Republic of Namibia

Ministry of Urban and Rural Development

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Our Ref.:5/P
Your Ref.:

INTERNAL MEMO

TO: **DEPUTY EXECUTIVE DIRECTOR**
DIRECTORS
DEPUTY DIRECTOR: SECURITY AND RISK MANAGEMENT
DEPUTY DIRECTOR: INTERNAL AUDIT

FROM: **NGHIDINUA DANIEL**
EXECUTIVE DIRECTOR

MINISTRY OF URBAN AND RURAL DEVELOPMENT
EXECUTIVE DIRECTOR
09 FEB 2022
PRIVATE BAG 13289
WINDHOEK

SUBJECT: **ANNUAL PROCUREMENT PLAN FOR THE FY/2022/2023**

1. In terms of Section 25(4) (a) of the Public Procurement Act, 2015 (Act No. 15 of 2015), The Accounting Officer is obliged to cause the procurement planning, as well as the preparation and submission of an annual procurement plan for this public entity.

2. In keeping with the above-mentioned legal requirement, you as head of Department and Directorates are requested to cause the preparation of and submission to out PMU the procurement requirements of your unit for the 2022/2023 financial year.

3. Kindly, submit your procurement requirements using the attached template. A soft copy of the template can be obtained from PMU. The deadline for submission of the requirements is 28 February 2022.

Thank you in anticipation of your cooperation and prompt feedback.

Republic of Namibia
Annual Procurement Plan

Name of Public Entity:

Financial Period:

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 (N$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Supply an delivery of Office stationaries to the Ministry of Finance for a period of 36 months	Various	G	Yes	OAB	5 000 000	05/04/2021	NA

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 (N$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
Approved - Accounting Officer (Name):				Signature:			Date: XX /XX/2021	