

NAME OF PUBLIC ENTITY:



PERIOD: 2020-2021 (Q 4)

QUARTERLY PROCUREMENT REPORT Q 4 (2020-2021)

(a) Procurement Reference No.	(b) Procurement Description	(c) Category	(d) Updated Estimated Cost (KSh)	(e) Procurement Method (OAB, RH, RFQ, RFP etc.)	(f) Date Bidding Document Issued (dd/mm/yyyy)	(g) Closing Date of Bids (dd/mm/yyyy)	(h) No. of Bidder Invited (via RH, RFP, RFQ and VVP only)	(i) No. of SME's Invited (via RH, RFP and VVP only)	(j) No. of Disadvantaged Women Invited (only for professional procurement)	(k) No. of Disadvantaged Youths Invited (only for professional procurement)	(l) No. of Bids Received (for all procurements)	(m) No. of Bids Received from SME's (for all procurements)	(n) No. of Bids received from Disadvantaged Women (only for professional procurement)	(o) No. of Bids received from disadvantaged Youths (only for professional procurement)	(p) No. of Responsive Bids (for all procurements)	(q) Challenge (Y/N)	(r) Date Contract Awarded (dd/mm/yyyy)	(s) Name of Successful Bidder(s) (dd/mm/yyyy)	(t) Category of Successful Bidder	(u) Contract Value Approved (KSh)	(v) Amount Paid (KSh)
SC/RFP/DBN-01-2021	Procurement for Psychiatric Assessment Services	CS	100000	OAB	12-02-2021	26-03-2021	NA	NA	NA	NA	5	5	5	5	5	N	Still to do	N/a	SME	N/a	N/a
SC/RFP/DBN-02-2021	Procurement for Job Grading Services	NCS	100000	OAB	12-02-2021	26-02-2021	NA	NA	NA	NA	8	8	8	8	8	N	Still to do	N/a	SME	N/a	N/a
<b>Total Amount Spent (Procurement):</b>																				<b>0.00</b>	<b>0.00</b>

Category: CS= Consultancy Services, G= Goods, NCS= Non-Consultancy Services and W = Works  
 Procurement Method: DP = Direct Procurement, EP = Emergency Procurement, ONB = Open National Advertised Bidding, OIB = International Open Advertised Bidding RB = Restricted Bidding, RP = Request For Proposal RFQ = Request For Sealed Quotations, SVP - Small Value Procurement, EPE = Execution by Public Entities, ERA = Electronic Reverse Auction  
 Category of Successful Bidder: FF= Foreign Firm, LNF = Large National Firm, SME = Small and Medium Enterprise

Note: The following items will exclude  
 S&T payments, Study Awards, CMI, Client Development Activities, Board members and Salaries vendors

Signatures:  
 Head of Procurement  
 Accounting Officer (CEO)

Date 12/04/21  
 Date 13/04/21



**Development  
Bank of Namibia**

Expect more.

**ANNUAL PROCUREMENT PLAN**

**FINANCIAL YEAR: 01 APRIL 2021 TO 31 MARCH 2022**

Description (includes packages, lots if applicable)	Quantity	Procurement Method	Estimated Value "000"	Scheduled Date for Invitation of Bids	Scheduled Date for Award of Contract	Remarks
<b>OPEX</b>						
400000 Audit fees	N/a	RB/RFQ/IQ - SLA	2 384 573,30	Monthly	Monthly	None
403000 Bank charges	N/a	RB/RFQ/IQ - SLA	268 400,00	Monthly	Monthly	None
403010 Facility Fee	N/a	DP	3 983 000,17	Monthly	Monthly	None
410000 Cleaning materials	N/a	DP	292 599,96	Monthly	Monthly	None
410001 Cleaning Services	N/a	DP	27 882,84	Monthly	Monthly	None
410200 Cleaning Labor Hire	N/a	DP	277 652,64	Monthly	Monthly	None
416000 Consult fees: Profe	N/a	RB/RFQ/IQ	6 083 066,56	Monthly	Monthly	None
416050 Audit fees - other	N/a	RB/RFQ/IQ	360 000,00	Monthly	Monthly	None
416200 Consult: Brand	N/a	RB/RFQ/IQ	324 537,48	Monthly	Monthly	None
416300 Consult: Internal A	N/a	RB/RFQ/IQ	3 073 321,81	Monthly	Monthly	None
416500 Corporate Strategic	N/a	RB/RFQ/IQ	99 999,96	Monthly	Monthly	None
417001 Depreciation: Furni	N/a	RB/RFQ/IQ	2 048 279,00	Monthly	Monthly	None
419000 Depreciation: Compu	N/a	RB/RFQ/IQ	4 379 857,00	Monthly	Monthly	None
420000 Depreciation: Softw	N/a	RB/RFQ/IQ	6 278 835,00	Monthly	Monthly	None
425000 Document : Licence	N/a	DP	80 000,04	Monthly	Monthly	None
425001 Document : Stationc	N/a	DP	129 999,96	Monthly	Monthly	None
431000 Insurance: DBN IIQ	N/a	RB/RFQ/IQ	699 999,96	Monthly	Monthly	None

431900 IT : SAP IZAZI	N/a	RB/RFQ/IQ	620 000,00	Montly	Montly	None
431950 IT : SAP Basis	N/a	RB/RFQ/IQ - SLA	388 205,53	Montly	Montly	None
432000 IT Services: Didata	N/a	RB/RFQ/IQ - SLA	500 000,00	Montly	Montly	None
432010 IT Services:DR	N/a	RB/RFQ/IQ - SLA	1 182 987,72	Montly	Montly	None
435000 Legal fees	N/a	RB/RFQ/IQ - SLA	1 379 488,96	Montly	Montly	None
435001 Collection fees	N/a	RB/RFQ/IQ - SLA	80 000,00	Montly	Montly	None
436000 Licence fees	N/a	RB/RFQ/IQ - SLA	4 674 999,96	Montly	Montly	None
437001 Promotions: Trade f	N/a	RB/RFQ/IQ - SLA	288 360,07	Montly	Montly	None
437002 Promotions: Stand	N/a	RB/RFQ/IQ	308 584,71	Montly	Montly	None
437005 Promotions: Campaig	N/a	RB/RFQ/IQ	153 499,96	Montly	Montly	None
437007 Promotions: Gifts	N/a	RB/RFQ/IQ	111 892,41	Montly	Montly	None
437008 Promotions: Website	N/a	RB/RFQ/IQ	849 800,04	Montly	Montly	None
437009 Promotions: Billboa	N/a	RB/RFQ/IQ	42 937,90	Montly	Montly	None
437010 Promotions:Stakchol	N/a	RB/RFQ/IQ	941 763,19	Montly	Montly	None
437012 Promotions:Roadshow	N/a	RB/RFQ/IQ	91 542,15	Montly	Montly	None
438000 Marketing: Photogra	N/a	RB/RFQ/IQ	35 626,63	Montly	Montly	None
439001 Marketing: Radio	N/a	RB/RFQ/IQ	128 100,04	Montly	Montly	None
439002 Marketing: Newspaper	N/a	DP	708 476,96	Montly	Montly	None
439004 Marketing: Magazine	N/a	DP	144 374,96	Montly	Montly	None
440100 MVRI : Fuel & Licen	N/a	DP	204 127,54	Montly	Montly	None
440200 MVRI : Repairs	N/a	DP	91 800,00	Montly	Montly	None
446000 Municipal : DBN	N/a	RFQ	650 000,04	Montly	Montly	None
447000 Municipal : DIN	N/a	DP	549 999,96	Montly	Montly	None
448000 Municipal : W & E	N/a	DP	529 200,00	Montly	Montly	None
449000 Municipal : W & E	N/a	DP	271 800,00	Montly	Montly	None
449100 Office Exp. Refresh	N/a	DP	237 400,04	Montly	Montly	None
449600 Office exp. Enterta	N/a	DP/RB/RFQ/IQ	753 396,84	Montly	Montly	None
452000 Photocopier Costs	N/a	DP/RB/RFQ/IQ	498 999,96	Montly	Montly	None
452010 Photocopy paper	N/a	DP/RB/RFQ/IQ	109 299,96	Montly	Montly	None
459000 Postage - R/Stamps	N/a	DP/RB/RFQ/IQ	29 999,96	Montly	Montly	None
459003 Postage - General s	N/a	DP/RB/RFQ/IQ	83 337,72	Montly	Montly	None
459100 Courier services	N/a	DP/RB/RFQ/IQ	136 239,09	Montly	Montly	None
460100 Rentals: MTN	N/a	DP/RB/RFQ/IQ	943 901,85	Montly	Montly	None
460200 Rent : Offices	N/a	RB/RFQ/IQ - SLA	1 790 046,36	Montly	Montly	None
463000 Rent: Parking	N/a	RB/RFQ/IQ - SLA	849 999,96	Montly	Montly	None
464000 Rentals: Photocopie	N/a	RB/RFQ/IQ - SLA	491 311,56	Montly	Montly	None
465000 Maintenance: DBN IIQ	N/a	RB/RFQ/IQ - SLA	470 000,00	Montly	Montly	None
465001 Maintenance: DIN	N/a	RB/RFQ/IQ - SLA	178 000,08	Montly	Montly	None

465002 Low Value Assets	N/a	RB/RI <sup>Q</sup> /IQ - SLA	151 267,06	Montly	Montly	None
466000 Maint: Reg, Offices	N/a	RB/RI <sup>Q</sup> /IQ - SLA	130 000,08	Montly	Montly	None
470250 Staff Team Events	N/a	DP/RB/RI <sup>Q</sup> /IQ	128 000,43	Montly	Montly	None
471000 Security	N/a	RB/RI <sup>Q</sup> /IQ - SLA	1 046 225,52	Montly	Montly	None
472000 Smart P/ships: DI/I	N/a	DP/RB/RI <sup>Q</sup> /IQ	364 000,08	Montly	Montly	None
473120 Smart P/ships: dele	N/a	RB/RI <sup>Q</sup> /IQ - SLA	75 000,00	Montly	Montly	None
474100 Stationery: General	N/a	RB/RI <sup>Q</sup> /IQ - SLA	262 100,04	Montly	Montly	None
474200 Printing: Stationer	N/a	RB/RI <sup>Q</sup> /IQ - SLA	68 771,14	Montly	Montly	None
474210 Printing: Annual Re	N/a	DP	94 500,00	Montly	Montly	None
474220 Printing: Brochure	N/a	DP	83 055,04	Montly	Montly	None
475000 Subscript. Newspaper	N/a	DP	57 931,70	Montly	Montly	None
475100 M/ship : Organisati	N/a	DP	352 925,42	Montly	Montly	None
475200 Subscriptions : ITC	N/a	DP	557 025,92	Montly	Montly	None
476000 Memship / Profess	N/a	DP	134 364,11	Montly	Montly	None
477000 Telephone: PABX ren	N/a	DP	25 520,88	Montly	Montly	None
477100 Telephone: PABX mai	N/a	DP/RB/RI <sup>Q</sup> /IQ	202 432,68	Montly	Montly	None
477200 Telephone: Calls	N/a	DP/RB/RI <sup>Q</sup> /IQ	192 303,15	Montly	Montly	None
477300 Telephone: Line ren	N/a	DP/RB/RI <sup>Q</sup> /IQ	71 728,68	Montly	Montly	None
477900 Telephone: Mobile c	N/a	DP/RB/RI <sup>Q</sup> /IQ	1 268 158,28	Montly	Montly	None
481000 Training: Staff	N/a	DP/RB/RI <sup>Q</sup> /IQ	2 020 000,00	Montly	Montly	None
481100 Wellness Program	N/a	DP/RB/RI <sup>Q</sup> /IQ	237 900,00	Montly	Montly	None
484000 Training: VIET Levic	N/a	DP/RB/RI <sup>Q</sup> /IQ	1 148 912,79	Montly	Montly	None
490200 Travel: Local Accom	N/a	DP/RB/RI <sup>Q</sup> /IQ	454 429,04	Montly	Montly	None
490300 Travel: Local trave	N/a	DP/RB/RI <sup>Q</sup> /IQ	514 919,16	Montly	Montly	None
490500 Travel: RSA Accommm	N/a	DP/RB/RI <sup>Q</sup> /IQ	328 607,78	Montly	Montly	None
490600 Travel: RSA travel	N/a	DP/RB/RI <sup>Q</sup> /IQ	324 322,76	Montly	Montly	None
490800 Travel: Foreign Acc	N/a	DP/RB/RI <sup>Q</sup> /IQ	169 599,96			
490900 Travel: Foreign tra	N/a	DP/RB/RI <sup>Q</sup> /IQ	190 800,00			
			<b>62 946 309,49</b>			
<b>CAPEX</b>						
<b>IMMOVABLE ASSETS</b>			<b>17 336 500,00</b>			
DI/N 5th Floor Conversion into Offices	N/a	DP/RB/RI <sup>Q</sup> /IQ	500 000	Q2	Q3	None
DI/N Electrical Rectification	N/a	DP/RB/RI <sup>Q</sup> /IQ	1 400 000	Q3	Q4	None
Repainting of DBN Inside and Outside	N/a	DP/RB/RI <sup>Q</sup> /IQ	600 000	Q3	Q4	None
Erongo Office Construction	N/a	DP/RB/RI <sup>Q</sup> /IQ	8 000 000	Q4 2020-2021	Q3 2021-2022	None
IT Server Room Air Conditioner	N/a	DP/RB/RI <sup>Q</sup> /IQ	100 000	Q3	Q4	None
A/Cs (DI/N 4, Rundu 1, Ongediva 2, DBN 4 Units/pa)	N/a	DP/RB/RI <sup>Q</sup> /IQ	136 500	Q3	Q4	None

Purchase of MTC Buidling (currently lease for IDBN SMI Centre)	N/a	DP	6 600 000	Q4 2021-2022	Q1 2021-2022	None
			<b>1 525 000,00</b>			
<b>VEHICLES</b>						
Replacements bakkies (110,Ongwediva 2021,Rundu, Erongo,HO)	1	DP/RB/RFQ/IQ	525 000	Q3	Q4	None
Mobile Bank	1	DP/RB/RFQ/IQ	1 000 000	Q3	Q4	None
			<b>1 200 000,00</b>			
<b>FURNITURE AND FITTINGS</b>						
Office Furniture	N/a	DP/RB/RFQ/IQ	1 100 000,00	Ongoing	Ongoing	None
Equipment & Tools	N/a	DP/RB/RFQ/IQ	100 000,00	Ongoing	Ongoing	None
<b>IT BUDGET</b>						
Intangible IT Assets (SAP reporting , Business Intelligence dashboard)	N/a	DP/RB/RFQ/IQ	<b>10 875 475,00</b>			
Core Banking Solutions (CBS)	N/a	DP/RB/RFQ/IQ	7 950 475,00	Ongoing	Ongoing	None
Board pack application	N/a	DP/RB/RFQ/IQ	500 000,00	Ongoing	Ongoing	None
CRS Myworth	N/a	DP/RB/RFQ/IQ	475 000,00	Ongoing	Ongoing	None
Process Improvement /Automation	N/a	DP/RB/RFQ/IQ	1 950 000,00	Ongoing	Ongoing	None
<b>Hardware</b>	N/a	DP/RB/RFQ/IQ	<b>4 800 000</b>	Ongoing	Ongoing	None
			<b>35 736 975,00</b>			

**Note:** The following items were exclude -

S&T payments, Study Loans, CSI, Client Development Activities, Board members and Salaries vendors

Signatures:

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**Head of Procurement**

.....  
  
**Accounting Officer (CEO)**

..... 12/04/21  
**Date**

..... 13/04/21  
**Date**