



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

ANNUAL PROCUREMENT PLAN 2022/2023 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)

Item Number	Item Description	Quantity	Procurement reserved for local sourcing Directive	Procurement Method	Estimated Value	Total Budget Value	Scheduled Date of Invitation of Bids	Scheduled Date for Award of Contract	Reason for deviating from the default method (where applicable)
GOODS									
1	Cleaning Materials (Head Office and Walvis Bay Office)	Annual Contract	Yes	Open National Bidding	154,900.00	154,900.00	01-Apr-22	31-May-22	N/A
1.1	Cleaning detergents (Soaps, Air freshener, Hand sanitiser, Disinfectant)	As per request							
1.2	Toilet Papers	500 Packs							
1.3	Furniture Spray	400 Each							
2	Cleaning Equipment (Head Office and Walvis Bay Office)								
2.1	Cleaning Gloves	200 Each							
2.2	Cleaning Mops and Brooms	20 Each							
2.3	Mop Trolleys	2 Each							
2.4	Cleaning Cloths (Kitchen, Office and Toilet)	50 Each							
2.5	Office Dustbins	30 Each							
2.6	Bag Refusal Black	60 Packs							
3	Refreshments		Yes	Open National Bidding	107,079.00	295,377.00	Quarterly	Quarterly	N/A
3.1	All other departments	As per request							
3.2	Office of the CEO	As per request							
3.3	Board meetings	As per request							

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4	Supply of Office Stationeries (All Offices)	Service Level Agreements	Yes	Open National Bidding/RFQ/IQ	1,266,804.00	1,266,804.00	01-Apr-22	31-May-22	N/A
4.1	Pen (Markers, Pencils, Ink Pens, Highlighters)	Per request							
4.2	Notebooks (Deck books, Notepads, Diaries)	200							
4.3	Office Desk Accessories (Letter Trays, Pen Holders, Desk Organisers)	Per request							
4.4	Lose Desk Stationeries (Rulers, Staplers, Punch, Staples, Date Stamps, Staple Remover, Calculators, Scissors, Cube Refills, Paper Clips, Rubber bands etc.)	Per request							
4.5	Envelopes A4; A5 and A3 (Plain & Printed)	2500							
4.6	Lever Arch Files	200							
4.7	Card boxes for Archives	400							
4.8	Adaptors Plugs and Extension Cords	50							
4.9	Printing Papers (A4, A3 & hard papers)	200 Boxes							
4.10	Memory Stick (Different sizes)	20							
4.11	Folders Brown (BIPA Orange, BR and IP)	7000							
4.12	White Board Annual Calendar (CEO Office)	1							
4.13	Stationeries (Recruitment files boxes)	50							
5	Supply of Office Toners		Yes	Open National Bidding/RFQ					N/A
5.1	HP Laser Jet 201 Black, Yellow, Cyan and Magenta	20							
5.2	HP LaserJet 203 Black, Cyan, Yellow and Magenta	10							
6	Supply of Safety Equipment	Per request	Yes	RFQ	10,000.00	10,000.00	When need arises	Upon Request	Standard goods
7	Office Vehicles	1	Yes	Open National Bidding/DP/RB	7,929,076.00	7,929,076.00	TBC	TBC	N/A
8	New Business Registration System	1	No	Open (inter) National Bidding	20,000,000.00	20,000,000.00	TBC	TBC	N/A
9	Document Digitalization	1	Yes	Open National Bidding	7,000,000.00	7,000,000.00	01-Jun-22	31-Aug-22	N/A
10	Covid-19 Expenses- Cleaning Materials and Equipment	1	Yes	IQ/RFQ/DP	202,100.00	202,100.00	TBC	TBC	N/A
11	Books, Journals and Manual	As per request	Yes	RB/DP/RFQ/IQ	15,000.00	15,000.00	Monthly	Monthly	N/A
12	Office Furniture (All Departments)	Per request	Yes	Open National Bidding	165,000.00	165,000.00	Upon Request	Upon Request	N/A
TOTAL						37,038,257.00	N/A		

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WORKS									
1	General Repairs and Maintenance for Head Office, Swakopmund and Katutura Offices. General Office Partitioning; Repairs and Maintenance for Computers and Other Assets								
1.1	Plumbing Works PZN, Robert Mugabe and Katutura Offices	Upon request	Yes	Request for Sealed Quotations/IQ/EP	As per the responsive quotation	351,752.00	When need arises	As need arise	Time and Value/Emergency
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	Time and Value/Emergency
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	Time and Value/Emergency
TOTAL						351,752.00			

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CONSULTANCY SERVICES									
1	CEO's Office								
1.1	Consulting Services	As per request	Partial	Request for Proposals	750,000.00	750,000.00	Upon Request		N/A
1.2	Staff Training/Capacity Development	Bidding	Yes	Request for Proposals	80,000.00	80,000.00	Upon Request	Quarter 2	N/A
2	Internal Audit								
2.1	Internal Audit and Audit Fees				20,000.00	20,000.00	Upon Request		
2.2	Staff Training/Capacity Development				40,000.00	40,000.00	Upon Request		

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3	BRS								
3.1	Staff Development Training- Business Registration Dept. (Attachments)	As per 2 specified training per staff	Partial	Request for Proposals/Direct Procurement	80,000.00	80,000.00	TBC	Quarter 3	N/A
4	HCM								
4.1	Consulting Fees	Once off	Yes	Request for Proposals/DP	90,000.00	90,000.00	Upon Request	30-Jun-22	N/A
4.2	Team Building- BIPA staff	Once off	Yes	Direct Procurement/RP	200,000.00	200,000.00	Upon Request	31-Jul-22	N/A
4.3	Wellness and Mental Health	Once off	Yes	Direct Procurement	189,750.00	189,750.00	Upon Request	TBC	N/A
4.4	Staff Training- HCM Staff	Once off	Yes	Request for Proposals	80,000.00	80,000.00	As the need arises	As the need arises	N/A
5	F&A								
5.1	F&A Department Staff Development Training	As need arise	Partial	RP/IQ/RB/DP	80,000.00	80,000.00	Upon Request	Q1-Q4	N/A
5.2	Audit Fees	Annually	Yes	Request for Proposals	381,943.00	381,943.00	On request	On request	N/A
6	ICT								
6.1	F&A Department Staff Development Training	As need arise	Partial	RP/IQ/RB/DP	80,000.00	80,000.00	Upon Request	Q2 & Q4	N/A
7	MCC&CSM								
7.1	Staff Update Training	As per 2 specified training per staff	Yes	Request for Proposals/Direct Procurement	80,000.00	80,000.00	TBC	TBC	N/A
8	IPS								
8.1	IP Consultants	Once off	Partial	Request for Proposals/DP	1,600,000.00	1,600,000.00	Upon Request	Upon Request	N/A
8.2	Staff Update Training	As per training plan	Yes	Request for Proposals/Direct Procurement	80,000.00	80,000.00	On request		
9	Legal and Company Secretariat Services								
9.1	Legal Consulting Fees	As per request	Yes	Request for Proposals/DP	200,000.00	200,000.00	TBC	TBC	N/A
9.2	Legal Costs	As per request	Yes	Request for Proposals/DP	2,300,000.00	2,300,000.00	Upon Request		
9.3	Legal Staff Development Training	As per request	Yes	Request for Proposals/DP	80,000.00	80,000.00	TBC	TBC	N/A
TOTAL						6,411,693.00			

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NON-CONSULTANCY SERVICES									
1	Motor Vehicle Expenses (Fuel, Licence Disc Renewal, Tracking System and Repairs and Maintenance)	As per request	Yes	IQ/RFQ/DP/RB	236,250.00	236,250.00	Upon request	Upon request	Special Procurements
2	Covid-19: Outsourced Personnel	As per request	Yes	DP/RFQ/IQ	96,000.00	96,000.00	When the need arises.	As and when the need arises.	Restricted to SME for Youth, Disadvantaged and BBE empowerment
3	Conferences	2	Yes	RFQ/IQ/RB/DP	373,500.00	373,500.00	Upon request	TBC as per the schedule	Restricted to SME for Youth, Disadvantaged and BBE empowerment
4	Travelling Expenses (All Departments)	As per Request	Yes	RFQ/IQ/RB	1,651,900.00	1,651,900.00	When the need arises.	As and when the need arises.	Airline and Transport Firms
5	Year end function	Once Off	Yes	Request for Proposals	250,000.00	250,000.00	01-Nov-22	30-Nov-22	Restricted to SME for Youth, Disadvantaged and BBE empowerment
6	Stakeholders Engagement	As requested	Yes	Request for Proposals	100,000.00	100,000.00	When the need arises.	When the need arises.	N/A
7	World Intellectual Property Day Celebrations	As required	Partial	DP/RFQ/EPE/	85,000.00	85,000.00	01-Apr-22	20-Apr-22	International Event
8	Corporate Advertising (HR, Procurement & Ad-hoc)	As need arise	Partial	RB/DP/EPE	675,000.00	675,000.00	As per request	As per request	As per selected local/international media
9	Advertising- Marketing Department	As need arise	PN	RB/DP/EPE	1,163,414.00	1,163,414.00	As per request	As per request	As per selected local/international media
10	Shows and Exhibitions	3	Yes	Restricted Bidding	15,000.00	15,000.00	As per request	As per request	As identified per timeline
Total						4,646,064.00			

Grand Total Procurement Plan Amount	N\$ 48,447,766.00
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Signatories:



Mr. D.H. Hamukwaya

Procurement Manager

24/03/22

Date

 29/3/2022

Mr. J.L. Lubinda

Financial Advisor



Ms. A.V. Kaundu

Chairperson: Procurement Committee

29/03/2022

Date



Ms. V.E. Katjiuongua

Chief Executive Officer

01/04/2022

Date