



**BUSINESS AND INTELLECTUAL  
PROPERTY AUTHORITY**

*Protecting Entrepreneurship and Innovation*

## **REVISED 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)

*THC* <sup>1</sup>  
*D.H.H*  
*Jan* *VER*

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Total Budget Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
<b>GOODS</b>							
<b>1</b>	<b>Supply and Printing of Books, Journals and Manuals</b>						
1.1	Printing of Certificates	As per request	IQ/RFQ	5,000.00	<b>28,035.47</b>	Upon Request	TBC
1.2	Printing of Books and Forms	As per request	IQ/RFQ	15,000.00		Upon Request	TBC
1.3	Supply of Newspapers	500	IQ/RFQ	4,000.00		Upon Request	TBC
<b>2</b>	<b>Cleaning Materials</b>	Annual Contract				30-Nov-20	31-Jan-21
2.1	Cleaning detergents (Soaps, Air freshener, Hand sanitiser, Disinfectant)	As per request	ONB/IQ/RFQ	63,000.00	<b>120,000.00</b>	30-Nov-20	31-Jan-21
2.2	Toilet Papers	300 Packs		35,000.00		30-Nov-20	31-Jan-21
2.3	Furniture Spray	288		5,000.00		30-Nov-20	31-Jan-21
<b>3</b>	<b>Cleaning Equipment</b>					30-Nov-20	31-Jan-21
3.1	Cleaning Gloves	150		2,000.00		30-Nov-20	31-Jan-21
3.2	Cleaning Mops and Brooms	30		4,000.00		30-Nov-20	31-Jan-21
3.3	Mop Trolleys	2		4,000.00		30-Nov-20	31-Jan-21
3.4	Cleaning Cloths (Kitchen, Office and Toilet)	50	2,000.00	30-Nov-20	31-Jan-21		

AK 2  
 D.H.H  
 on Vek


3.5	Office Dustbins	30		2,000.00		30-Nov-20	31-Jan-21
3.6	Bag Refusal Black	30 Packs		3,000.00		30-Nov-20	31-Jan-21
<b>4</b>	<b>Loose Tools and Equipment</b>					Upon Request	As per request
4.1	Electrical Accessories (Bulbs, Cables)	As per request	Request for Sealed Quotations/IQ	1,000.00	<b>7,500.00</b>	Upon Request	As per request
4.2	Plumbing Accessories (Tap and Toilet tools)	As per request	Request for Sealed Quotations/IQ	1,500.00		Upon Request	As per request
4.3	Small Repairs Accessories (Door handles, Bolts, Hummers etc.)	As per request	Request for Sealed Quotations/IQ	1,000.00		Upon Request	As per request
4.4	Microwave (Back Office and CEO Office)	2	IQ	1,500.00		01-Oct-20	31-Oct-20
4.5	Fridge	1	IQ	1,500.00		01-Oct-20	31-Oct-20
4.6	Electric Kettle	3	IQ	1,000.00		01-Oct-20	31-Oct-20
<b>5</b>	<b>Refreshments</b>				<b>130,660.00</b>		
5.1	Lunch and Breakfast Platters (Board Meetings)	20 meetings	Request for Sealed Quotations/IQ	62,400.00	<b>130,660.00</b>	Quarter 3 & 4	TBC
5.2	Office of the CEO	As per request	Request for Sealed Quotations/IQ	30,260.00		Quarter 3 & 4	TBC
5.3	Lunch and Breakfast Platters (General Meetings)	As per request	Request for Sealed Quotations/IQ	38,000.00		Quarter 3 & 4	TBC
5.4	Still/Sparkling Water Bottles	2000	Request for Sealed Quotations/IQ			Quarter 3 & 4	TBC
5.5	Snacks (Sweets, Nuts, Cookies)		Request for Sealed Quotations/IQ			Quarter 3 & 4	TBC
5.6	Milk, Sugar, Tea, Coffee, Honey etc.		Request for Sealed Quotations/IQ			Quarter 3 & 4	TBC

 3 VGR  
D.H.H  
ju

5.7	Soft Drinks (Juice, Cooldrink)	500	Request for Sealed Quotations/IQ			Quarter 3 & 4	TBC
<b>6</b>	<b>Corporate Gifts</b>						
6.1	Wrapped Gifts & Vouchers	Upon request	Request for Sealed Quotations/IQ			As per request	TBC
6.2	Flowers	Upon request	Request for Sealed Quotations/IQ	135,500.00	<b>135,500.00</b>	As per request	TBC
<b>7</b>	<b>Supply of Office Stationeries</b>	Annual Maintenance Contracts				30-Nov-20	31-Jan-21
7.1	Pen (Markers, Pencils, Ink Pens, Highlighters)		Open National Bidding/RFQ/IQ	5,000.00	<b>815,333.00</b>	30-Nov-20	31-Jan-21
7.2	Notebooks (Deck books, Notepads, Diaries)	250		2,000.00		30-Nov-20	31-Jan-21
7.3	Office Desk Accessories (Letter Trays, Pen Holders, Desk Organisers)			5,000.00		30-Nov-20	31-Jan-21
7.4	Lose Desk Stationeries (Rulers, Staplers, Punch, Staples, Date Stamps, Staple Remover, Calculators, Scissors, Cube Refills, Paper Clips, Rubber bands)	Per request		20,000.00		30-Nov-20	31-Jan-21
7.5	Envelopes A4; A5 and A3 (Plain & Printed)	3000		100,000.00		30-Nov-20	31-Jan-21
7.6	Lever Arch Files	200		80,000.00		30-Nov-20	31-Jan-21
7.7	Card boxes for Archives	500		50,000.00		30-Nov-20	31-Jan-21
7.8	Adaptors Plugs and Extension Cords	70		10,000.00		When need arises	31-Jan-21
7.9	Printing Papers (A4, A3 & hard papers)	80 Boxes		150,000.00		30-Nov-20	31-Jan-21
7.10	Memory Stick (Different sizes)	50		2,000.00		30-Nov-20	31-Jan-21

AK 4 VEC  
D.H.H  
ju

7.11	Folders Brown (BIPA Orange, BR and IP)	7000		30,000.00		When need arises	
<b>8</b>	<b>Supply of Office Toners</b>						
8.1	HP Laser Jet 201 Black, Yellow, Cyan and Magenta	57	Open National Bidding/RFQ	105,933.00		30-Nov-20	31-Jan-21
8.2	HP Laser Jet 507A Black, Yellow, Cyan and Magenta	15		30,000.00		30-Nov-20	31-Jan-21
8.3	HP 650 Black and Tri-Colour	30		40,000.00		30-Nov-20	31-Jan-21
8.4	Samsung 406s Black, Yellow, Cyan and Magenta	10		15,000.00		30-Nov-20	31-Jan-21
8.5	HP Laser jet 203 Black, Cyan, Yellow and Magenta	33		66,000.00		30-Nov-20	31-Jan-21
8.6	Canon 737 Black	25		45,000.00		30-Nov-20	31-Jan-21
8.7	Canon 731 Black, Yellow, Cyan and Magenta	33		59,400.00		30-Nov-20	31-Jan-21
<b>9</b>	<b>Supply of Safety Equipment</b>						
9.1	First Aid Kit	2	Request for Sealed Quotations/IQ	10,000.00	<b>10,000.00</b>	When need arises	Upon Request
<b>10</b>	<b>User Equipment (Computers, Laptops, iPad and Telephones)</b>						
10.1	Computer Stations	TBC	ONB/RB/RFQ		<b>500,000.00</b>	Upon Request	TBC
10.2	Laptops	TBC		Upon Request		TBC	
10.3	Telephones	TBC		Upon Request		TBC	
10.4	Loose Computer Equipment (Mouse, Keyboard, Screen, Chargers, Batteries, Cables and Connectors)	TBC					
10.5	Hard Drive	TBC				Upon Request	TBC


 5 UEC  
 DHH  
 JU

10.6	iPads	TBC				Upon Request	TBC
10.7	Printers	TBC				Upon Request	TBC
<b>11</b>	<b>Office Furniture</b>	Upon request	RFQ		<b>180,000.00</b>	Upon Request	Upon Request
<b>TOTAL</b>					<b>2,057,688.47</b>		

Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Total Budget Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
<b>WORKS</b>							
<b>1</b>	<b>General Repairs and Maintenance for Head Office, Swakopmund and Katutura Offices. General Office Partitioning; Repairs and Maintenance for Computers and Other Assets</b>						
1.1	Plumbing Works PZN, Robert Mugabe and Katutura Offices	Upon request	Request for Sealed Quotations/IQ/EP	As per the responsive quotation	<b>586,693.00</b>	When need arises	As need arise
1.2	Electrical works at PZN/Robert Mugabe and Katutura Offices	Upon request	Request for Sealed Quotations/IQ/EP	As per the responsive quotation		When need arises	As need arise
1.3	Repairs and Maintenance of Air conditioners at PZN, Robert Mugabe and Katutura Offices	Upon request	Request for Sealed Quotations/IQ/EP	As per the responsive quotation		When need arises	As need arise
<b>TOTAL</b>					<b>586,693.00</b>		

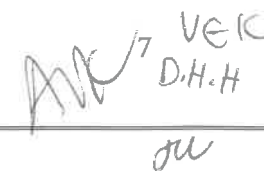
*AW* 6 VEC  
D.H.H

*ju*


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

**CONSULTANCY SERVICES**

1	Staff Development Training	As per request	Request for Proposals/Direct Procurement	1,145,900.00	<b>1,145,900.00</b>	Upon request	TBC
2	Legal Consultancy Services	3 Year Contract	Open National Bidding	1,310,000.00	<b>1,310,000.00</b>	30-Nov-20	31-Jan-21
3	IP Tribunal Consultancy	Once off	Request for Proposals/DP	150,000.00	<b>150,000.00</b>	30-Oct-20	Every month until March 2021
4	Consulting External expenses (Executive Recruitment x3)	As per Management recruitment	RFP/DP	237,600.00	<b>237,600.00</b>	01-Sep-20	30-Sep-20
5	Consultation for Audit Services	On request	Request for Proposals	616,000.00	<b>616,000.00</b>	On request	TBC
6	Structure Re-alignment	As per request	RB	391,289.76	<b>391,298.76</b>	01-Sep-20	30-Sep-20
7	Consulting Services Finance & Administration Department	As per request	ONB/RP/IQ/RFQ	100,000.00	<b>100,000.00</b>	Quarter 3	Quarter 3
8	Consulting Services for Intellectual Property Services Department	As per request	ONB/RP/IQ/RFQ	850,000.00	<b>850,000.00</b>	Upon request	TBC
9	Consulting Services for Business Registration Services Department	As per request	ONB/RP/IQ/RFQ	1,000,000.00	<b>1,000,000.00</b>	Upon request	TBC
10	Consulting Services ICT Department	As per request	ONB/RP/IQ/RFQ	100,000.00	<b>100,000.00</b>	Upon request	TBC


  
 AUC<sup>7</sup> VEC  
 D.H.H  
 ju

11	<b>Consulting Services for office of the CEO</b>	On request	Request for Proposals	350,000.00	<b>350,000.00</b>	Upon request	TBC
12	<b>Consulting Services for Marketing</b>						
12.1	Promotional Items	On request	Request for Proposals/RFQ/IQ	338,500.00	<b>338,500.00</b>	Quarter 3 and 4	Quarter 3 and 4
12.2	Marketing Consulting	On request	Request for Proposals/RFQ/IQ			Quarter 3 and 4	Quarter 3 and 4
12.3	Printing of Educational Materials	On request	Request for Proposals/RFQ/IQ			Quarter 3 and 4	Quarter 3 and 4
12.4	Marketing Equipment and Tools	On request	Request for Proposals/RFQ/IQ			Quarter 3 and 4	Quarter 3 and 4
<b>TOTAL</b>					<b>6,589,298.76</b>		


  
 VEC  
 D.H.H  
 ju




Item Number	Item Description	Quantity	Procurement Method	Estimated Value	Total Budget Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract
<b>NON-CONSULTANCY SERVICES</b>							
1	<b>Motor Vehicle Expenses (Fuel, Licence Disc Renewal, Tracking System and Repairs and Maintenance)</b>	As per request	IQ/RFQ/DP/RB	133,409.00	<b>133,409.00</b>	Upon request	Upon request
2	<b>Advertising</b>					As need arises	TBC
2.1	Vacancy Adverts	As per request	Restricted Bidding/IQ	545,000.00	<b>1,775,000.00</b>	As need arises	TBC
2.2	Tender Adverts			300,000.00		As need arises	TBC
2.3	Public and General Notices			500,000.00		As need arises	TBC
2.4	Advertising- Marketing Services (Trade fair & Training sessions)			Each		Restricted Bidding/IQ	430,000.00
3	<b>Year end function</b>	Once Off					
3.1	Events Venue and Deco	Upon request	RFQ/IQ	15,090.00	<b>120,090.00</b>	01-Nov-20	15-Dec-20
3.2	Refreshments	Upon request	RFQ/IQ	75,000.00		01-Nov-20	15-Dec-20
3.3	Gifts	Upon request	RFQ/IQ	30,000.00		01-Nov-20	15-Dec-20
4	<b>Promotions, Shows and Exhibitions</b>						As Required
4.1	Events Venue	As required	RFQ/IQ/RB/DP		<b>644,500.00</b>	Quarter 3 & 4	TBC as per the schedule

AK, VSK  
D.H.H

JW

4.2	Promotional Items	As required	RFQ/IQ/RB/DP			Quarter 3 & 4	TBC as per the schedule
4.3	Refreshments	As required	RFQ/IQ/RB/DP			Quarter 3 & 4	TBC as per the schedule
4.4	Other Related Services (Wi-Fi, Catering)	As required	RFQ/IQ/RB/DP			Quarter 3 & 4	TBC as per the schedule
<b>5</b>	<b>Employee Health and Wellness (Cancer Apple, AIDS Day, Mental Health)</b>						
5.1	Events Venue	Per Quarter	RB/DP/RFQ		<b>50,000.00</b>	Quarter 3 & 4	TBC
5.2	Refreshments	Per Quarter	RB/DP/RFQ			Quarter 3 & 4	TBC
<b>6</b>	<b>Team Building</b>				<b>158,000.00</b>		
6.1	Event Venue	Once off	RP/RFQ	12,300.00		Quarter 3 & 4	Quarter 3 and 4
6.2	Refreshments	Once off	RP/RFQ			Quarter 3 & 4	Quarter 3 and 4
6.3	Consultant Fees	Once off	RP/RFQ			Quarter 3 & 4	Quarter 3 and 4
<b>7</b>	<b>CEO Staff Engagements and Meals</b>						
7.1	Lunch & Breakfast Platters	As per request	IQ/RFQ	6,000.00		TBC	As per scheduled procurement
7.2	Soft Drinks	As per request	IQ/RFQ	4,000.00		TBC	As per scheduled procurement
<b>8</b>	<b>Culture Change Management (ERP Awareness, Re-locations)</b>				<b>25,000.00</b>		
8.1	Events Venue	Per request	IQ/RP			As need arises	TBC
8.2	Refreshments						
8.3	Gifts						
<b>9</b>	<b>Recognition and Reward</b>	As per request	IQ/DP/RFQ	55,000.00	<b>55,000.00</b>	Quarter 4	Quarter 4

 10  
 VGR  
 D.H.A  
 JU

10	Conferences	As per request	DP/IQ/RFQ	65,000.00	<b>65,000.00</b>	Quarter 3 & 4	Quarter 3 & 4
11	Stakeholders Engagements	As per request	DP/RP	50,000.00	<b>50,000.00</b>	Quarter 3 & 4	Quarter 3 & 4
12	New BIPA Website and Server	As per the Contract	Open National Bidding	1,000,000.00	<b>1,000,000.00</b>	01-Nov-20	31-Dec-20
13	New Business Registration System	As per request	Direct Procurement	3,000,000.00	<b>3,000,000.00</b>	01-Dec-20	30-Jan-21
14	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	<b>1,000,000.00</b>	01-Dec-20	30-Jan-21
15	Computer Expenses (Licence Renewals, Maintenance, Software and Systems & Hardware)	Upon request	DP/IQ/ONB	1,485,000.00	<b>1,485,000.00</b>	Upon request	Upon request
16	Data Centre Upgrade	Upon request	DP/RB/ONB	1,000,000.00	<b>1,000,000.00</b>	Aug-20	31-Oct-20
17	ICRS Stabilization	As per the Contract	Direct Procurement	1,500,000.00	<b>1,500,000.00</b>	Aug-20	31-Oct-20
18	Queue Management System (QMS)	1	Open National Bidding	350,000.00	<b>350,000.00</b>	01-Nov-20	31-Dec-20
19	SMS Notification System	1	Open National Bidding/RB/DP	400,000.00	<b>400,000.00</b>	01-Nov-20	31-Dec-20
<b>TOTAL</b>					<b>12,670,999.00</b>		

**Signatories:**



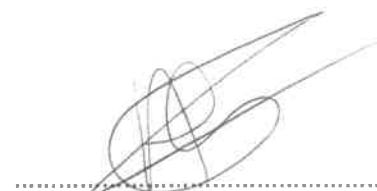
Mr. D.H. Hamukwaya

**Procurement Management Unit**



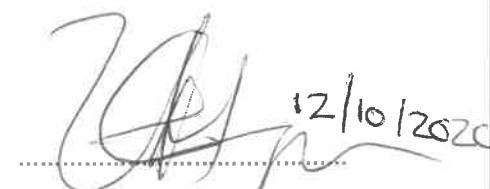
Mr. J.L. Lubinda

**Financial Advisor**



Ms. A.V. Kaundu

**Chairperson: Procurement Committee**



Ms. V.E. Katjuongua

**Chief Executive Officer**