



ANNUAL PROCUREMENT PLAN

NAME OF PUBLIC ENTITY: NAMIBIA CIVIL AVIATION AUTHORITY (NCAA)		FINANCIAL PERIOD: 2024/2025						
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 (NS)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
<b>OPERATIONAL EXPENDITURES</b>								
1	PROCUREMENT FOR ACCOUNTING AND AUDIT FEE	Various	CS	NO	RFP	600,000	Quarter 1	
2	PROCUREMENT FOR ADVERTISING AND PROMOTION	Various	NCS	YES	OAB	1,040,000	Quarter 2	
3	PROCUREMENT FOR ADVISORY AND TRAINING	Various	CS	NO	RFP	1,541,000	Quarter 1,2,3&4	
4	PROCUREMENT FOR CLEANING SERVICE	Various	NCS	YES	OAB	1,540,000	Quarter 1	
5	PROCUREMENT OF COMPUTER LICENSES	Various	G	YES	OAB	7,770,000	Quarter 1,2,3&4	
6	PROCUREMENT OF COMPUTER SUPPORT	Various	NCS	YES	OAB	3,220,000	Quarter 1,2,3&4	
7	PROCUREMENT FOR CONSULTING FEES	Various	CS	YES	RFP	2,600,000	Quarter 1,2,3&4	
8	PROCUREMENT FOR COURIER AND POSTAGE	Various	NCS	YES	EPE	769,300	Quarter 1,2,3&4	
9	PROCUREMENT FOR WATER AND ELECTRICITY	Various	G	YES	DP	1,420,000	Quarter 1,2,3&4	
10	PROCUREMENT FOR LEASING OF SITES AND EQUIPMENTS	Various	NCS	YES	EPE	11,200,000	Quarter 1,2,3&4	
11	PROCUREMENT FOR INSURANCE SERVICE	Various	CS	NO	RFP	6,800,000	Quarter 1	
12	PROCUREMENT FOR LEASING OF PROPERTY	Various	NCS	YES	DP	65,000	Quarter 2	
13	PROCUREMENT FOR LEGAL SERVICE	Various	CS	YES	RFP	800,000	Quarter 1,2,3&4	
14	PROCUREMENT FOR LICENSE AND PERMITS	Various	CS	NO	DP	25,000	Quarter 1,2,3&4	
15	PROCUREMENT OF PROTECTIVE CLOTHING	Various	G	YES	RFQ	215,000	Quarter 1	
16	PROCUREMENT FO STAFF TRAINING	Various	CS	PARTIAL	RFP	14,017,172	Quarter 1,2,3&4	
17	PROCUREMENT OF STAFF WELFARE ( STAFF WELLNESS AND TEAM BUILDING)	Various	NCS	YES	RFQ	748,904	Quarter 1,2,3&4	
18	PROCUREMENT OF STAKEHOLDER ENGAGEMENT	Various	NCS	YES	RFQ	2,600,000	Quarter 1,2,3&4	
19	PROCUREMENT OF VISA/WORK PERMITS	Various	CS	NO	EPE	216,500	Quarter 1,2,3&4	
20	PROCUREMENT FOR MEDICAL EXAMINATION	Various	CS	YES	DP	20,000	Quarter 1,2,3&4	

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21	PROCUREMENT FOR MOTOR VEHICLES FUEL	Various	G	NO	DP	1,080,000	Quarter 1,2,3&4	
22	PROCUREMENT FOR MOTOR VEHICLES REPAIR	Various	W	YES	RFQ	1,350,000	Quarter 1,2,3&4	
23	PROCUREMENT FOR REPAIR AND MAINTENANCE OF AIR CONDITION	Various	W	YES	OAB	1,475,000	Quarter 1	
24	PROCUREMENT FOR REPAIR AND MAINTENANCE OF ANS&CNS EQUIPMENTS	Various	W	YES	RFQ	500,000	Quarter 1,2,3&4	
25	PROCUREMENT FOR REPAIR AND MAINTENANCE OF BUILDING	Various	W	YES	OAB	2,500,000	Quarter 1,2,3&4	
26	PROCUREMENT FOR REPAIR AND MAINTENANCE OF ELECTRONICS	Various	W	YES	DP	2,200,000	Quarter 1,2,3&4	
	<b>TOTAL</b>					<b>66,312,876</b>		
<b>CAPITAL EXPENDITURES</b>								
1	PROCUREMENT FOR THE GYM EQUIPMENTS AND VENUE	Various	G	YES	OAB	3,000,000	Quarter 1	
2	PROCUREMENT FOR THE DEMACATION OF LIBRARY	Various	W	YES	RFQ	300,000	Quarter 1	
3	PROCUREMENT FOR THE LIBRARY BOOKS	Various	G	YES	RFQ	200,000	Quarter 1	
4	PROCUREMENT FOR THE 3 SEDAN AND 1 PICK UP VEHICLES	4	G	YES	OAB	2,000,000	Quarter 1&2	
5	PROCUREMENT FOR THE BRANDING AND LIGHTS OF VEHICLES	Various	NCS	YES	RFQ	100,000	Quarter 1&2	
6	PROCUREMENT FOR THE ICT EQUIPMENTS (LAPTOPS, FIREWALLS, CAR&PRINTERS)	Various	G	YES	OAB	2,100,000	Quarter 1,2&3	
7	PROCUREMENT FOR THE QMS, CHARTINGS, DESIGN (PHX SOFTWARE) SYSTEMS	Various	NCS	PARTIAL	OAB	3,050,000	Quarter 1,2&3	
8	PROCUREMENT FOR THE FIRE SUPPRESSION SYSTEM	1	G	YES	OAB	2,475,000	Quarter 1	
9	PROCUREMENT FOR THE FIREWALLS & ANTIVIRUS	4	NCS	YES	RFQ	900,000	Quarter 1,2&3	
10	PROCUREMENT FOR THE ACCOUNTING, HR (E-RECRUITMENT) & BILLING SYSTEMS	Various	NCS	YES	OAB	4,300,000	Quarter 1&2	
11	PROCUREMENT FOR THE COMPLETION OF NCAA HEAD OFFICE	1	W	YES	OAB	20,000,000	Quarter 1&2	
12	PROCUREMENT FOR THE UPGRADING OF THE AREA CONTROL CENTER FOR WINDHOEK	1	W	YES	OAB	200,000,000	Quarter 1 CPBN	
13	PROCUREMENT FOR THE CONSTRUCTION OF ATC-TOWERS	1	W	YES	OAB	50,000,000	Quarter 1 CPBN	
14	PROCUREMENT FOR THE UPGRADING OF CIVIL AVIATION INFRASTRUCTURE	1	W	YES	OAB	30,000,000	Quarter 1 CPBN	
15	PROCUREMENT FOR THE EMPIC-REGULATORY MANAGEMENT TOOLS	1	NCS	PARTIAL	DP	9,000,000	Quarter 2&3	
	<b>TOTAL</b>					<b>327,425,000</b>		

Approved - Executive Director: Ms. Toska Sem

Date: 19 JANUARY 2024

