



Development Bank of Namibia

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WINDHOEK
Namibia

Enquiries: Mr. Elvin Venter

24 September 2020

Procurement Policy Unit
Ministry of Finance
Head Office (6th Floor, room 6.11)
Moltke Street
Private Bag 13295
Windhoek

Attention: Mr. Festus Negumbo,

Dear Mr. Negumbo,

**RE: DEVELOPEMENT BANK OF NAMIBIA – ANNUAL PROCUREMENT PLAN
FOR 2020-2021**

In line with the guideline 1.5.1 which requires that each Public Entity should file its annual procurement plan with the Procurement Policy Unit, find attached the Procurement Plan for Development Bank of Namibia for the year 2020-2021 for your approval.

Yours sincerely,

Mr. Martin Inkumbi
CHIEF EXECUTIVE OFFICER



**Development
Bank of Namibia**

Expect more.

ANNUAL PROCUREMENT PLAN

FINANCIAL YEAR: 01 APRIL 2020 TO 31 MARCH 2021

| Description applicable) | (includes packages, lots if applicable) | Quantity | Procurement Method | Estimated Value "000" | Scheduled Date for Invitation of Bids | Scheduled Date for Award of Contract | Remarks |
|-------------------------|---|----------|--------------------|-----------------------|---------------------------------------|--------------------------------------|---------|
| OPEX | | | | | | | |
| 400000 | Audit fees | N/a | RB/RI/Q/IQ - SLA | 1 923 894,47 | Monthly | Monthly | None |
| 403000 | Bank charges | N/a | RB/RI/Q/IQ - SLA | 243 792,00 | Monthly | Monthly | None |
| 405000 | Board fees: General | N/a | DP | 1 239 327,00 | Monthly | Monthly | None |
| 405200 | Board fees: Trainin | N/a | DP | 150 000,00 | Monthly | Monthly | None |
| 405201 | Board fees: S&T | N/a | DP | 195 000,00 | Monthly | Monthly | None |
| 405250 | Board : entertain | N/a | DP | 96 459,96 | Monthly | Monthly | None |
| 410000 | Cleaning materials | N/a | RB/RI/Q/IQ | 257 000,04 | Monthly | Monthly | None |
| 410001 | Cleaning Services | N/a | RB/RI/Q/IQ | 53 529,84 | Monthly | Monthly | None |
| 410200 | Cleaning Labor Hire | N/a | RB/RI/Q/IQ | 258 847,80 | Monthly | Monthly | None |
| 416000 | Consult fees: Prof | N/a | RB/RI/Q/IQ | 4 453 279,20 | Monthly | Monthly | None |
| 416050 | Audit fees - other | N/a | RB/RI/Q/IQ | 300 000,00 | Monthly | Monthly | None |
| 416200 | Consult: Brand | N/a | RB/RF/Q/IQ | 427 813,32 | Monthly | Monthly | None |
| 416300 | Consult: Internal A | N/a | RB/RI/Q/IQ | 2 793 928,92 | Monthly | Monthly | None |
| 416500 | Corporate Strategic | N/a | RB/RI/Q/IQ | 99 999,96 | Monthly | Monthly | None |
| 422000 | CSI: Donations & Spo | N/a | DP | 2 058 415,44 | Monthly | Monthly | None |
| 422100 | CSI: Comm. Inv. | N/a | DP | 1 058 415,48 | Monthly | Monthly | None |
| 425000 | Document : Licence | N/a | RB/RI/Q/IQ | 120 000,00 | Monthly | Monthly | None |

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|--------|-----------------------|-----|-------------------|--------------|---------|---------|------|
| 425001 | Document : Statione | N/a | RB/RI:Q/IQ | 99 999,96 | Monthly | Monthly | None |
| 431000 | Insurance: DBN IIQ | N/a | RB/RI:Q/IQ - SI,A | 750 000,00 | Monthly | Monthly | None |
| 431900 | TI : SAP I/A/I | N/a | RB/RI:Q/IQ - SI,A | 620 000,04 | Monthly | Monthly | None |
| 431950 | TI : SAP Basis | N/a | RB/RI:Q/IQ - SI,A | 369 719,64 | Monthly | Monthly | None |
| 432000 | TI Services: Didata | N/a | RB/RI:Q/IQ - SI,A | 447 333,60 | Monthly | Monthly | None |
| 432010 | TI Services:DR | N/a | RB/RI:Q/IQ - SI,A | 1 182 987,72 | Monthly | Monthly | None |
| 435000 | Legal fees | N/a | RB/RI:Q/IQ - SI,A | 1 138 943,88 | Monthly | Monthly | None |
| 436000 | Agence fees | N/a | RB/RI:Q/IQ - SI,A | 3 309 999,96 | Monthly | Monthly | None |
| 437001 | Promotions: Trade f | N/a | RB/RI:Q/IQ | 274 628,64 | Monthly | Monthly | None |
| 437002 | Promotions: Stand | N/a | RB/RI:Q/IQ | 293 890,20 | Monthly | Monthly | None |
| 437005 | Promotions: Campaign | N/a | RB/RI:Q/IQ | 129 999,96 | Monthly | Monthly | None |
| 437007 | Promotions: Gifts | N/a | RB/RI:Q/IQ | 106 564,20 | Monthly | Monthly | None |
| 437008 | Promotions: Website | N/a | RB/RI:Q/IQ | 676 000,08 | Monthly | Monthly | None |
| 437009 | Promotions: Billboard | N/a | RB/RI:Q/IQ | 40 893,24 | Monthly | Monthly | None |
| 437010 | Promotions:Stakehol | N/a | RB/RI:Q/IQ | 897 203,04 | Monthly | Monthly | None |
| 437012 | Promotions:Roadshow | N/a | RB/RI:Q/IQ | 87 183,00 | Monthly | Monthly | None |
| 438000 | Marketing: Photogra | N/a | RB/RI:Q/IQ | 33 930,12 | Monthly | Monthly | None |
| 439001 | Marketing: Radio | N/a | DP | 122 000,04 | Monthly | Monthly | None |
| 439002 | Marketing: Newspape | N/a | DP | 674 739,96 | Monthly | Monthly | None |
| 439004 | Marketing: Magazine | N/a | DP | 137 499,96 | Monthly | Monthly | None |
| 440100 | MV/RI : Fuel & Licen | N/a | DP | 209 990,04 | Monthly | Monthly | None |
| 440200 | MV/RI : Repairs | N/a | RI:Q | 97 800,00 | Monthly | Monthly | None |
| 446000 | Municipal : DBN | N/a | DP | 650 000,04 | Monthly | Monthly | None |
| 447000 | Municipal : DJ/N | N/a | DP | 720 000,00 | Monthly | Monthly | None |
| 448000 | Municipal : W & I: | N/a | DP | 572 000,04 | Monthly | Monthly | None |
| 449000 | Municipal : W & I: | N/a | DP | 272 799,96 | Monthly | Monthly | None |
| 449100 | Office Exp: Refresh | N/a | DP/RB/RI:Q/IQ | 319 800,00 | Monthly | Monthly | None |
| 449600 | Office exp: Enterta | N/a | DP/RB/RI:Q/IQ | 723 052,32 | Monthly | Monthly | None |
| 452000 | Photocopier Costs | N/a | DP/RB/RI:Q/IQ | 450 000,00 | Monthly | Monthly | None |
| 452010 | Photocopy paper | N/a | DP/RB/RI:Q/IQ | 120 800,04 | Monthly | Monthly | None |
| 459000 | Postage - R/Stamps | N/a | DP/RB/RI:Q/IQ | 19 999,92 | Monthly | Monthly | None |
| 459003 | Postage - General s | N/a | DP/RB/RI:Q/IQ | 77 684,64 | Monthly | Monthly | None |
| 459100 | Counter services | N/a | DP/RB/RI:Q/IQ | 121 884,12 | Monthly | Monthly | None |
| 460100 | Rentals: MTN | N/a | RB/RI:Q/IQ - SI,A | 786 584,88 | Monthly | Monthly | None |
| 460200 | Rent : Offices | N/a | RB/RI:Q/IQ - SI,A | 1 108 752,96 | Monthly | Monthly | None |
| 463000 | Rent: Parking | N/a | RB/RI:Q/IQ - SI,A | 600 000,00 | Monthly | Monthly | None |
| 464000 | Rentals: Photocopic | N/a | RB/RI:Q/IQ - SI,A | 579 400,08 | Monthly | Monthly | None |
| 465000 | Maintenance: DBN IIQ | N/a | RB/RI:Q/IQ - SI,A | 570 000,00 | Monthly | Monthly | None |

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| 465001 | Maintenance: D/FN | N/a | RB/R/R/Q/IQ - S1.A | 233 721,00 | Monthly | Monthly | None |
| 466000 | Main: Reg. Offices | N/a | RB/R/R/Q/IQ - S1.A | 128 200,08 | Monthly | Monthly | None |
| 470250 | Staff Team Events | N/a | DP/RB/R/R/Q/IQ | 120 960,00 | Monthly | Monthly | None |
| 471000 | Security | N/a | RB/R/R/Q/IQ - S1.A | 1 021 645,44 | Monthly | Monthly | None |
| 474100 | Stationery: General | N/a | DP/RB/R/R/Q/IQ | 281 470,80 | Monthly | Monthly | None |
| 474200 | Printing: Stationer | N/a | RB/R/R/Q/IQ - S1.A | 58 829,64 | Monthly | Monthly | None |
| 474210 | Printing: Annual Rc | N/a | RB/R/R/Q/IQ - S1.A | 90 000,00 | Monthly | Monthly | None |
| 474220 | Printing: Brochure | N/a | RB/R/R/Q/IQ - S1.A | 79 100,04 | Monthly | Monthly | None |
| 475000 | Subscribe Newspaper | N/a | DP | 63 027,24 | Monthly | Monthly | None |
| 475200 | Subscriptions : TIC | N/a | DP | 516 946,32 | Monthly | Monthly | None |
| 477000 | Telephone: PABX ren | N/a | DP | 23 091,60 | Monthly | Monthly | None |
| 477100 | Telephone: PABX mai | N/a | DP | 192 991,44 | Monthly | Monthly | None |
| 477200 | Telephone: Calls | N/a | DP | 192 910,08 | Monthly | Monthly | None |
| 477300 | Telephone: Line ren | N/a | DP | 68 225,28 | Monthly | Monthly | None |
| 477900 | Telephone: Mobile c | N/a | DP | 1 259 545,44 | Monthly | Monthly | None |
| 481000 | Training : Staff | N/a | DP/RB/R/R/Q/IQ | 1 842 499,80 | Monthly | Monthly | None |
| 481100 | Wellness Program | N/a | DP/RB/R/R/Q/IQ | 237 900,00 | Monthly | Monthly | None |
| 490100 | Travel: Local per d | N/a | DP/RB/R/R/Q/IQ | 336 804,72 | Monthly | Monthly | None |
| 490200 | Travel: Local Accom | N/a | DP/RB/R/R/Q/IQ | 547 082,04 | Monthly | Monthly | None |
| 490300 | Travel: Local trave | N/a | DP/RB/R/R/Q/IQ | 506 021,04 | Monthly | Monthly | None |
| 490400 | Travel: RSA per die | N/a | DP/RB/R/R/Q/IQ | 191 183,04 | Monthly | Monthly | None |
| 490500 | Travel: RSA Accom | N/a | DP/RB/R/R/Q/IQ | 307 297,80 | Monthly | Monthly | None |
| 490600 | Travel: RSA travel | N/a | DP/RB/R/R/Q/IQ | 308 120,04 | Monthly | Monthly | None |
| 490700 | Travel: Foreign per | N/a | DP/RB/R/R/Q/IQ | 165 000,00 | Monthly | Monthly | None |
| 490800 | Travel: Foreign Acc | N/a | DP/RB/R/R/Q/IQ | 159 999,96 | Monthly | Monthly | None |
| 490900 | Travel: Foreign tra | N/a | DP/RB/R/R/Q/IQ | 180 000,00 | Monthly | Monthly | None |
| CAPEX | | | | 44 236 342,55 | | | |
| IMMOVABLE ASSETS | | | | 10 736 500,00 | | | |
| DI/N | 5th floor Conversion into Offices | N/a | DP/RB/R/R/Q/IQ | 500 000 | Q3 | Q2 | None |
| DI/N | Electrical Rectification | N/a | DP/RB/R/R/Q/IQ | 1 400 000 | Q4 | Q3 | None |
| | Repainting of DBN Inside and Outside | N/a | DP/RB/R/R/Q/IQ | 600 000 | Q4 | Q3 | None |
| | Tronco Office Construction | N/a | DP/RB/R/R/Q/IQ | 8 000 000 | Q4 | Q3 | None |
| | IT Server Room Air Conditioner | N/a | DP/RB/R/R/Q/IQ | 100 000 | Q4 | Q3 | None |
| | V/C's (DI/N 4, Rundu 1, Ongciva 2, DBN 4 Units/ra) | N/a | DP/RB/R/R/Q/IQ | 136 500 | Q4 | Q3 | None |

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| VEHICLES | | | | | | | | |
| Replacements batteries (T/O, Ongweviva 2021, Rundu, Limongo, T/O) | 1 | DP/RB/R/Q/IQ | | 1 525 000,00 | Q4 | Q3 | None | |
| Mobile Bank | 1 | DP/RB/R/Q/IQ | | 525 000 | Q4 | Q3 | None | |
| | | | | 1 000 000 | | | None | |
| FURNITURE AND FITTINGS | | | | | | | | |
| Office furniture | N/a | DP/RB/R/Q/IQ | | 1 300 000,00 | Ongoing | Ongoing | None | |
| Equipment & Tools | N/a | DP/RB/R/Q/IQ | | 1 200 000,00 | Ongoing | Ongoing | None | |
| | | | | 100 000,00 | Ongoing | Ongoing | None | |
| IT BUDGET | | | | | | | | |
| Intangible IT Assets (SAP reporting, Business Intelligence dashboards) | N/a | DP/RB/R/Q/IQ | | 10 500 000,00 | | | | |
| Core Banking Solutions (CBS) | N/a | DP/RB/R/Q/IQ | | 550 000,00 | Ongoing | Ongoing | None | |
| Board pack application | N/a | DP/RB/R/Q/IQ | | 500 000,00 | Ongoing | Ongoing | None | |
| Financial Management Solution | N/a | DP/RB/R/Q/IQ | | 4 000 000,00 | Ongoing | Ongoing | None | |
| Business Intelligence | N/a | DP/RB/R/Q/IQ | | 500 000,00 | Ongoing | Ongoing | None | |
| Enterprise Risk Management | N/a | DP/RB/R/Q/IQ | | 3 000 000,00 | Ongoing | Ongoing | None | |
| Process Improvement /Automation | N/a | DP/RB/R/Q/IQ | | 1 950 000,00 | Ongoing | Ongoing | None | |
| | | | | | | | | |
| Hardware | N/a | DP/RB/R/Q/IQ | | 6 600 000 | Ongoing | Ongoing | None | |
| | | | | | | | | |
| | | | | <u>30 661 500,00</u> | | | | |

Note: The following items were exclude -

Set-T payments, Study Loans, CSI, Client Development Activities, Board members and Salaries vendors

Signatures:



Head of Procurement

Date

1 September 2020

Accounting Officer (CEO)

Date

1 October 2020