFQ	1,790,000.00	Upon request	Upon request
17	Consulting Services for Business Registration Services Department	As per request	ONB/RP/IQ/RFQ	1,000,000.00	Upon request	Upon request
18	Consulting Services ICT Department	As per request	ONB/RP/IQ/RFQ	100,000.00	Upon request	Upon request
19	Consulting Services for office of the CEO	On request	Request for Proposals	350,000.00	Upon request	Upon request
20	Consulting Services for Marketing	On request	Request for Proposals	338,500.00	Upon request	Upon request
	<b>TOTAL</b>			<b>9,041,608.76</b>		

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
<b>NON-CONSULTANCY SERVICES</b>						
1	Provision of Security Services	Ongoing 3-year Contract	Direct Procurement	1,005,448.00	Agreement in place	Agreement in place
2	Building Rental PZN Holdings	Ongoing 3-year Contract	Direct Procurement	2,818,475.64	Agreement in place	Agreement in place
3	Courier and Postage Services	As per the Contract	Direct Procurement	543,638.35	Agreement in Place	Agreement in Place
4	Motor Vehicle Expenses (Fuel, Licence Disc Renewal, Tracking System and Repairs and Maintenance)	As per request	IQ/RFQ/DP/RB	173,409.00	Upon request	Upon request
5	Leasing of Copy Machines	As per the Contract	Direct Procurement	408,166.00	Agreement in place	Agreement in place
6	World IP Day	Once Off	RFQ/IQ/DP	150,000.00	Apr-20	Apr-20
7	Advertising	As per request	Restricted Bidding/IQ	1,075,000.00	Upon request	Upon request
8	Year-end function	Once Off	Request for Sealed Quotations	120,000.10	01-Nov-20	15-Dec-20
9	Promotions, Shows and Exhibitions	As per request	RFQ/IQ/RB/DP	184,500.00	As Required	As Required
10	ICRS Support	As per the Contract	Agreement in place	2,400,000.00	Agreement in place	Agreement in place

11	The Document Warehouse	As per the Contract	Agreement in place	1,372,870.00	Agreement in place	Agreement in place
12	Telephone & Internet connectivity and Cell phone Charges	As per the Contract	Direct Procurement	870,000.00	Agreement in place	Agreement in place
13	Network and data centre infrastructure monitoring	As per the Contract	Direct Procurement	250,000.00	Agreement in place	Agreement in place
14	New BIPA Website and Server	As per the Contract	Open National Bidding	3,000,000.00	01-Jul-20	30-Sep-20
15	Online Exchange mail + 365 licenses	As per the Contract	Open National Bidding	1,300,000.00	01-Jun-20	31-Aug-20
16	Enterprise Resource Planning System	As per the Contract	Direct Procurement	5,000,000.00	Agreement in place	Agreement in place
17	Business Registration System - Phase 2	As per the Contract	Open National Bidding	20,000,000.00	01-Jun-20	31-Aug-20
18	Board pack management	As per request	RFQ/IQ/DP	500,000.00	01-May-20	30-Jun-20
19	Data storage system DR	As per the Contract	Direct Procurement	250,000.00	Agreement in place	Agreement in place
20	Information Systems Integrations (ICSF, IPAS, ITAS, ICRS, SMS & Payment Gateway) Phase 1	As per the Contract	Open National Bidding/Direct Procurement	1,000,000.00	01-May-20	30-Jun-20
21	Self Service Kiosk Equipment (Computer, Printer and network)	As per the Contract	Open National Bidding/Direct Procurement	2,000,000.00	01-Jul-20	30-Sep-20
22	Information Security network upgrades	As per the Contract	Open National Bidding/Direct Procurement	500,000.00	01-Jul-20	30-Sep-20

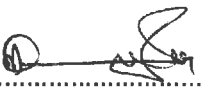
23	Computer Expenses (Licence Renewals, Maintenance, Software and Systems & Hardware)	Upon request	DP/IQ/ONB	1,635,000.00	Upon request	Upon request
24	Data Network Re-design	Upon request	DP/ONB	500,000.00	Upon request	Upon request
25	Wireless Access point management	Upon request	DP/RB/ONB	300,000.00	Upon request	Upon request
26	Microsoft Project Server	Upon request	DP/RB/ONB	200,000.00	Upon request	Upon request
26	Virtual Meetings	Upon request	DP/ONB	200,000.00	May-20	01-Jun-20
	<b>TOTAL</b>			<b>47,756,507.09</b>		

**SIGNATORIES:**

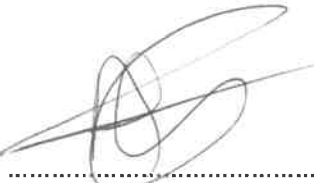




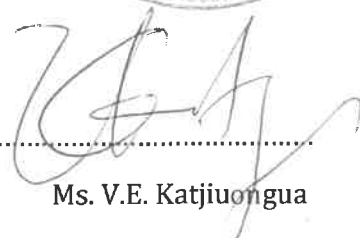
Mr. D.H. Hamukwaya  
Procurement Management Unit

 15/05/2020

Mr. J.L. Lubinda  
Financial Advisor

 18/05/2020

Ms. A.V. Kaundu  
Chairperson: Procurement Committee



Ms. V.E. Katjuongua  
Chief Executive Officer