



**NAMIBIA AIRPORTS COMPANY (NAC)  
LIMITED**

**ANNUAL PROCUREMENT PLAN 2023/2024**

**APPROVED**

**Bisey /Uirab  
CHIEF EXECUTIVE OFFICER**

22-03-2023

**DATE**



Republic of  
Annual Procurement Plan

Name of Public Entity: Namibia Airports Company (Office of The Chief Executive Officer)

Financial Period: 2023/2024

**\*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED\***

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Supply and Delivery of Catering Services for NAC for various events hosted by the Office of the Chief Executive Officer	Various	G	Yes	RFQ	60 000	2023/05/04	Request for Quotation is the appropriate method for the procurement activity
2	Legal Fees - for the ongoing seven (7) cases and any other new legal cases that may arise during the budget period	Various	CS	No	DP	5 000 000	2023/05/04	Legal Services sourced on direct procurement method as per the directive
3	Staff Refreshments - for office refreshments for internal meetings	Various	G	Yes	RFQ	65 000	2023/03/04	Request for Quotation is the appropriate method for the procurement activity
4	Provision of Internal Audit Services	Various	CS	Yes	OAB & RFP	1 200 000	2023/03/04	NA
5	Supply, Delivery and Installation of Computer Software - required for the functions under the CEO's department	Various	G	No	RFQ	250 000	2023/03/04	NA
6	Provision of Board of Directors' Training and Develop - to be determined after performance assessment of the Board members are done and training be offered through accredited institutions.	Various	CS	No	RFQ	250 000	2023/03/04	NA

Approved - Accounting Officer (Name): Bisey /Uirab

Signature:

Date:

22 /03/2023



Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Namibia Airports Company (Commercial Department)

Financial Period: 2023/2024

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Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Retail Concessions at ATYTA (Ondangwa Airport)	5	NCS	Yes	OAB	No cost to NAC	Q2 2023	n/a
2	Restaurant, Coffee Shop/Bistro facility at ATYTA (Ondangwa Airport)	3	NCS	Yes	OAB	No cost to NAC	Q2 2023	n/a
3	Retail Concessions at Walvis Bay Airport	4	NCS	Yes	OAB	No cost to NAC	Q2 2023	n/a
4	Provision of Consultancy Services Aviation Route development	1	CS	No	RB / DP	2 600 000	Q1 2023	Specialists in aviation route development based on success of Wesgro and Cape Town Air Access.
5	Supply and Delivery of Marketing Materials (Brochures and Company Profile)	Various	G	Yes	RFQ	250 000	Q3 2023	n/a
6	Inauguration of Hosea Kutako International Airport Terminals 1 & 2	1	G	Yes	RFQ	300 000	Q3 2023	n/a
7	Sourcing of Venues and Refreshments for Stakeholders Engagement Meetings	4	G	Yes	RFQ	135 000	Q1, Q2, Q3 2023	n/a
8	Supply and Delivery of Corporate Items	Various	G	Partial	RFQ	400 000	Q2 2023	n/a
9	Corporate Advertisement in Widely Circulating Local Newspapers	Various	NCS	Yes	RFQ	600 000	Q1 - Q4 2023	n/a
10	Supply of Refreshments at Media Day at Hosea Kutako International Airport	1	G	Yes	RFQ	30 000	Q2 2023	n/a
11	Supply and Delivery of Uniforms and Protective Clothing	Various	G	Yes	OAB	800 000	Q3 2023	n/a

Approved - Accounting Officer (Name): Bisey /Uirab

Signature:

Date:

22 /03/2023




Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Namibia Airports Company (Finance Department)

Financial Period: 2023/2024

**\*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED\***

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Provision of short term insurance for NAC Assets for three years 2023/2024 -2025/2026	Various	NCS	No	ONB	15 000 000	01/06/2023	NA
2	Provision of Fleet Management System	Various	G	No	ONB	3 600 000	30/5/2023	NA
3	Provision of External Auditing Services for three years (2023/2024)(2024/2025) (2025/2026)	Various	CS	No	ONB	2 730 000	25/09/2023	NA
4	Plumbing Works to Maintain various fittings	Various	W	No	RFQ	52 626,00	As and When Required	NA
5	Maintenance of Access Control	Various	W	Yes	RFQ	15 000	As and When Required	NA
6	Supply and Delivery of Office Refreshments	Various	G	Yes	RFQ	146 064	Required Quarterly	NA
7	Supply and Delivery of Catering Non Consulting Services	Various	NCS	Yes	RFQ	3 000	As and When Required	NA
8	Supply and Delivery of Catridges	Various	G	Yes	RFQ	500 000	As and When Required	NA
9	Supply and Delivery of Office Stationeries	Various	G	Yes	RFQ		Purchased on a Quarterly Basis	NA
10	Postages and Courier Non Consulting Services	Various	NCS	No	DP	200 000	DP Nampost	NA
11	Advertisement of Bids	Various	NCS	No	RFQ	200 000	As and When Required	NA
Approved - Accounting Officer (Name): Bisey /Uirab				Signature: 	Date: 22 /03/2023			







Republic of Namibia  
Annual Procurement Plan


Name of Public Entity: Namibia Airports Company (Human Resources Department)

Financial Period: 2023/2024

**\*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED\***

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Purchasing of Recording devices other office equipment	Various	G	No	RFQ	50 000,00	Apr-23	N/A
2	Supply and Delivery of Training facilities, furniture and equipment, replacement of worn furniture and refurbishment to meet the Namibia Civil Aviation Authority Registration as an Aviation Security Training Organisation (ASTO) at Eros Airport, ATYTA and Walvis Bay Airport	Various	G	No	OAB	300 000,00	Aug-23	N/A
3	Supply and Delivery of Laptops and computer equipment for virtual training	Various	G	No	RFQ	230 000,00	Jun-23	N/A
4	Advertisement of vacancies	Various	NCS	No	RFQ	212 800,00	As and when required	N/A
5	Provision of Human Resources consultancy services - culture change	1	CS	No	DP	850 000,00	Apr-23	Continuous Exercise (Contract)
6	Provision of Total Quality Management System - ISO Certification	Various	CS	No	RB	700 000,00	May-23	Few Certified Suppliers
7	Provision of Human Resources consultancy services - employee wellness partners	1	CS	No	ONB	200 000,00	May-23	N/A
8	Provision of Human Resources consultancy services - culture change	1	CS	No	ONB	250 000,00	May-23	N/A
9	Supply and Delivery of Medical supplies e.g first aid kits replenishment and new first aid kits, sanitisers and masks	Various	G	No	RFQ	128 800,00	As and when required	N/A
10	Implementation of the Annual Capacity Building plan -training interventions - instructors, venues, refreshments, equipment, catering and other related costs	1	NCS	No	RB	10 620 000,00	As and when required in line with the training plan	N/A
11	Personal Protective Equipment (PPE) - Fire and rescue, maintenance, safety and security services employees	1	G	No	OAB	2 263 128,00	Jun-23	N/A
12	Year-end function	1	G	Yes	RFQ	500 000,00	Oct-23	N/A

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13	NAC - Funday	1	G	Yes	RFQ	350 000,00	Apr-23	N/A
14	Provision of Job grading and evaluation consultancy services	1	CS	No	OAB	372 400,00	As and when required	N/A
15	Provision of Seminars and workshops presented by NAC	Various	NCS	No	RFQ	313 880,00	As and when required	N/A
16	Travelling expenses	Various	NCS	No	DP	370 000,00	As and when required	N/A
17	Professional Organisation Memeberships	Various	NCS	No	DP	460 000,00	As and when required	N/A
18	Supply and Delivery of Printing and stationary	Various	G	Yes	RFQ	300 000,00	4 X a year	N/A
19	Supply and Delivery of Promotional items training	Various	G	No	RFQ	200 000,00	April 2023 , Aug 2023	N/A
20	Provision of Performance management consultancy	Various	CS	No	OAB	266 000,00	As and when required	N/A
21	Sports club fees and events	Various	G	Yes	RFQ	240 000,00	As and when required	N/A
22	Industry and professional association fees	Various	NCS	No	DP	150 000,00	As and when required	N/A
23	Supply and Delivery of Refreshments	Various	G	Yes	RFQ	84 000,00	4 X a year	N/A
24	Provision of Human Resources Advisory Services	Various	CS	No	RFQ	20 000,00	As and when required	N/A
25	Supply and Delivery of General Office Supplies	Various	G	Yes	RFQ	50 000,00	As and when required	N/A
26	Provision of Employee Perception Survey	1	CS	No	RFP	300 000	May-23	N/A
Approved - Accounting Officer (Name): Bisey /Uirab				Signature: 			Date: 22 /03/2023	





Republic of Namibia  
Annual Procurement Plan


Name of Public Entity: Namibia Airports Company (ICT Department)

Financial Period: 2023/2024

**\*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED\***

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Supply and deliver Hardware (General Laptops, Desktops)	Various	G	No	OAB	3 080 000,00	Jun-23	NA
2	Procurement of New Parking Management System (Walvisbay and Ondangwa)	Various	G	No	OAB	2 800 000,00	Jun-23	NA
3	Procurement of WiFi Infrastructure Airports	Various	G	No	OAB	1 500 000,00	Jul-23	NA
	Procurement of Oracle ERP Upgrade	Various	G	No	DP	14 561 000,00	Apr-23	Specialized Procurement
4	Supply and deliver CUPPS/CUSS Equipment	Various	G	No	DP	1 660 000,00	Apr-23	Ongoing Project Contracted
5	Supply and Delivery of Furniture	Various	G	No	OAB	100 000,00	Aug-23	NA
6	Procurement of Single Cab Light Pickup Vehicle for ICT	1	G	No	OAB	500 000,00	May-23	NA
7	Sourcing of General Maintenance of Air Conditioning Systems for all Server Rooms	Various	NCS	No	OAB	80 000,00	Aug-23	NA
8	Sourcing of General Electrical and UPS Maintenance in the server rooms	Various	NCS	No	OAB	250 000,00	Aug-23	NA
	Sourcing of General Maintenance: Telephone, Printers e.t.c	Various	NCS	No	OAB	300 000,00	Aug-23	NA
9	Provision of Managed IT Support Services: RESA Systems	Various	CS	No	DP	1 200 000,00	May-23	Specialized Procurement
10	Provision of Managed IT Support Services: Hardware + Network Support	Various	CS	No	OAB	1 200 000,00	Sep-23	NA
11	Provision of Managed IT Support Services: EBS Support	Various	CS	No	DP	550 000,00	Oct-23	Specialized Procurement
12	Sourcing of General Outsourced IT Maintenance of Software	Various	CS	No	OAB	872 000,00	Aug-23	NA
13	Software Subscriptions	Various	NCS	No	DP	166 000,00	Various	Specialized Procurement
14	Renewal of Antivirus Software	Various		No	OAB	80 000,00	Sep-23	NA
15	Renewal of Fortigate Firewall Devices	Various	NCS	No	OAB	250 000,00	May-23	NA
16	Renewal of Mimecast for Email Filtering and Spam Detection	1	NCS	No	OAB	140 000,00	Oct-23	NA
17	Procurement of Galiot Document Management System Upgrade	1	NCS	No	DP	800 000,00	May-23	Specialized Procurement
18	SSL Certificate/Domain Name Renewal	Various	NCS	No	DP	3 100,00	Jun-23	Specialized Procurement

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19	Oracle Support/Licensing Fees	Various	NCS	No	DP	5 200 000,00	Sep-23	Specialized Procurement
21	Provision of NAC Website Revamp, Maintenance and Renewal	Various	NCS	No	OAB	200 000,00	May-23	NA
23	Supply and Delivery Network Cabling Ondangwa	Various	W	No	OAB	350 000,00	Jun-23	NA
24	Supply and Delivery of Network Cabling Walvisbay	Various	W	No	OAB	350 000,00	Jun-23	NA
Approved - Accounting Officer (Name): Bisey /Uirab				Signature: 			Date: 22 /03/2023	








Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Namibia Airports Company (Infrastructure Development & Asset Care and Operations Departments)

Financial Period: 2023/2024

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Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Consultancy services for Apron Markings at Hosea Kutako International Airport	1	CS	No	RFP	1 067 770,00	2023/04/14	N/A
2	Works for Apron Markings at Hosea Kutako International Airport	1	W	No	OAB	3 932 230,00	2023/09/08	N/A
3	Consultancy services for VIP Parking configuration at Hosea kutako International Airport	1	CS	No	RFP	400 000,00	2023/04/21	N/A
4	Works for VIP Parking configuration at Hosea kutako International Airport	1	W	No	OAB	3 600 000,00	2023/09/15	N/A
5	Consultancy services for VIP Terminal extension at Hosea kutako International Airport	1	CS	No	RFP	2 700 000,00	2023/04/28	N/A
6	Works for VIP Terminal Extension at Hosea kutako International Airport	1	W	No	OAB	15 300 000,00	2023/09/22	N/A
7	Works for Runway and Taxiway shoulders at Hosea kutako International Airport	1	W	No	OAB	10 500 000,00	2023/09/29	N/A
8	Consultancy services for apron expansion at Hosea kutako International Airport	1	CS	No	RFP	15 000 000,00	2023/05/05	N/A
9	Works for apron expansion at Hosea kutako International Airport	1	W	No	OAB	85 000 000,00	2023/10/13	N/A
10	Consultancy services for Airport Master planning for Rundu Airport	1	CS	No	RFP	2 400 000,00	2023/06/30	N/A
11	Works for security fence upgrade at Rundu Ai	1	W	No	OAB	3 100 000,00	2023/04/21	N/A
12	Consultancy services for Airport Master planning for Katima Mulilo Airport	1	CS	No	RFP	2 400 000,00	2023/06/30	N/A
13	Works for security fence upgrade at Katima Mulilo Airport	1	W	No	OAB	5 400 000,00	2023/08/25	N/A
14	Consultancy services for Airport Master planning for Luderitz Airport	1	CS	No	RFP	3 000 000,00	2023/06/30	N/A

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
15	Installation of new Constant Current Regulator (CCR) and airconditioning unit (Runway lights controlling and monitoring) for Andimba Toivo ya Toivo Airport	1	W	No	DP	2 500 000,00	2023/04/14	N/A
16	Consultancy services for consolidation of three (3) NAC erven and related services for NAC head office	1	CS	No	RFP	5 000 000,00	2023/06/21	N/A
17	Procurement of Office equipment (A0 plotter x1)	1	G	No	RFQ	150 000,00	2023/05/26	N/A
18	Procurement of drawing filing cabinet for NAC	1	G	No	RFQ	35 000,00	2023/05/26	N/A
19	Procurement of computers x 3 for NAC		G	No	RFQ	90 000,00	2023/05/26	N/A
20	Procurement of goods (1x pool sedan) departmental vehicle for NAC	1	G	No	RFQ	400 000,00	2023/05/26	N/A
21	Procurement of engineering software (Revits, AutoCad civil 3D, Prokon) and training for NAC	1	CS	No	DP	370 000,00	2023/05/26	N/A
22	Procure Dumpy level, measuring wheel, tape measure for NAC	1	G	No	RFQ	35 000,00	2023/04/28	N/A
23	Engineering Testing Equipment (PAPI calibration tools, power logger) for NAC	1	G	No	RFQ	335 000,00	2023/04/28	N/A
24	Consultancy services for technical expert advise (3 years SLA)	1	CS	No	RFP	350 000,00	2023/04/28	N/A
25	Consultancy services for aeronautical data verification	1	CS	No	RFP	850 000,00	2023/07/21	N/A
26	Procurement of Spare parts for specialised equipment (Rubber removal truck, friction trailer, photometric, paint truck etc)	1	G	No	RFQ	200 000,00	2023/05/19	N/A
Approved - Accounting Officer (Name): Bisey /Uirab				Signature: 			Date: 22/03/2023	

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Republic of Namibia  
Annual Procurement Plan

Name of Public Entity: Namibia Airports Company (Infrastructure Development & Asset Care  
and Operations Departments (Opex)

Financial Period: 2023/2024

**\*KINDLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED\***

Procurement No. (e.g. 1,2,3...)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	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)
1	Maint: Buildings		W	No	RFQ	1 945 000,00	2023/04/14	N/A
2	Maint Elect: Runway & Taxiway		W	No	RFQ	1 420 000,00	2023/09/08	N/A
5	Maint:Elect: Fire Extinguishers		W	No	RFQ	615 000,00	2023/04/28	N/A
6	Maint: Luggage Trolleys		W	No	RFQ	230 000,00	2023/09/22	N/A
7	Maint:Airside & Lanside Pavements		W	No	RFQ	820 000,00	2023/09/29	N/A
8	Maint: Fencing		W	No	RFQ	1 350 000,00	2023/04/14	N/A
9	Maint Elect: Airport Equipment		W	No	RFQ	890 000,00	2023/09/08	N/A
10	Maint: Conveyor Belts		W	No	RFQ	560 000,00	2023/04/28	N/A
11	Maint: Sewerage System		W	No	RFQ	360 000,00	2023/09/22	N/A
12	Maint:Airport Yard & Signage		W	No	RFQ	485 000,00	2023/09/29	N/A
13	Maint: Airport General		W	No	RFQ	300 000,00	2023/05/05	N/A
14	Maint: Airport Yard		W	No	RFQ	530 000,00	2023/10/13	N/A
15	Maint: Electric Field		W	No	RFQ	720 000,00	2023/06/30	N/A
16	Maint: Crash Alarm & Intercomm		W	No	RFQ	250 000,00	2023/04/21	N/A
18	Maint: Plumbing works		W	No	RFQ	485 000,00	2023/08/25	N/A
19	Maint: Airfiled		W	No	RFQ	200 000,00	2023/06/30	N/A
20	Maint: Gardening		W	No	RFQ	380 000,00	2023/04/14	N/A
21	Maint:Additions & Renovations		W	No	RFQ	150 000,00	2023/06/30	N/A
22	Maint:Pump System		W	No	RFQ	760 000,00	2023/06/30	N/A
23	Maint: Strom water drain		W	No	RFQ	170 000,00	2023/07/01	N/A
24	Maint:Tools		W	No	RFQ	395 000,00	2023/07/02	N/A
25	Maint:General Materials Supplies		W	No	RFQ	115 000,00	2023/07/03	N/A
26	Maint: Fuel Line		W	No	RFQ	150 000,00	2023/07/04	N/A
Approved - Accounting Officer (Name): Bisey /Uirab				Signature: 			Date: 22/03/2023	

