



Road Fund Administration
Annual Procurement Plan (APP)

Name of Public Entity: Road Fund Administration

Financial Period: 2023/2024 Financial Year

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	Procurement of pads for new Board Member/s to be appointed.	3	G	Yes	RFQ	99,582	Apr-23	Section 27 (4) (b) and (c)
2	Procurement of Board refreshments and catering for Quarterly and extra ordinary Board and Committee Meetings	Various	G	Yes	RFQ	157,260	Apr-23	Section 27 (4) (b) and (c)
3	Procurement of Professional Services for Board	Various	CS	Partial	RFP	150,000	Mar-24	Section 27 (4) (b) and (c)
4	Directors IODSA Membership Subscription	5	CS	No	RFQ	30,000	Mar-24	Section 27 (4) (b) and (c)
5	Procurement of Service Provider for Seminars and Conferences	5	CS	Partial	RFQ	30,000	Mar-24	Section 27 (4) (b) and (c)
6	Procurement of Service Provider for Board Related Expenditure on Advertisements	3	NCS	Yes	RFQ	30,000	Sep-23	Section 27 (4) (b) and (c)
8	Procurement of 2x HP Laptop for the legal department for the following two years.	2	G	Yes	RFQ	80,000	May-23	Section 27 (4) (b) and (c)
9	Ongoing procurement of Legal Services	3	CS	Partial	RFP	2,000,000	May-23	Section 27 (4) (b) and (c)
10	Procurement of Compliance Management System.	1	CS	No	RFP	350,000	May-23	Section 27 (4) (b) and (c)
11	LexisNexis Subscription Renewal	1	NCS	No	DP	150,000	May-23	Section 27 (4) (b) and (c)
12	Government Gazette Annual Subscription Renewal	1	NCS	Yes	DP	6,500	May-23	Section 27 (4) (b) and (c)
13	Procurement of Corporate Counsel Association of South Africa Renewal	4	CS	No	DP	15,000	May-23	Section 27 (4) (b) and (c)
14	Professional Law Society of Namibia Annual Membership Fees	2	CS	Yes	DP	15,000	May-23	Section 27 (4) (b) and (c)
15	Juta & Co Library Annual Renewal	1	CS	No	DP	70,000	Nov-23	Section 27 (4) (b) and (c)
16	Procurement of Stationery, Ink Cartridges for Printers in Division and Printing Paper	Various	G	Yes	RFQ	70,000	May-23	Section 27 (4) (b) and (c)
17	Continuation for Rail Study Project	1	CS	Partial	RFP	70,000	May-23	Section 27 (4) (b) and (c)
18	Professional Services	1	CS	Partial	RFP	112,000	Apr-23	Section 27 (4) (b) and (c)
19	Continuation RFA Amendment Act Project (Regulations), MDC Regulations, License Fee Waiver Bill and Regulations	1	CS	Partial	RFP	650,000	Apr-23	Section 27 (4) (b) and (c)
20	Procurement of refreshments for meetings with internal and external stakeholders	Various	G	Yes	RFQ	65,000	May-23	Section 27 (4) (b) and (c)
21	Continuation of Legal Contract Management System	Various	CS	Yes	RFP	50,000	May-23	Section 27 (4) (b) and (c)
22	Procurement of Service Provider for Seminars and Conferences	Various	NCS	Partial	RFQ	150,000	Apr-23	Section 27 (4) (b) and (c)
23	Stationery Consumables	Various	G	Yes	OAB	1,120,000	Mar-24	No Deviation

Procurement No. (e.g. 12.3.)	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)
24	Subscription	Various	NCS	Yes	RFQ	286,000	Mar-24	Section 27 (4) (b) and (c)
25	Subsistence and Travelling	Various	NCS	Yes	RFQ	100,000	Mar-24	Section 27 (4) (b) and (c)
26	Corporate Gifts	Various	G	Yes	RFQ	120,000	Mar-24	Section 27 (4) (b) and (c)
27	Printing	Various	NCS	Yes	RFQ	200,000	Mar-24	Section 27 (4) (b) and (c)
28	Public Relation	Various	NCS	Yes	RFQ	75,183	Mar-24	Section 27 (4) (b) and (c)
29	Seminar and Conference	Various	NCS	Partial	RFQ	185,000	Mar-24	Section 27 (4) (b) and (c)
30	Routine Periodic Maintenance	Various	W	Yes	OAB	750,000	Mar-24	No Deviation
31	Training	Various	NCS	Partial	RFP	1,130,000	Mar-24	Section 27 (4) (b) and (c)
32	Books	Various	G	Partial	RFQ	63,100	Mar-24	Section 27 (4) (b) and (c)
33	Professional Fee	Various	CS	Partial	RFP	2,152,000	Mar-24	Section 27 (4) (b) and (c)
34	Rental Equipment	Various	NCS	Yes	RFQ	95,000	Mar-24	Section 27 (4) (b) and (c)
35	Security	Various	NCS	Yes	OAB	3,800,000	May-23	No Deviation
36	Advertising	Various	NCS	Yes	RFQ	516,000	Mar-24	Section 27 (4) (b) and (c)
37	Cleaning	Various	NCS	Yes	RFQ	360,000	Mar-24	Section 27 (4) (b) and (c)
38	Corporate Uniforms	Various	G	Yes	OAB	300,000	Mar-24	No Deviation
39	Motor Vehicle Expense	Various	NCS	Yes	RFQ	360,000	Mar-24	Section 27 (4) (b) and (c)
40	Postal and Courier Service	Various	NCS	Yes	RFQ	235,000	Mar-24	Execution by Public Entity
41	Employee Wellness	Various	NCS	Yes	RFQ	2,233,264	Mar-24	Section 27 (4) (b) and (c)
42	Rental Charges	Various	NCS	Yes	RFQ	280,000	Mar-24	Section 27 (4) (b) and (c)
43	Minor furniture and fittings	Various	G	Yes	RFQ	18,548	Mar-24	Section 27 (4) (b) and (c)
44	Minor computer equipment	Various	G	Yes	RFQ	344,968	Mar-24	Section 27 (4) (b) and (c)
45	Public Notices	Various	NCS	Yes	RFQ	155,250	Mar-24	Section 27 (4) (b) and (c)
46	Quarterly Advertorials	Various	NCS	Yes	RFQ	309,990	Jan-24	Section 27 (4) (b) and (c)
47	RFA Adverts Marketing	Various	NCS	Yes	RFQ	310,500	Mar-24	Section 27 (4) (b) and (c)
48	Festive Season Campaign	Various	NCS	Yes	RFQ	399,800	Nov-23	Section 27 (4) (b) and (c)

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49	RFA Customer Service Charter (Implementation activities)	Various	G/NCS	Yes	RFQ	517,500	Feb-24	Section 27 (4) (b) and (c)
50	Communication and Marketing	Various	G/NCS	Yes	OAB	1,000,000	Jan-24	No Deviation
51	Property Valuation	Various	NCS	Yes	RFQ	207,000	Mar-24	Section 27 (4) (b) and (c)
52	Annual RUC Increase		NCS	Yes	RFQ	303,500	Jul-23	Section 27 (4) (b) and (c)
53	MDC Automation marketing campaign		G/NCS	Yes	RFQ	155,250	Aug-23	Section 27 (4) (b) and (c)
54	Annual Stakeholders RFA BPlan		NCS	Yes	RFQ	305,250	Dec-23	Section 27 (4) (b) and (c)
55	RFA Annual Reports	1	NCS	Yes	RFQ	414,000	Apr-23	Section 27 (4) (b) and (c)
56	Trade Fair Ongwediva	1	NCS	Yes	RFQ	100,000	Jul-23	Section 27 (4) (b) and (c)
57	Windhoek Show Ground	1	NCS	Yes	RFQ	103,500	Aug-23	Section 27 (4) (b) and (c)
58	Erongo Swaitex	1	NCS	Yes	RFQ	20,700	Aug-23	Section 27 (4) (b) and (c)
59	Zambezi Breom Cultural Expo	1	NCS	Yes	RFQ	20,700	Jul-23	Section 27 (4) (b) and (c)
60	Keetmanshop Agriculture Show	1	NCS	Yes	RFQ	20,700	Oct-23	Section 27 (4) (b) and (c)
61	Annual Key Stakeholder Dinner	1	NCS	Yes	RFQ	258,750	Oct-23	Section 27 (4) (b) and (c)
62	CBC/MDC Rebranding and Signage	Various	G/NCS	Yes	RFQ	103,500	Feb-24	Section 27 (4) (b) and (c)
63	Brand Positioning, Brand Profiling and Creative Design Services	Various	G/NCS	Yes	RFQ	1,449,000	Feb-24	Section 27 (4) (b) and (c)
64	Media Engagement	Various	NCS	Yes	RFQ	155,250	Jan-24	Section 27 (4) (b) and (c)
65	Public Enterprises Sports Day (promo items)	1	G	Yes	RFQ	555,750	May-23	Section 27 (4) (b) and (c)
66	Road Sector Conference	1	NCS	Yes	OAB	530,410	Apr-23	No Deviation
67	Technical Audit	1	CS	Partial	RFP	500,000	Mar-24	Section 27 (4) (b) and (c)
68	Renewable Energy (Energy Reduction and Efficiency)	1	CS	Yes	RFP	1,900,000	Mar-24	Section 27 (4) (b) and (c)
69	Business Plan Regional Consultancy	Various	CS	Yes	RFP	100,000	Mar-24	Section 27 (4) (b) and (c)
70	LICENCES : Vmware	1	RFQ	Partial	RFQ	200,000	Mar-24	Section 27 (4) (b) and (c)
71	Licences: SharePoint	1	RFQ	Partial	RFQ	150,000	Mar-24	Section 27 (4) (b) and (c)
72	SP MarketPlace intranet templates	1	DP	Partial	RFQ	80,000	Mar-24	Section 27 (4) (b) and (c)
73	Microsoft Office 365	1	RFQ	No	RFQ	50,000	Mar-24	Section 27 (4) (b) and (c)

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74	Microsoft Office 365 Exchange Online Licenses	1	RFQ	No	RFQ	150,000	Mar-24	Section 27 (4) (b) and (c)
75	NetAPP	1	RFQ	No	RFQ	120,000	Mar-24	Section 27 (4) (b) and (c)
76	Help Desk System	1	RFQ	No	RFQ	40,000	Mar-24	Section 27 (4) (b) and (c)
77	ACL Renewal	1	RFQ	No	RFQ	15,000	Mar-24	Section 27 (4) (b) and (c)
78	Domain Web Hosting renewal	1	RFQ	Partial	DP	3,000	Mar-24	Section 27 (4) (b) and (c)
79	Conven software	1	RFQ	No	DP	45,000	Mar-24	Section 27 (4) (b) and (c)
80	Anti-Virus Software License	1	RFQ	No	RFQ	20,000	Mar-24	Section 27 (4) (b) and (c)
81	Solar Winds	1	RFQ	No	RFQ	15,000	Mar-24	Section 27 (4) (b) and (c)
82	Exclaimer	1	DP	No	RFQ	40,000	Mar-24	Section 27 (4) (b) and (c)
83	Darktrace	1	RFQ	No	RFQ	400,000	Mar-24	Section 27 (4) (b) and (c)
84	KnowB4	1	RFQ	No	RFQ	40,000	Mar-24	Section 27 (4) (b) and (c)
85	Qualys	1	RFQ	No	RFQ	170,000	Mar-24	Section 27 (4) (b) and (c)
86	CaseWare	1	RFQ	No	RFQ	130,000	Mar-24	Section 27 (4) (b) and (c)
87	SERVICES: BON Disaster Recovery Site	1	NCS	Partial	DP	360,000	Mar-24	Section 27 (4) (b) and (c)
88	EbizFrame Support 2nd Level	1	NCS	No	DP	1,000,000	Mar-24	Section 27 (4) (b) and (c)
89	Email and Internet Services	1	NCS	Partial	DP	1,900,000	Mar-24	Section 27 (4) (b) and (c)
90	Support Services		G	Partial	RFQ	80,000	Mar-24	Section 27 (4) (b) and (c)
91	Routine Maintenance		G	Partial	RFQ	100,000	Mar-24	Section 27 (4) (b) and (c)
92	Redundant Internet line		G	Partial	RFQ	1,300,000	Mar-24	Section 27 (4) (b) and (c)
93	Software: New ERP System	Licenses	NCS	Partial	DP	2,000,000	Mar-24	Section 27 (4) (b) and (c)
94	Adobe E-Signature	1	NCS	Partial	DP	70,000	Mar-24	Section 27 (4) (b) and (c)
95	Grammally	1	NCS	No	DP	30,000	Mar-24	Section 27 (4) (b) and (c)
96	Able to Abstract	1	G	No	RFQ	30,000	Mar-24	Section 27 (4) (b) and (c)
97	Binary City Time Attendance	1	DP	Partial	DP	60,000	Mar-24	Section 27 (4) (b) and (c)
98	Software: New ERP System	1	DP	No	DP	2,000,000	Mar-24	Section 27 (4) (b) and (c)

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99	Hardware: Computer Hardware Pc laptops printers	Various	G	Partial	RFQ	500,000	Mar-24	Section 27 (4) (b) and (c)
100	Ipads	Various	NCS	Partial	RFQ	300,000	Mar-24	Section 27 (4) (b) and (c)
101	HO/DR Server infrastructure upgrae	1	NCS	Yes	RFQ	1,300,000	Mar-24	Section 27 (4) (b) and (c)
102	CCTV Back Solution borders	Various	G	Yes	RFQ	350,000	Mar-24	Section 27 (4) (b) and (c)
103	Consultancy Service: Electronic Document management system ED RMS System	1	G	Partial	RFQ	1,000,000	Mar-24	Section 27 (4) (b) and (c)
104	BPR-NaTIS	1	NCS	Partial	DP	550,000	Mar-24	Section 27 (4) (b) and (c)
105	Mobile App /paymentgateway	1	consultancy	Partial	RFQ	1, 200000	Mar-24	Section 27 (4) (b) and (c)
106	ICT Workforce		CS	Yes	RFQ	3,000	Mar-24	Section 27 (4) (b) and (c)
107	Bank Charges	1	CS	Yes	RFP	8,500,000	Apr-23	Section 27 (4) (b) and (c)
108	Audit Fee	Various	CS	Partial	RFP	2,200,000	Jul-23	Section 27 (4) (b) and (c)
109	Printing (log books ...)	Various	G	Yes	OAB	1,150,000	Oct-23	No Deviation
110	Subscription (Debt Collection)		CS	Yes	RFP	350,000	Apr-23	Section 27 (4) (b) and (c)
111	Cash in Transit		CS	Yes	OAB	2,000,000	May-23	No Deviation
112	Procurement of Cutlery	1	G	Yes	RFQ	5,000	Mar-24	Section 27 (4) (b) and (c)
113	Procurement of a Schredder	1	G	Yes	RFQ	15,000	Mar-24	Section 27 (4) (b) and (c)
114	Procurement of a Binding Machine	1	G	Yes	RFQ	2,000	Mar-24	Section 27 (4) (b) and (c)
115	Senior Risk Officer: Risk Management training/workshops/conferences	1	NCS	No	RFQ	21,360	Mar-24	Section 27 (4) (b) and (c)
116	IIA Nam Conference	1	NCS	Yes	RFQ	7,500	Mar-24	Section 27 (4) (b) and (c)
117	Subscription & Membership Fees	Various	NCS	No	RFQ	255,000	Mar-24	Section 27 (4) (b) and (c)
118	Procurement of Audit Software	1	NCS	No	RFP	4,500,000	Mar-24	Section 27 (4) (b) and (c)
119	Procurement of Risk Maturity Assessment & assistance on implementation of risk appetite and tolerance services	1	CS	No	RFP	900,000	Mar-24	Section 27 (4) (b) and (c)
120	Procurement of laptop bag for Principal Officer: A&R	1	G	Yes	RFQ	10,000	Mar-24	Section 27 (4) (b) and (c)
121	Windhoek Office Improvements	Various	W	Yes	RFQ	500,000	Mar-24	Section 27 (4) (b) and (c)
122	Staff Accommodation	Various	W	Yes	RFQ	400,000	Mar-24	Section 27 (4) (b) and (c)
123	Development of RUCS	1	CS	No	RFP	700,000	Mar-24	No Deviation

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124	Road Fund Equipment	Various	G	No	RFQ	1,000,000	Mar-24	Section 27 (4) (b) and (c)
125	Regional Office Construction and Renovation	Various	W	Yes	OAB	10,700,000	Mar-24	No Deviation
126	MDC Automation Project	1	CS	No	OAB	54,000,000	Mar-24	No Deviation
127	ICT System Development (ERP)	1	CS	No	OAB	19,446,000	Mar-24	No Deviation
128	RFA Tolling	1	CS	No	RFP	5,000,000	Mar-24	No Deviation
Total Estimate:						155,233,565		
Approved - Accounting Officer: All Ipinge Chief Executive Officer				Signature: _____	Date: 01 March 2023			

