



ANNUAL PROCUREMENT PLAN

NAME OF PUBLIC ENTITY: NAMIBIA CIVIL AVIATION AUTHORITY (NCAA)

FINANCIAL PERIOD: 2023/2024

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Category of Procurement	Is the procurement reserved in terms of the Code of Good Practice?	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
	CNS							
1	Provision of Calibration Services for Radio NAV/AIDS and Test Equipment/Apparatus	Various	NCS	No	OIB	NAD 4 500 000,00	Q1, Q2 & Q3	
2	Provision ATEU/CNS Certification Charges	Various	CS	Yes	DP	NAD 100 000,00	Q1, Q2, Q3 & Q4	
3	Provision of Cleaning Services of ANS facilities	Various	NCS	Yes	ONB	NAD840 000,00	Q1, Q2, Q3 & Q4	
4	Provision of Courier, Postage Services, customs & VAT	Various	NCS	Yes	EPE	NAD 561 000,00	Q1, Q2, Q3 & Q4	
5	Electricity & water bills	Various	G	Yes	DP	NAD 500 000,00	01.03.2023	
6	Leasing Charges - CNS Equipment Sites	Various	NCS	Yes	EPE	NAD 3 700 000,00	01.03.2023	
7	Leasing Charges - CNS Property	Various	NCS	Yes	DP	NAD 65 000,00	01.03.2023	
8	Leasing Charges - Equipment, Data Links & Telephone	Various	NCS	PARTIAL	ONB	NAD 8 000 000,00	01.04.2023	
9	Licenses & Permits (CRAN, Airports & etc)	Various	NCS	Yes	DP	NAD 10 000,00	01.04.2023	
10	Supply and delivery of Printing material & Stationeries	Various	G	Yes	RFQ	NAD 1 864 640,00	Q1, Q2, Q3 & Q4	
11	Repairs, Maintenance & Replacement of fault Aircraft/conditions	Various	W	Yes	RFQ	NAD 400 000,00	Q1, Q2, Q3 & Q4	
12	Repairs, Maintenance & Replacement of fault items/modules of ANS & CNS	Various	W	No	DP	NAD 500 000,00	Q1, Q2, Q3 & Q4	Original Equipment Manufacturer
13	Repairs, Maintenance & Replacement of faulty Electronics modules/cards for ANS	Various	W	No	OAB	NAD 1 500 000,00	Q1, Q2, Q3 & Q4	
14	Renovation of CNS Building - Repairs, Maintenance & Replacement (incl. Emergency Exit)	Various	W	Yes	ONB	NAD 1 000 000,00	03.07.2023	
15	Repairs, Maintenance & Replacement Furniture AT CNS	Various	G	Yes	RFQ	NAD 15 000,00	Q1, Q2, Q3 & Q4	
16	Provision of Training CNS Trainings	Various	CS	No	RP	NAD 700 000,00	Q1, Q2, Q3 & Q4	
17	Provision of Accommodation Cost Services	Various	NCA	No	ONB	NAD 210 000,00	Q1, Q2, Q3 & Q4	
18	Provision of Billing Database, Software & Interfacing	1	CS	No	RP	NAD 1 300 000,00	03.07.2023	
19	Upgrade of WAM System	1	NCS	No	DP	NAD 40 000 000,00	CBRN	
20	Aeronautical Message Handling System	1	G	No	OIB	NAD 20 000 000,00	CBRN	
21	Upgrade of Radar System (Radar & ATIS system)	1	NCS	No	DP	NAD 70 000 000,00	CBRN	
22	Building of the Emergency Tower Exits	1	W	Yes	RFQ	NAD 1 000 000,00	03.07.2023	
23	Supply and Delivery of CNS Vehicles	Various	G	Yes	RB	NAD 2 020 000,00	01.05.2023	Authorises dealers
24	ANS-AIS	Various	CS	No	RP	NAD 80 000,00	Q1, Q2, Q3 & Q4	

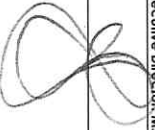
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25	Provision of Medicals (ATS Aviation Medical Examinations)	Various	CS	Yes	RP	NAD 50,000.00	Q1,Q2,Q3&Q4	
26	Supply and delivery of protective clothing (Reflective Jackets for ATS Staff as required by the Airport Operator)	Various	G	Yes	SVP	NAD 5,000.00	01.05.2023	
27	Provision of Staff Training (Area Control, Approach Control, Aerodrome Control, SAR, Human Factors, SMS, QMS, QJTI, CPDLC, Management Training)	Various	CS	No	RP	NAD 1,500,000.00	Q1, Q2, Q3&Q4	
28	AGA Advertising of Newspaper notice to the Public with regards to NAMC A&S Part 139 and NAMC AITS-AH Postal services for official response correspondence to aerodrome situated outside of Windhoek	Various	Various	Yes	RFQ	NAD 40,000.00	Q1, Q2, Q3&Q4	
30	Postal services for official response correspondence to aerodrome situated outside of Windhoek	Various	NCS	Yes	EPE	NAD 5,000.00	Q1,Q2,Q3&Q4	Public Entity Nempost Courier
31	Hosting of meetings (CAO Regional Meeting)	Various	NCS	No	RFQ	NAD 120,000.00	Q1,Q2,Q3&Q4	
32	Maintenance and repair of the Friction Trailer	1	W	No	RFQ	NAD 200,000.00	01.06.2023	No deviation
33	Provision of Helipad Certification And Operations	1	CS	Yes	RP	NAD 330,000.00	Q1,Q2,Q3&Q4	
AVIATION SECURITY								
34	Aviation Security hosting stakeholder engagement meetings	8	NCS	Yes	RFQ	NAD 70,000.00	01.09.2023	
35	Supply and delivery/ Protective Clothing for aviation security	Various	G	Yes	RFQ	NAD 15,000.00	01.06.2023	
36	Provision of Aviation Security staff training	Various	CS	No	RFQ	NAD 210,000.00	when required	
PEL								
37	Provision of staff training for PEL	Various	CS	No	RFQ	NAD 530,000.00	Q1	
38	Provision of advisory & training service to PEL	Various	CS	Yes	RFP	NAD 12,000.00	Q1,Q2,Q3&Q4	
LEGAL								
39	Provision of Administrative law training, one training course	1	CS	Yes	RFP	NAD 30,000.00	Q1	Public administration lectures are best suitable to present the training to lay persons
40	Publication of civil aviation regulations PEL Regs	120	NCS	Yes	DP	NAD 40,000.00	Q2	Printed by GRN Gazette office only
41	Publication of civil aviation regulations Flight Ops	120	NCS	Yes	DP	NAD 40,000.00	Q4	Printed by GRN Gazette office only
42	Purchase International air law books	4	G	Yes	SVP	NAD 6,000.00	Q2	Special Publication
43	Payment of Solitare Press for delivery of GRN Gazettes	1	NCS	Yes	SVP	NAD 10,000.00	Q4	Solitare Press has been enlisted to print GRN Gazettes.
SPQ								
44	Provision of Quality and Safety Courses SPQ	3	CS	No	RB	NAD 330,000.00	when required	Courses are not available locally.
45	Hosting of workshop SPQ	1	W	Yes	RFQ	NAD 23,290.00	30.06.2023	
46	Provision of Auditing Courses SPQ	1	CS	No	DP	NAD 64,000.00	5.6.2023 & 18.9.2023	
ANSSO								
47	Supply of Personal Protective Equipment for CNS Inspectors ANSSO	Various	G	Yes	RFQ	NAD 50,000.00	01-Jul-23	
48	Supply and delivery of NAIC Refreshments ANSSO	Various	G	Yes	SVP	NAD 10,700.00	Q1,Q2,Q3&Q4	
49	Provision of Staff Training ANSSO	Various	CS	No				
50	Provision of Air Navigation Services Inspector Course - (MET)	1	CS	No	RFP	NAD 65,000.00	Q1	
51	Provision of Air Navigation Services Inspector Course - (AIS)	1	NCS	No	RFP	NAD 65,000.00	Q4	
52	Provision of Air Navigation Services Inspector Course - (AIS)	2	NCS	No	RFP	NAD 65,000.00	Q1	
53	Diploma in Public Sector Management	1	NCS	No	RFP	NAD 15,000.00	Q1,Q2,Q3&Q4	
54	Provision of PBN flight procedure design Training	1	CS	No	RFP	NAD 65,000.00	1st Quarter	

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55	Resolution of Safety Concerns	5	NCS	No	RFQ	NAD 65,000.00	Q1,Q2,Q3&Q4	
56	Quality Management System	4	CS	No	RFP	NAD 60,000.00	Q1,Q2,Q3&Q4	
57	PBN flight procedure design Training-Advance	1	CS	No	RFP	NAD 65,000.00	Q1,Q2,Q3&Q4	
58	APPR membership Fees	1	CS	No	RFP	NAD 150,000.00	Q1,Q2,Q3&Q4	
59	ISASO experts travelling & Accommodation	3	NCS	No	RFQ	NAD 100,000.00	01.07.2023	
	AIM							
60	Provision of Staff Training AIM	Various	CS	No	RFP	NAD 530,000.00	Q2,Q3 & Q4	
61	Provision of Advisory and Training AIM	Various	CS	No	RFP	NAD 15,000.00	Q3 & Q4	
	OPS							
62	Provision of Transport and Flight Tickets	Various	NCS	Yes	ONB	NAD 245,000.00	Q1,Q2,Q3&Q4	
63	Provision of Advisory and Training related	Various	CS	Yes	RFP	NAD 20,000.00	Q1,Q2,Q3&Q4	
64	Provision of Accommodation	Various	NCS	Partial	ONB	NAD 350,000.00	Q1,Q2,Q3&Q4	
65	Supply of Inspector toolkit, Refreshments	Various	G	Partial	RFQ	NAD 20,000.00	Q1,Q2,Q3&Q4	
66	Provision of Advertising, Promotion and Workshop	Various	NCS	Yes	RFQ	NAD 290,000.00	Q2,Q3 & Q4	
67	Provision of Staff Training (GSI, Core courses etc)	Various	CS	Partial	RP	NAD 700,000.00	Q1,Q2,Q3&Q4	
	FINANCE-ASSETS							
68	Provision of Valuation of the NCAA HQ building	1	CS	Yes	RP	NAD 60,000.00	Q4	
69	Registration of a Sectional Title Plan - ANS Buildings	1	CS	Yes	RP	NAD 80,000.00	Q4	
70	Airconditioning Maintenance - NCAA HQ and ANS Buildings	Various	CS	YES	PNB	NAD 500,000.00	01.07.2023	
71	Maintenance of Elevators - NCAA HQ	1	W	Yes	ONB	NAD 130,000.00	01.06.2023	
72	Completion of the NCAA HQ building Phase 2	1	W	Yes	ONB	NAD 20,000,000.00	Q4	
73	Preventive Maintenance of NCAA building	1	W	Yes	RFQ	NAD 130,000.00	01.08.2023	
74	Building Maintenance work - NCAA HQ and ANS	1	W	Yes	ONB	NAD 1,000,000.00	Q2,Q3&Q3	
75	Stock- refreshments and snacks	Various	G	Yes	RFQ	NAD 300,000.00	01.05.2023	
	HUMAN RESOURCE							
76	Provision of Human Resources Recruitment System HR	various	G	Yes	ONB	NAD 800,000.00	Q2	
77	Provision of Performance Management System HR	various	G	Yes	RFQ	NAD 200,000.00	Q3	
78	Supply and delivery of Employees Personal files HR	various	G	Yes	RFQ	NAD 20,000.00	Q1	
79	Supply and Delivery of Career Fairs Goodies with NCAA Logs such as rulers, pens/pencil, note books, T-shirt, water bottles, keyholders, caps, shopping bags	various	G	Yes	RFQ	NAD 100,000.00	Q1,Q2,Q3&Q4	
80	Provision of Staff training HR	Various	CS	Partial	RFQ	NAD 140,000.00	Q1 & Q3	
81	Provision of HR Consultation	Various	CS	Yes	RP	NAD 450,000.00	Q1,Q2,Q3&Q4	
	AIR WORTHINESS							
82	5-Tier Open bookshelf	18	G	Yes	SVP	NAD 6,300.00	Q1	
83	Provision of Staff training	Various	CS	Partial	RFP	NAD 350,000.00	Q1,Q2,Q3&Q4	
	ICT							
84	Supply and delivery of Photocopy Machine	8	G	Yes	RB	NAD 300,000.00	01.06.2023	
85	Provision of Kaspersky Anti Virus License	200	G	Yes	RFQ	NAD 90,000.00	01.06.2023	
86	Provision of Firewalls (With 3 years license)	4	G	Yes	ONB	NAD 600,000.00	01.09.2023	
87	Supply and delivery of Digital Camera	2	G	Yes	RFQ	NAD 50,000.00	01.05.2023	
88	Provision of FortiGate license	1	G	Yes	RFQ	NAD 200,000.00	01.11.2023	

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89	Provision of NCAA Domains Renewal	3	G	Yes	SVP	NAD 5,000.00	01.04.2023	
90	Supply and delivery of Heavy Shredder	3	G	Yes	RFQ	NAD 60,000.00	01.06.2023	
91	Supply and Delivery of Laptops	15	G	Yes	RFQ	NAD 400,000.00	01.09.2023	
92	Provision of VMware and Veeam Backup Essentials Licence Renewal	1	G	Yes	ONB	NAD 250,000.00	01-Apr-23	
93	Provision of Microsoft Office 365 Licence Renewal	1	G	Yes	DP	NAD 2,600,000.00	01.06.2023	
94	Provision of Computer Expenses - Support		CS	Yes	DP/RFQ	NAD 800,000.00	Q1,Q2,Q3&Q4	
95	Provision VMware certified technical associate	3	NCS	Yes	RFQ	NAD 60,000.00	01.08.2023	
96	Provision Azure Microsoft Certified: Azure Fundamentals	3	NCS	Yes	DP	NAD 100,000.00	01.11.2023	
97	Provision of COBIT Foundation Certification	3	NCS	Yes	DP	NAD 70,000.00	01.05.2023	
98	Provision Cyber Security Training	3	CS	Partial	RFP	NAD 50,000.00	When required	
	ED							
99	Provision of advisory and training to ED	Various	CS	Yes	RFP	NAD 200,000.00	Q1,Q2,Q3&Q4	
100	Provision of Stakeholder engagement to ED	Various	CS	Yes	RFP	NAD 500,000.00	Q1,Q2,Q3&Q5	
101	Consulting fees	Various	CS	Yes	RFP	NAD 750,000.00	Q1,Q2,Q3&Q6	
	GM-5							
102	Provision of Adversary and Training to GM-safely	Various	CS	Yes	RFP	NAD 50,000.00	Q1,Q2,Q3&Q4	
103	Provision of Consulting Service to GM-safely	Various	CS	Yes	RFP	NAD 250,000.00	Q1,Q2,Q3&Q5	
104	ANS ADMIN - SGA & HANS							
105	Provision of Accounting & Audit to HANS	Various	CS	Yes	RFP	NAD 260,000.00	Q1,Q2,Q3&Q4	
106	Provision of advisory & training to HANS	Various	CS	Yes	RFP	NAD 100,000.00	Q1,Q2,Q3&Q4	
107	Stakeholder engagement for HANS	Various	NCS	Yes	RFQ	NAD 300,000.00	Q1,Q2,Q3&Q5	
108	Consulting fees	Various	CS	Yes	RFP	NAD 1,000,000.00	Q1,Q2,Q3&Q6	
109	Provision of Insurance service to ANS	1	CS	Yes	RFP	NAD 5,000,000.00	Q2&Q3	
110	Motor vehicle	Various	G	Yes	DP	NAD 600,000.00	Q1&2	
111	Repair and maintenance of motor vehicle	Various	W	Yes	RFQ	NAD 450,000.00	Q1&Q2	
112	Provision of Staff Training to HANS	Various	CS	Partial	RFP	NAD 385,000.00	Q1,Q2,Q3&Q4	
	FINANCE							
113	Provision of Accounting /Audit service NCAA	various	CS	Yes	RP	NAD 260,000.00	Q3	
114	Bank Charges	various	CS	Yes	DP	NAD 70,000.00	Q1,Q2,Q3&Q4	
115	Provision of Cleaning Services to NCAA	various	NCS	Yes	ONB	NAD 700,000.00	Q1,Q2,Q3 &Q4	
116	Water and Electricity	various	G	Yes	DP	NAD 650,000.00	Q1,Q2,Q3&Q4	
117	Provision of NCAA Asset Insurance service	various	NCS	Yes	ONB	NAD 800,000.00	Q1,Q2,Q3&Q4	
118	Leasing Charges-sites	various		Yes	DP	NAD 1,000,000.00	Q1,Q2,Q3&Q4	
119	Provision of security service to NCAA	1	NCS	Yes	ONB	NAD 750,000.00	Q1	

Approved - Executive Director: Ms. Toska Sem

Signature:




Date: 30 MAY 2023