



| ANNUAL PROCUREMENT PLAN | | | | | | |
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| Financial Year: 2018-2019 ENDING 31 MARCH 2019 | | | | | | |
| Description | Procurement Method | Estimated Value | Scheduled Date for Invitation of Bids | Scheduled Date for Award of Contract | Remarks | NS |
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| Cost of Sales | | | | | | |
| ADO 500 ppm | Direct Procurement/ Open Tender to be conducted by CPB | 208 743 154.00 | To be communicated by the Central Procurement Board | N/A | Contract extension for 6 months (April 2018 - Sept 2018) to be submitted to the CPB while preparing for the open bidding process. CPB to determine date for invitation of open tender. | |
| ADO 50 ppm | Direct Procurement/ Open Tender to be conducted by CPB | 332 007 161.00 | To be communicated by the Central Procurement Board | N/A | Contract extension for 6 months (April 2018 - Sept 2018) to be submitted to the CPB. CPB to determine date for invitation of open tender. | |
| ULP | Direct Procurement/ Open Tender to be conducted by CPB | 140 581 267.00 | N/A | N/A | Contract extension for 6 months (April 2018 - Sept 2018) to be submitted to the CPB. CPB to determine date for invitation of open tender. | |
| HFO | RFSQ/ Restictive Bid for 12 months (term deal) conducted by CPB | 187 828 945.00 | Monthly spot deals/Term deal to be communicated by Central Procurement Board | To be communicated by Central Procurement Board | Spot deals with prequalified suppliers/CPB to determine date for invitation of term deal restictive tender. | |
| Lubricants | Open International Tender (G/OIB/NC-01/2017) | 4 861 979.00 | Issued 12 Feb 2018 | May-18 | | |
| OPEX | | | | | | |
| Disposal Expenses | | | | | | |
| Cleaning Services | Direct Procurement | 62 315.00 | N/A | N/A | Contracts in place | |
| Courier Charges | Open tender | 11 621.00 | 04-Jun-18 | 31-Aug-18 | All departments | |
| HSSE DEPOT REQUIREMENTS | | | | | | |
| Lease | Informal quotes/RFSQ | 107 931.00 | N/A | Throughout the year | | |
| Mobile devices | Direct Procurement | 2 746 565.00 | N/A | N/A | Lease agreements with NAMPORT for both JBS & HFO | |
| Municipal Charges | Direct Procurement | 103 581.00 | N/A | N/A | Contract with MFC | |
| MVE Fuel & Oils | Direct Procurement | 706 259.00 | N/A | N/A | City of Windhoek and Councils | |
| MVE Leasing Charges | Direct Procurement | 158 654.00 | N/A | Throughout the year | Various service stations | |
| MVE Licence & Registration | Direct Procurement | 210 652.00 | N/A | N/A | Contract with Avis for 3 years | |
| MVE Repairs & Maintenance | Direct Procurement | 9 190.00 | N/A | Throughout the year | Nafis | |
| Office Refreshments | Direct Procurement | 10 793.00 | N/A | N/A | Various car dealers | |
| Printing & Leasing of Office Equipment | Informal quotes | 30 000.00 | N/A | Throughout the year | | |
| REM Management Fee | Direct Procurement | 243 988.00 | N/A | N/A | Lease agreement with Nashua | |
| | Direct Procurement | 1 399 086.00 | N/A | N/A | Management contract with REM | |

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| REM. Management Fee OOC | Direct Procurement | | 2,994,195.00 | N/A | N/A | Management contract with REM |
| Rental Charges | Direct Procurement | | 401,376.00 | N/A | N/A | Lease contract with store lubricants |
| Repairs & Maintenance | | | | | | |
| - Fire extinguishers | Direct Procurement | | 20,941.00 | N/A | N/A | Serviced by the suppliers that provided the fire extinguishers |
| - Yearly Maintenance Plan | Direct Procurement | | 993,656.00 | N/A | N/A | Contract in place with Omahooli |
| - Thermopropes / Dipping Tape / Water Finding Paste | RFSQ | | 1,58,589.00 | Jun-18 | Jun-18 | |
| - Truck Seals | RFSQ | | 43,170.00 | Jun-18 | Jun-18 | |
| - Air Conditioning | Informal quotes | | 13,421.00 | N/A | Throughout the year | |
| - Forklift Rental | Informal quotes | | 3,188.00 | N/A | Throughout the year | When the need arises. |
| Road and Rail Transfers | Open tender (CPB) | | 33,931,091.00 | | | Open tender to be advertised by the Central Procurement Board |
| Security Services | Open tender | | 495,004.00 | 4-Jun-18 | 31-Aug-18 | Current contract expires June 18 |
| Stationery | Informal quotes | | 41,530.00 | N/A | Throughout the year | |
| Storage & Handling Charges | Direct Procurement | | 6,669,688.00 | N/A | N/A | Contracts with various service providers (Engen, Puma, Vivo) |
| Tank and Meter Calibrations | RFSQ | | 289,648.00 | N/A | Throughout the year | |
| Telephone & fax | Direct Procurement | | 322,322.00 | N/A | N/A | Contract with Telecom |
| Testing Services | Informal quotes | | 9,583.00 | N/A | Throughout the year | |
| OPER | | | | | | |
| Advertising | RFSQ | | 1,678,041.00 | N/A | Throughout the year | Newspaper adverts (tenders, promotions, vacancies). |
| Annual Report | RFSQ | | 112,658.00 | 1-Jun-18 | 30-Jun-18 | |
| Audit fees | Open Tender | | 780,242.00 | 1-Sep-18 | 31-Oct-18 | Various audit firms |
| Internal audit fees | Direct Procurement | | 1,331,324.00 | N/A | N/A | PWC |
| Bank Charges | Direct Procurement | | 287,926.00 | N/A | Throughout the year | Various commercial banks. |
| Bulk Fuel Storage Facility Malvis Bay | Direct Procurement | | 278,609.00 | N/A | N/A | Utilities and security services |
| Cartridges 2 | Open tender | | 289,208.00 | 4-Jun-18 | 31-Aug-18 | All departments |
| Cleaning Costs | Open tender | | 180,881.00 | 4-Jun-18 | 31-Aug-18 | All departments |
| Computer licenses | Direct Procurement | | 6,838,443.00 | N/A | Throughout the year | License renewals (Various Suppliers) |
| Computer maintenance | Direct Procurement | | 718,120.00 | | Throughout the year | Maintenance contracts with Mway (contract expire July 2018), Stalin Kay, Green IT (Green IT is the lenovo warranty centre) |
| Computer Software | Direct Procurement /RFSQ | | 2,189,360.00 | 1-May-18 | 31-Jul-18 | |
| Conferences, Reg. Travel + S&T | Direct Procurement | | 4,471,602.00 | N/A | N/A | All departments (various identified conferences as per PDF (personal development program) |
| Consumables | Open tender | | 23,774.00 | 4-Jun-18 | 31-Aug-18 | All departments |
| Corestore expenses | Direct Procurement | | 151,868.00 | Dec-18 | Dec-18 | Core cutting boxes only 1 manufacturer in SADC |
| Corporate Identity | Direct Procurement | | 2,991,277.00 | N/A | N/A | Contract variation with Adforce (continuation of services) |
| Courier & Postage | Open tender | | 100,496.00 | 4-Jun-18 | 31-Aug-18 | All departments |
| Décor & Horticulture | RFSQ | | 64,782.00 | N/A | Throughout the year | |

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| Donations | Direct Procurement /RFSQ | 150,000.00 | N/A | Throughout the year | |
| Employee Engagement | Direct Procurement /RFSQ | 771,504.00 | N/A | Throughout the year | |
| Employee Wellness | Open tender/Direct Procurement /RFSQ | 603,129.00 | N/A | Throughout the year | |
| Entertainment - meetings | Informal Quotes / RFSQ | 700,530.00 | N/A | Throughout the year | Year end function |
| Formal Functions | RFSQ | 250,300.00 | 1-Sep-18 | 9/31/2018 | |
| HSE Requirements | Informal Quotes / RFSQ | 21,513.00 | N/A | Throughout the year | |
| Insurance (incl Travel Insurance) | Direct Procurement | 719,900.00 | N/A | N/A | Insurance contract in place |
| Legal fees | Open tender | 2,500,000.00 | 4-Jun-18 | 31-Aug-18 | |
| Membership Fees | Direct Procurement | 524,016.00 | N/A | N/A | All departments (various institutions & bodies) |
| Multi-Audit | Direct Procurement | 437,550.00 | N/A | Throughout the year | Travelling costs. Audit to be conducted by NAMCOR staff. |
| Municipal Charges 2 | Direct Procurement | 3,172,168.00 | N/A | N/A | City of Winhoek & various councils |
| MVE - Leasing | Direct Procurement | 134,787.00 | N/A | N/A | Contract with Avis for 3 years |
| MVE - Fuel & Oil | Direct Procurement | 216,069.00 | N/A | N/A | Various service stations |
| MVE - Lic & Reg | Direct Procurement | 5,708.00 | N/A | N/A | Natis |
| MVE - Repairs & Maintenance | Direct Procurement | 136,590.00 | N/A | N/A | Various car dealers |
| Office refreshments 2 | Open tender | 377,394.00 | 4-Jun-18 | 31-Aug-18 | |
| Other Transport Costs | RFSQ | 300,000.00 | N/A | Throughout the year | |
| Printing | Direct Procurement | 247,731.00 | N/A | N/A | Contract with Nashua |
| Printing & Leasing of Office Equipment 2 | Direct Procurement | 390,312.00 | N/A | N/A | Contract with Nashua |
| Professional Fees | Direct Procurement/RFP | 1,5204,958.00 | N/A | Throughout the year | Various existing contracts in place |
| License Block Promotion | RFSQ | 993,342.00 | May-18 | Dec-18 | Travelling costs to promote NAMCOR license blocks in London |
| Promotions & Branding | Direct Procurement/RFSQ | 1,997,027.00 | N/A | Throughout the year | |
| Quality Control Audits & Risk | RFSQ | 351,740.00 | N/A | Throughout the year | Various service providers |
| R&S Planning | RFSQ | 566,905.00 | N/A | Throughout the year | |
| Repairs & Maintenance 2 | | | | | |
| | Direct Procurement/Open tender | 5,652,556.00 | Genset & UPS - Sept 18 | Genset & UPS - Oct 18 | Various existing SLA's expiring in 2019 (Lifts, Aircon). RFSQ to be issued in Sept 2018 for Genset & UPS maintenance. RFSQ to be issued for painting of the HO building. |
| Roaming | Direct Procurement | 201,025.00 | N/A | N/A | Contract with MTC |
| Secretarial Services | Direct Procurement | 25,000.00 | N/A | N/A | |
| Security | Open tender | 350,520.00 | 4-Jun-18 | 31-Aug-18 | |
| Social Responsibility | Direct Procurement/RFSQ | 1,213,342.00 | N/A | Throughout the year | Various donations |
| Stakeholder Engagement | Direct Procurement | 560,000.00 | N/A | N/A | Various stakeholders & pledges |
| Stationery | Open tender | 292,319.00 | 4-Jun-18 | 31-Aug-18 | |
| Subscriptions | Direct Procurement | 570,227.00 | N/A | N/A | |
| OCM/TAC Meetings | Direct Procurement/RFSQ | 1,657,057.00 | N/A | Throughout the year | |

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| Training, Reg, Travel + S&T | Direct Procurement | | N/A | | N/A | All departments (various identified conferences as per PDP (personal development program) |
| Telephone & fax 2 | Direct Procurement | 3,135,992.00 | | | | Contract with Telecom |
| Mobile devices 2 | Direct Procurement | 332,679.00 | | | | Contract with MTC |
| Travel Expenses, Site Visits, Customer Visits, Stock Counts | Direct Procurement/RFSQ | 1,128,502.00 | | | | |
| | | N/A | | | Throughout the year | |
| Tax Advisory Services | Direct Procurement | 2,695,614.00 | | | Throughout the year | |
| Corporate Finance Strategy | RFP/Expression of Interest | 149,827.00 | | | | |
| CAPEX | | 1,500,000.00 | | 1-May-18 | 31-Jul-18 | |
| Stock Acquisition | | | | | | |
| - 1811 A | Direct Procurement/RFP | 3,203,900.00 | | N/A | N/A | License fees and training obligations with the Ministry of Mines & Energy. RFP will be conducted for the appointment of the farm out consultant |
| - 2914A | Direct Procurement/RFP | 560,000.00 | | N/A | N/A | License fees and training obligations with the Ministry of Mines & Energy. RFP will be conducted for the appointment of the farm out consultant |
| - 1711A | Direct Procurement/RFP | 2,631,600.00 | | N/A | N/A | License fees and training obligations with the Ministry of Mines & Energy. RFP will be conducted for the appointment of the farm out consultant |
| - 2714A | Direct Procurement/RFP | 1,493,372.00 | | N/A | N/A | License fees and training obligations with the Ministry of Mines & Energy. RFP will be conducted for the appointment of the farm out consultant |
| - 2714B | Direct Procurement/RFP | 1,491,670.00 | | N/A | N/A | License fees and training obligations with the Ministry of Mines & Energy. RFP will be conducted for the appointment of the farm out consultant |
| Buildings | | | | | | |
| Extension of parking area at NAMCOR Petroleum House Head Offices Windhoek | RFSQ | 1,800,000.00 | | Jul-18 | Aug-18 | |
| Installation and commissioning of Genset at Old Wing Office Block | RFSQ | 1,600,000.00 | | May-18 | Jun-18 | |
| Construction/Retail Sites | | | | | | |
| Construction Retail Sites | | | | | | |
| HKA | | | | | | |
| Construction Cost including POS & CCTV | Open Tenders issued in 2017 | 21,697,484.00 | | N/A | N/A | Contracts awarded in 2017 & March 2018 |
| Retail Site RVI Manufacturing & Branding | Open Tender issued in 2017 | 1,078,282.00 | | N/A | N/A | Contract awarded in 2017 |
| Consulting Engineering Fees - 8% of Cost | Open Tender issued in 2017 | 1,822,060.00 | | N/A | N/A | Contract awarded in 2017 |
| Hamover | | | | | | |
| Construction Cost including POS & CCTV | Open Tenders issued in 2017 | 21,512,989.00 | | N/A | N/A | Contracts awarded in 2017 & March 2018 |
| Retail Site RVI Manufacturing & Branding | Open Tender issued in 2017 | 1,407,889.00 | | N/A | N/A | Contract awarded in 2017 |
| Consulting Engineering Fees - 8% of Cost | Open Tender issued in 2017 | 1,833,670.00 | | N/A | N/A | Contract awarded in 2017 |
| Shared Office | | | | | | |

| Construction Cost Including POS & CCTV | Construction - May 2018, POS & CCTV - Open tender issued in 2017 | 21 697 343.00 | Construction - May 2018 | Construction - Aug 2018 | POS & CCTV contract awarded in 2017 |
|--|--|---------------|-------------------------|-------------------------|---|
| Retail Site RVI Manufacturing & Branding | Open Tender issued in 2017 | 1 093 294.00 | N/A | N/A | Contract awarded in 2017 |
| Consulting Engineering Fees - 8% of Cost | Open Tender issued in 2017 | 1 823 251.00 | N/A | N/A | Contract awarded in 2017 |
| Truck Port Usakos | Open tender | 680 000.00 | Jul-18 | Sep-18 | |
| Khad/Ottomuse | | | | | |
| Construction, site establishment and earthworks | Open tender | 4 827 943.00 | Oct-18 | Jan-19 | |
| Consulting Fees (Incl Engineering , architect & Quantity Surveyor) | Direct Procurement | 2 822 665.00 | N/A | N/A | Consultants appointed for a period of 3 years expiring in December 2019 |
| DJ Trucking | | | | | |
| Site Establishment (Preliminaries and Generals) | Open tender | 1 270 383.00 | Oct-18 | Jan-19 | |
| Consulting Fees (Incl Engineering , architect & Quantity Surveyor) | Direct Procurement | 3 461 313.00 | N/A | N/A | Consultants appointed for a period of 3 years expiring in December 2019 |
| Depot Upgrades | | | | | |
| Keelmanshoop 25% Stake | | | | | |
| Fencing of depot | Direct Procurement | 100 000.00 | N/A | N/A | Engen depot, Engen responsible for the works. Engen will bill NAMCOR. |
| Rail Siding | Direct Procurement | 1 500 000.00 | N/A | N/A | Engen depot, Engen responsible for the works. Engen will bill NAMCOR. |
| Mariental Depot | | | | | |
| Sprinkler System | RFSQ | 300 000.00 | 14-May-18 | 14-Jun-18 | |
| Pipe Segregation | RFSQ | 100 000.00 | 01-Jun-18 | 15-Jul-18 | |
| Bund Walls Extension | RFSQ | 100 000.00 | 01-Jun-18 | 15-Jul-18 | |
| Ojjiwarongo Depot | | | | | |
| Pipe installation to IP Tank - Rail Siding | RFSQ | 200 000.00 | 01-Jun-18 | 15-Jul-18 | |
| Air conditioner | RFSQ | 13 230.00 | 01-Jun-18 | 15-Jul-18 | |
| Interlocks | RFSQ | 600 000.00 | 01-Jun-18 | 15-Jul-18 | |
| Langer Heintich | | | | | |
| Offloading Meter | RFSQ | 400 000.00 | 01-Jun-18 | 15-Jul-18 | |
| JBS Upgrades | | | | | |
| 100% Total Cost | Open tender | 15 385 000.00 | N/A | N/A | Contract Awarded in March 2018 |
| HFO Upgrades | | | | | |
| 100% of Total Cost | Open tender | 6 500 000.00 | N/A | N/A | Contract Awarded in March 2018 |
| Storage Tanks & Pumps | | | | | |
| NWB Sites Upgrade | | | | | |
| RVI Branding - 3 sites (Canopies) | Open tender | 2 400 000.00 | N/A | N/A | RVI contracted appointed |
| Pumps - 6 Sites 2 pumps per site | RFSQ | 1 920 000.00 | May-18 | Jun-18 | |
| Tanks: 6x46000 ltr | RFSQ | 2 010 000.00 | May-18 | Jun-18 | |
| Transport | RFSQ | 480 000.00 | May-18 | Jun-18 | Installation & Commissioning |
| Labour | RFSQ | 2 280 000.00 | Jun-18 | Jul-18 | |
| Nampop | | | | | |
| 1x Diesel Self Bunded Tank | RFSQ | 979 000.00 | N/A | N/A | Subjected to Nampop tender dates |

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| 1 x 23 000 ltr underground petrol tank | RFSQ | | 100,000.00 | N/A | N/A | Subjected to Namport tender dates |
| 2x reseller pumps | RFSQ | | 80,000.00 | N/A | N/A | Subjected to Namport tender dates |
| Fuel management system | RFSQ | | 230,000.00 | N/A | N/A | Subjected to Namport tender dates |
| Installation Cost | RFSQ | | 600,000.00 | N/A | N/A | Subjected to Namport tender dates |
| Business Development | | | | | | |
| Tanks 2x 23000 ltr | RFSQ | | 700,000.00 | N/A | Throughout the year | As the need arise. |
| Pumps x6 | RFSQ | | 372,000.00 | N/A | Throughout the year | As the need arise. |
| Tanks 2x 46000 ltr | RFSQ | | 1,060,000.00 | N/A | Throughout the year | As the need arise. |
| Transport | RFSQ | | 240,000.00 | N/A | Throughout the year | As the need arise. |
| Labour | RFSQ | | 720,000.00 | N/A | Throughout the year | As the need arise. |
| 8TF Tanks 10x 2200 ltr | RFSQ | | 105,000.00 | N/A | Throughout the year | As the need arise. |
| Transport | RFSQ | | 71,000.00 | N/A | Throughout the year | As the need arise. |
| Labour | RFSQ | | 150,000.00 | N/A | Throughout the year | As the need arise. |
| Shared Windhoek | | | | | | |
| 1x Tank 23000 ltr | RFSQ | | 240,000.00 | N/A | N/A | Subjected to finalization of land acquisition |
| Pump x3 | RFSQ | | 195,000.00 | N/A | N/A | Subjected to finalization of land acquisition |
| Labour | RFSQ | | 800,000.00 | N/A | N/A | Subjected to finalization of land acquisition |
| Ministry of Safety | | | | | | |
| Pumps x4 | RFSQ | | 250,000.00 | May-18 | Jun-18 | |
| Transport | RFSQ | | 21,000.00 | May-18 | Jun-18 | |
| Labour | RFSQ | | 120,000.00 | Jun-18 | Jun-18 | |
| Mechanical Equipment | | | | | | |
| Extension - NAMCOR Show Stand | Direct Procurement | | 849,778.00 | 1-May-18 | 31-May-18 | Repairs of existing damaged stand |
| Customised E&P Booth | RFSQ | | 300,000.00 | May-18 | Oct-18 | For Africa Oil Week. |
| Electronic equipment | Open tender/RFSQ | | 1,072,456.00 | N/A | Throughout the year | Computer hardware (laptops, work stations, screens) |
| IT Systems | Direct Procurement/Restrictive/RFSQ | | 4,840,927.00 | N/A | Throughout the year | Improvements on current systems |

Prepared by: **Senior Procurement Officer** **Y. van Wyk** Signature **27/04/2018**

Executive Strategic Finance & Procurement **J. Hamukwaya** Signature **27/04/2018**

Chair Procurement Committee **N. Sheefeni** Signature **27/04/2018**

Approved by: Accounting Officer **I. Mzulunga** Signature