



**Okahao Town Council  
Annual Procurement Plan**

**Financial Period: 2024/25**

Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (M\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Engraving of Mayoral Chain	Various	NCS	Yes	SVP	4,000.00	As need arises	Limited supply
2	Official Entertainment	Various	G	Yes	RFP	200,000.00	As need arises	N/A
3	Car hire	Various	CS	No	SVP	30,000.00	As need arises	N/A
4	Training and Development of staff members	Various	CS	No	RFQ	80,000.00	As need arises	N/A
5	Consultancy and Professional Services	Various	CS	No	RFP	500,000.00	As need arises	N/A
6	Legal Cost	Various	CS	No	RFP	350,000.00	Contract in place	N/A
7	ICT Software licence fees	Various	CS	No	RFQ	600,000.00	As need arises	N/A
8	Postage and Courier services	Various	NCS	Yes	EPE	150,000.00	Contract in place	N/A
9	Electricity consumption	Various	NCS	Yes	EPE	1,500,000.00	Contract in place	N/A
10	Insurance: Council's Properties	Various	CS	Yes	RFQ	600,000.00	Contract in place	N/A
11	Security services contract	1	NCS	Yes	ONB	1,130,000.00	Contract in place	N/A
12	Telephone	Various	NCS	Yes	EPE	100,000.00	Contract in place	N/A
13	General or Interim Valuations	1	W	Yes	OAB	400,000.00	Sep-24	N/A
14	Land and Building Maintenance	Various	NCS	Yes	RFQ	800,000.00	As need arises	Limited supply
15	Maintenance of Roads & Signs	Various	W	No	OAB	150,000.00	Sep-24	N/A
16	Street Name Tags	Various	W	No	RFQ	100,000.00	Sep-24	Limited supply
17	Construction of Shade storage - Workshop	1	W	Yes	RFQ	150,000.00	Sep-24	N/A
18	Construction of Children Play Area	1	W	Yes	RFQ	10,000.00	As need arises	N/A
19	Solar lighting Office and Open Market	Various	w	Yes	RFP	40,000.00	As need arises	N/A
20	GPS and Metal Detector	1	G	No	RB	10,000.00	Sep-24	N/A
21	Domestic/Swing Dust Bins, Refuse bags & maintenance of dust bins	Various	G	No	SVP	135,000.00	As need arises	N/A
22	Rehabilitation and Management of Dumping Site	Various	W	Yes	RFQ	80,000.00	As need arises	Limited supply
23	First Aid Kit	Various	G	Yes	SVP	10,000.00	As need arises	Limited supply
24	Refuse Removal Contracts	3	NCS	No	ONB	1,000,000.00	Contract in place	N/A
25	Recreation parks and Planting of trees	Various	W	No	RFQ	60,000.00	As need arises	N/A
26	Cleaning up campaign	Various	G	Yes	SVP	20,000.00	As need arises	N/A
27	Food sampling tests	Various	NCS	No	SVP	10,000.00	As need arises	N/A
28	Pest Control Chemicals	Various	NCS	Yes	RFQ	25,000.00	As need arises	N/A
29	Emergency Protective gear/ uniform	Various	G	No	RFQ	70,000.00	Sep-24	N/A
30	Domestic/Swing Dust Bins	Various	G	Yes	RFQ	120,000.00	Sep-24	N/A
31	Mobile VIP Toilets	Various	G	Yes	OAB	200,000.00	Sep-24	N/A
32	Skip Containers	2	G	Yes	RFP	100,000.00	As need arises	N/A
33	Board Fire Equipment- Jack, Glass ventilator, Portable	Various	G	Yes	RFP	60,000.00	Sep-24	N/A
34	Fire Fighting Pump	1	G	No	RFP	80,000.00	As need arises	N/A
35	Advertisement	3	NCS	No	RFQ	120,000.00	Jul-24	N/A
36	Wellness programme	Various	NCS	No	RFP	20,000.00	Sep-24	Limited supply

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37	Internet and website Expenses	Various	CS	Yes	EPE	150,000.00	Contract in place	N/A
38	Printing and Publication	Various	CS	No	RB	50,000.00	As need arises	N/A
39	General Office Supply	Various	G	No	RFQ	4,000,000.00	Sep-24	N/A
40	Protective Gears	Various	G	No	RFQ	30,000.00	As need arises	N/A
41	Property rental	Various	NCS	Yes	SVP	20,000.00	As need arises	N/A
42	Medical Checkup	Various	CS	No	EPE	30,000.00	As need arises	N/A
43	Training and Study Assistance	Various	CS	No	RFQ	220,000.00	As need arises	Limited supply
44	Vehicle licencing & Registration	8	NCS	No	EPE	160,000.00	Contract in place	N/A
45	Fuel & Oil	Various	G	No	DP	500,000.00	Contract in place	N/A
46	Sport & Recreation	1	G	Yes	RFQ	30,000.00	Sep-24	N/A
47	NTA Apprentiship	Various	NCS	Yes	RFP	107,000.00	Contract in place	N/A
48	Computer Equipments & IT services	Various	G	No	RFQ	300,000.00	As need arises	N/A
49	Vehicle Maintenance	8	NCS	Yes	RFQ	5,000,000.00	As need arises	N/A
50	Maintenance of Furniture, Fixture and Fittings	Various	NCS	Yes	RFP	20,000.00	As need arises	N/A
51	Maintenance of Machines & Equipment	Various	NCS	No	SVP	80,000.00	As need arises	N/A
52	Clothing System Maintenance	Various	NCS	No	SVP	6,000.00	Contract in place	N/A
53	Procurement of new Furniture, Fixture and Fittings	Various	G	No	OAB	500,000.00	As need arises	N/A
54	Procurement of new Office Equipments	Various	G	No	RFQ	250,000.00	Sep-24	N/A
55	Procurement of New Computers	1	G	No	RFQ	205,502.00	Sep-24	N/A
56	Trade Fair and Exhibition Shows	Various	CS	Yes	EPE	30,000.00	As need arises	N/A
57	SME Trainings and Programs (EDC)	Various	CS	No	RB	60,000.00	As need arises	N/A
58	Business Census and Survey	Various	CS	No	RB	70,000.00	As need arises	N/A
59	Development of the Baobab National Heritage Site	Various	G	Yes	RFQ	60,000.00	Sep-24	N/A
60	Water bulk purchases	Various	NCS	Yes	EPE	5,003,199.00	Contract in place	N/A
61	Quality assurance test for water	12	NCS	No	EPE	15,000.00	Contract in place	N/A
62	Sewer infrastructure incl. Oxidation Ponds	Various	W	Yes	OAB	500,000.00	Sep-24	N/A
63	Water meters and pipes maintenance	1	G	Yes	RFQ	450,000.00	As need arises	N/A
64	Honey Sucker	1	G	No	RFQ	60,000.00	Sep-24	N/A
65	Sewer Pump Machine	2	G	Yes	RFQ	380,000.00	Sep-24	N/A
66	Compactor Machine	1	G	Yes	RFQ	20,000.00	Sep-24	N/A
67	Maintenance and upgrading of Roads	1	W	Yes	OAB	1,849,000.00	Sep-24	N/A
68	Design & Construction of services (water, sewer, electricity & Roads) erf 1204	1	W	No	OAB	7,500,000.00	Sep-24	N/A
69	Construction of Waste Water Treatment Plant Phase	1	W	No	OAB	20,653,000.00	Oct-24	N/A
70	Design & Construction of services (water, sewer, electricity & Roads) erf 1204	Various	W	No	OAB	13,500,000.00	Oct-24	N/A
71	Township Establishment -Uukwalumbe ,Proper, Ext1 &2	Various	W	No	OAB	400,000.00	Oct-24	N/A
72	Construction of CBD Public Toilet	Various	W	Yes	RFQ	250,000.00	Oct-24	N/A
73	Security Guards during Ehao Cultural Expo	1	NCS	Yes	RFQ	40,000.00	May-24	N/A
74	Artists to perform during Ehao Cultural Expo	Various	NCS	Yes	RFQ	100,000.00	May-24	N/A
75	Miss Okahao	Various	G	Yes	RFQ	65,000.00	Jul-24	N/A
76	Procuring of Exhibition Tents & partitioning	Various	NCS	Yes	OAB	150,000.00	Jul-24	N/A
77	Stage, Lighting and Sound System	Various	NCS	Yes	OAB	100,000.00	Jul-24	N/A
78	Marketing	Various	CS	Yes	RFQ	65,000.00	Jul-24	Limited supply
79	Exhibitors Cards design and Printing	Various	G	Yes	RFQ	25,000.00	Jul-24	N/A
80	Sport Tournament	Various	NCS	Yes	RFQ	25,000.00	Jul-24	Limited supply

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81	Hosting of Fundraising Gala dinner	Various	NCS	Yes	RFQ	80,000.00	May-25	N/A
82	Electricity service provider incl. flood light	Various	NCS	Yes	RFQ	20,000.00	Jul-24	N/A
83	Official Opening	Various	G	Yes	OAB	150,000.00	Jul-24	N/A
84	Other logistical show during Ehao	Various	NCS	Yes	RFQ	20,000.00	Jul-24	N/A
Approved - Acting Accounting Officer (Name): SIMON SHINGUTO						72,312,701.00	Date:	04/09/2024
Signature: 								

