



ANNUAL PROCUREMENT PLAN

Financial Year: 2024-2027 ENDING 31 MARCH 2027

Description	Quantity	Category of Procurement	Code of Good Practice	Procurement Method	Estimated Value N\$	Scheduled Date for Invitation of bids	Scheduled Date for Award of Contract	Reason for deviating from the default method
OPERATIONAL EXPENSES								
Cost of Sales								
COS: ADO 50 ppm	Various	Goods	No	Request for sealed quotations	2,263,511,703.00	1-Apr-26	31-Mar-27	Spot deals
COS: ULP 95	Various	Goods	No	Request for sealed quotations	303,423,797.00	1-Apr-26	31-Mar-27	Spot deals
COS: LSFO	Various	Goods	No	Request for sealed quotations	397,558,848.00	1-Apr-26	31-Mar-27	Spot deals
COS: Lubricants	Various	Goods	No	Direct Procurement	73,345,870.00	1-Apr-26	31-Mar-27	Supply Agreement with Pro Oil and Logic Lubricants
Storage & Handling Charges: VLSFO	Various	Non consultancy services	Yes	Direct Procurement	5,934,790.00	1-Apr-26	31-Mar-27	Accommodation Arrangements with Other Oil Companies and REM
Storage & Handling Charges: ADO 50ppm	Various	Non consultancy services	Yes	Direct Procurement	22,939,723.00	1-Apr-26	31-Mar-27	Accommodation Arrangements with Other Oil Companies and REM
Storage & Handling Charges: ULP	Various	Non consultancy services	Yes	Direct Procurement	3,135,869.00	1-Apr-26	31-Mar-27	Accommodation Arrangements with Other Oil Companies and REM
Depot Expenses								
Advertising	Various	Non consultancy services	Yes	Request for sealed quotation	49,183	1-Apr-26	31-Mar-27	As and when required
Advertising	Various	Non consultancy services	Yes	Request for sealed quotation	100,000	1-Apr-26	31-Mar-27	As and when required
Cartridges	Various	Goods	Yes	Request for sealed quotation	33,163.00	1-Apr-26	31-Mar-27	As and when required
Cleaning services	Various	Non consultancy services	Yes	Request for sealed quotation	14,506.00	1-Apr-26	31-Mar-27	As and when required
Courier Charges	Various	Non consultancy services	Yes	Request for sealed quotation	105,141.00	1-Apr-26	31-Mar-27	As and when required
Computer Licence fees	Various	Non consultancy services	Yes	Request for sealed quotation	4,177,243.00	1-Apr-26	31-Mar-27	As and when required
Computer maintenance	Various	Non consultancy services	Yes	Request for sealed quotation	2,570,011.00	1-Apr-26	31-Mar-27	As and when required
Depot consumables	Various	Non consultancy services	Yes	Request for sealed quotation	2,125,115.00	1-Apr-26	31-Mar-27	As and when required
Farmal Functions	Various	Non consultancy services	Yes	Request for sealed quotation	212,000.00	1-Apr-26	31-Mar-27	As and when required
Insurance	Various	Non consultancy services	Yes	Request for sealed quotation	1,380,016.00	1-Apr-26	31-Mar-27	As and when required
Communication license renewals	Various	Non consultancy services	No	Request for sealed quotation	38,443.00	1-Apr-26	31-Mar-27	As and when required
Mobile devices	Various	Non consultancy services	No	Direct Procurement	222,286.00	1-Apr-26	31-Mar-27	As and when required
Municipality Charges	Various	Non consultancy services	No	Direct Procurement	12,197,258.00	1-Apr-26	31-Mar-27	As and when required
MVE Fuels & Oils	Various	Non consultancy services	No	Direct Procurement	627,801.00	1-Apr-26	31-Mar-27	As and when required
MVE Licence & Registration	Various	Non consultancy services	No	Direct Procurement	21,098.00	1-Apr-26	31-Mar-27	As and when required
MVE Repairs and Maintenance	Various	Non consultancy services	No	Direct Procurement	243,150.00	1-Apr-26	31-Mar-27	As and when required
Office refreshments	Various	Non consultancy services	Yes	Small value procurement	819,680.00	1-Apr-26	31-Mar-27	As and when required
Printing Costs	Various	Non consultancy services	No	Direct Procurement	556,562.00	1-Apr-26	31-Mar-27	As and when required
Professional Fees	Various	Services	Yes	Consultancy Services	5,711,330.00	1-Apr-26	31-Mar-27	As and when required
Rental Charges	Various	Non consultancy services	Yes	Request for sealed quotation	100,000.00	1-Apr-26	31-Mar-27	As and when required
Repairs and Maintenance	Various	Services	Yes	Consultancy Services	29,449,628.00	1-Apr-26	31-Mar-27	As and when required
Security Services	One	Services	Yes	Non Consultancy Services	2,933,396.00	1-Apr-26	31-Mar-27	As and when required
Stationary	Various	Goods	Yes	Small value procurement	781,165.00	1-Apr-26	31-Mar-27	As and when required
Tank and meter calibrations	Various	Non consultancy services	No	Open national bidding	1,654,045.00	1-Apr-26	31-Mar-27	As and when required
Telephone and Fax	Various	Non consultancy services	No	Direct Procurement	7,788.00	1-Apr-26	31-Mar-27	As and when required
Training: Registration fees, Accommodation flights & Other expenses	Various	Non consultancy services	No	Direct Procurement	1,104,695.00	1-Apr-26	31-Mar-27	As and when required
Travel Expenses: Accommodation, AA Rates & Other Expenses	Various	Non consultancy services	No	Direct Procurement	1,101,112.00	1-Apr-26	31-Mar-27	As and when required
Retail site expenditure								
Dealer expenditure	Various	Goods/Services	No	Direct Procurement	4,780,464.00	1-Apr-26	31-Mar-27	As and when required
Meter Calibrations	Various	Non Consultancy services	Yes	Direct Procurement	1,721,553.00	1-Apr-26	31-Mar-27	As and when required
Municipal Charges	Various	Non Consultancy services	No	Direct Procurement	350,438.00	1-Apr-26	31-Mar-27	As and when required
Maintenance Pumps/ Meiers	Various	Non Consultancy services	No	Direct Procurement	2,480,930.00	1-Apr-26	31-Mar-27	As and when required
Security Services	Various	Non Consultancy services	No	Direct Procurement	1,068,743.00	1-Apr-26	31-Mar-27	As and when required
Non-Trading Expenditure								
Advertising	Various	Non Consultancy services	Yes	Open National bidding	2,685,176.08	1-Apr-26	31-Mar-27	As and when required
Archiving	Various	Non Consultancy services	No	Direct Procurement	411,313.32	1-Apr-26	31-Mar-27	As and when required
Annual Report	One	Non Consultancy services	No	Restricted bidding	269,892.00	1-Apr-26	31-Mar-27	As and when required
Audit Fees	One	Services	No	Direct Procurement	7,226,198.41	1-Apr-26	31-Mar-27	As and when required
Internal Audit fees	One	Services	No	Direct Procurement	4,153,859.50	1-Apr-26	31-Mar-27	As and when required
Tax Advisory services	Various	Services	No	Direct Procurement	650,000.00	1-Apr-26	31-Mar-27	As and when required
Board expenses	Various	Services	No	Direct Procurement/ Request for sealed quotations	1,595,045.20	1-Apr-26	31-Mar-27	As and when required
Benchmarking studies	Various	Services	No	Direct Procurement/ Request for sealed quotations	1,937,683.79	1-Apr-26	31-Mar-27	As and when required
Business retreat and Strategy	Various	Services	No	Direct Procurement/ Request for sealed quotations	115,471.20	1-Apr-26	31-Mar-27	As and when required
Cartridges	Various	Goods	Yes	Open National bidding	313,293.47	1-Apr-26	31-Mar-27	As and when required

Cleaning costs	Various	non consultancy	Yes	Request for sealed quotation	246,296.96	1-Apr-26	31-Mar-27	As and when required
Cleaning materials	Various	Goods	Yes	Request for sealed quotation	468,150.20	1-Apr-26	31-Mar-27	As and when required
Computer licenses	Various	Goods	No	Direct Procurement / Restricted bidding	20,653,825.76	1-Apr-26	31-Mar-27	As and when required
Computer maintenance & Accessories	Various	Services	No	Restricted bidding/ Direct procurement	6,196,768.67	1-Apr-26	31-Mar-27	As and when required
Computer software	Various	Goods	No	Restricted bidding/ Direct procurement	19,336,272.48	1-Apr-26	31-Mar-27	As and when required
Conferences, Registration and accommodation	Various	Non Consultancy services	No	Direct Procurement	12,598,035.75	1-Apr-26	31-Mar-27	As and when required
Consumables	Various	Goods	No	Request for sealed quotation	153,144.28	1-Apr-26	31-Mar-27	As and when required
Corestore expenses	One	Non Consultancy services	No	Direct Procurement	386,558.43	1-Apr-26	31-Mar-27	As and when required
Courier and Postage	Various	Non Consultancy services	No	Request for sealed quotation	263,298.52	1-Apr-26	31-Mar-27	As and when required
Employee Engagement	Various	Non Consultancy services	Yes	Request for sealed quotation	2,394,939.09	1-Apr-26	31-Mar-27	As and when required
Employee Wellness	Various	Non Consultancy services	Yes	Request for sealed quotation	1,688,180.65	1-Apr-26	31-Mar-27	As and when required
Entertainment meetings	Various	Non Consultancy services	No	Request for sealed quotation	78,527.86	1-Apr-26	31-Mar-27	As and when required
HSSE Requirements (Depot, retail & Non trading)	Various	Non consultancy services	No	Request for sealed quotation	2,535,678.42	1-Apr-26	31-Mar-27	As and when required
Insurance	Various	Non consultancy services	No	Request for sealed quotation	8,569,280.00	1-Apr-26	31-Mar-27	As and when required
Legal fees	Various	Non- Consultancy services	No	Request for proposals	2,157,575.06	1-Apr-26	31-Mar-27	As and when required
Mobile devices	Various	Non-consultancy services	No	Direct procurement	1,175,018.90	1-Apr-26	31-Mar-27	As and when required
Multi-Audit	Various	Non-consultancy services	No	Request for sealed quotation	1,177,149.73	1-Apr-26	31-Mar-27	As and when required
Membership fees	Various	Non Consultancy services	No	Direct Procurement / Execution by Public Entity	2,046,811.44	1-Apr-26	31-Mar-27	As and when required
Municipal Charges	Various	Non Consultancy services	No	Direct Procurement	432,978.62	1-Apr-26	31-Mar-27	As and when required
MVE - Fuel & Oil	Various	Goods	No	Direct Procurement	912.00	1-Apr-26	31-Mar-27	As and when required
MVE - License and Registration	Various	Goods	No	Request for sealed quotation	113,851.92	1-Apr-26	31-Mar-27	As and when required
Transport costs	Various	Non Consultancy services	Yes	Request for sealed quotation	611,631.24	1-Apr-26	31-Mar-27	As and when required
Office refreshments	Various	Non consultancy services	Yes	Request for sealed quotation	8,604,963.27	1-Apr-26	31-Mar-27	As and when required
OCM/TAC Meetings	Various	Non Consultancy services	No	Request for sealed quotation	236,692.81	1-Apr-26	31-Mar-27	As and when required
Printing	Various	Non Consultancy services	No	Direct Procurement	49,063,609.43	1-Apr-26	31-Mar-27	As and when required
Professional Fees	Various	Services	Yes	Request for sealed quotation	1,682,353.35	1-Apr-26	31-Mar-27	As and when required
Promotions & branding	Various	Non Consultancy services	No	Direct Procurement	1,015,076.01	1-Apr-26	31-Mar-27	As and when required
Quality Control Audits & Risk	Various	Services	No	Request for sealed quotation	91,500.00	1-Apr-26	31-Mar-27	As and when required
Staff relocation	Various	Non Consultancy services	No	Request for sealed quotation	3,228,726.52	1-Apr-26	31-Mar-27	As and when required
Repairs and Maintenance	Various	Non Consultancy services/ Gs/ Yes	No	Request for sealed quotation	510,109.29	1-Apr-26	31-Mar-27	As and when required
Stakeholder Engagement	Various	Goods	Yes	Request for sealed quotation	1,703,951.71	1-Apr-26	31-Mar-27	As and when required
Stationary	Various	Non consultancy services	No	Direct Procurement	1,779,050.36	1-Apr-26	31-Mar-27	As and when required
Subscriptions	Various	Non consultancy services	No	Direct Procurement	284,919.81	1-Apr-26	31-Mar-27	As and when required
Telephone and Fax	Various	Non Consultancy Services	No	Direct Procurement/ Request for sealed quotations	12,871,603.51	1-Apr-26	31-Mar-27	As and when required
Training, Registration, Travel and accommodation	Various	Non consultancy services	No	Direct Procurement/ Request for sealed quotations	1,733,700.00	1-Apr-26	31-Mar-27	As and when required
Training formal	Various	Non consultancy services	No	Direct Procurement	3,894,049.69	1-Apr-26	31-Mar-27	As and when required
Training : License Blocks	Various	Non consultancy services	No	Request for sealed quotation	38,000.00	1-Apr-26	31-Mar-27	As and when required
Translation services (Sworn translation)	Various	Non consultancy services	No	Request for sealed quotations	24,178.03	1-Apr-26	31-Mar-27	As and when required
Testing Services: Customer Installation / Retail sites	Various	Non consultancy services	No	Direct Procurement/ Request for sealed quotations	4,426,101.48	1-Apr-26	31-Mar-27	As and when required
Travel expenses: Accommodation, AA Rates & Other expenses	Various	Non consultancy services	No	Request for sealed quotations	31,112.00	1-Apr-26	31-Mar-27	As and when required
CAPEX								
Office equipments (Desks)	Various	Goods	No	Request for sealed quotations				
Electronic Equipment								
New laptops & docking stations	Various	Goods	Yes	Request for sealed quotations	1,139,600.00	1-Apr-26	31-Mar-27	As and when required
Printers	Various	Goods	Yes	Request for sealed quotations	8,800.00	1-Apr-26	31-Mar-27	As and when required
Laptop stands	Various	Goods	Yes	Request for sealed quotations	1,800.00	1-Apr-26	31-Mar-27	As and when required
Electronic Equipment	Various	Goods	Yes	ONB/ Request for sealed quotations/RB/ DP	11,734,262.00	1-Apr-26	31-Mar-27	As and when required
External hard drives	Various	Goods	Yes	Request for sealed quotations	21,632.00	1-Apr-26	31-Mar-27	As and when required
Data room screens	Various	Goods	No	Request for sealed quotations	71,386.00	1-Apr-26	31-Mar-27	As and when required
Core Scanning Machines	Various	Goods	No	Open National Bidding	6,037,955.00	1-Apr-26	31-Mar-27	As and when required
Video Conferencing Hardware	Various	Goods	No	Request for sealed quotations	1,400,174.00	1-Apr-26	31-Mar-27	As and when required
Staff screens	Various	Goods	No	Request for sealed quotations	23,795.00	1-Apr-26	31-Mar-27	As and when required
Monitors	Various	Goods	No	Request for sealed quotations	57,000.00	1-Apr-26	31-Mar-27	As and when required
IT Systems								
E & P Dataroom Workstations and storage	Various	Goods	Yes	Request for sealed quotations ONB	5,200,000.00	1-Apr-26	31-Mar-27	As and when required
Software licence	Various	Goods	Yes	Direct Procurement / Request for sealed quotations	10,874,524.00	1-Apr-26	31-Mar-27	As and when required
Depots Digitization	Various	Goods	Yes	Request for sealed quotations	9,997,273.00	1-Apr-26	31-Mar-27	As and when required
HO data backup upgrade & Microsoft 365 Disaster Recovery	Various	Goods	Yes	Request for sealed quotations	2,000,000.00	1-Apr-26	31-Mar-27	As and when required
COMMERCIAL SITES								
Gobabis								
Expansion on existing concrete slab and bund wall	One	Works	Yes	Restricted bidding	565,184.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Transport	One	Non consultancy services	Yes	Restricted bidding	18,450.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Installation	One	Works	Yes	Restricted bidding	10,800.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Orngwediva								
Supply of materials and equipments	One	Goods	Yes	Request for Quotation	406,824.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Transport	One	Non consultancy services	Yes	Restricted bidding	52,318.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Installation	One	Works	Yes	Restricted bidding	10,800.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors

Oil Pollution monitoring wells	One	Works	Yes	Request for quotation	240,000.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Langer Heinrich								
Day Tank Automation	One	Non consultancy services	Yes	Request for quotation	200,000.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Tank blasting & painting	One	Non consultancy services	Yes	Open National Bidding	500,000.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Ojiwarongo Depot								
supply and installation of loading control valves	One	Non consultancy services	Yes	Request for quotation	370,700.00	1-Apr-26	31-Mar-27	Prequalified list of engineering contractors
Prepared by				Procurement Manager	J. Igani-Ora	Signature		
Verified by				Financial Advisor	A. Gutlav	Signature		
Verified by				Chairperson: NAMCOR Procurement Committee	M. Ndalyadeko	Signature		
Approved by				Acting Accounting Officer	M. Mbende	Signature		