



Annual Procurement Plan 2025/26

Name of Public Entity: NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY

Financial Period: 01 April 2025 to 31 March 2026

KNOLY REFER TO THE POP-UP COMMENT UNDER EACH HEADING AND GUIDING NOTES FOR HINTS ON HOW THIS TEMPLATE SHOULD BE POPULATED

Procurement No (ie: 1.2.1.)	Description of Procurement (include lots if applicable)	Quantity	Procurement Category	Is the procurement reserved in terms of the Code of Good Practice?	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
Operational expenditures (Opex):								
1	Operational expenditures	Various	NCS	Yes	RFQ	912,600.00	On need basis	Needed on adhoc basis
2	Air travel expenses	Various	NCS	Yes	RFQ	1,258,000.00	On need basis	Needed on adhoc basis
3	Annual Report Editing and Printing services	Various	G	Yes	RFQ	130,000.00	Aug-25	Considered to be the most appropriate method given the nature of goods/services being procured
4	Annual Software Licence renewals	Various	NCS	Yes	RFQ	1,275,170.83	On need basis	Needed on adhoc basis
5	Assets insurance	Various	NCS	Yes	ONB	236,321.05	Monthly	Tied to an existing contract
6	Bank service fees	Various	NCS	NA	IQ	57,780.00	On need basis	Tied to an existing contract
7	Biotechnology expenses	Various	G	No	RFQ	4,236,598.00	On need basis	Needed on adhoc basis
8	Cleaning Materials and Services	Various	G	Yes	RFQ	379,200.00	On need basis	Needed on adhoc basis
9	Computer expenses	Various	NCS	Yes	RFQ	567,800.00	On need basis	Needed on adhoc basis
10	Consultancy services for Structure Review and Job Evaluation	Various	CS	Yes	RFP	400,000.00	Apr 2025 - Mar 2026	Tied to an existing contract
11	Courier and Postage services			Yes	IQ	21,000.00	On need basis	Needed on adhoc basis
12	Development and dissemination expenses of IPR Policy		G	Yes	RFQ	133,160.00	On need basis	Needed on adhoc basis
13	External Audit services		CS	Yes	ONB	174,390.00	July - Aug 2025	Tied to an existing contract
14	GMQ Testing reagents and consumables		G	No	RFQ	264,746.00	On need basis	Needed on adhoc basis
15	Indigenous Knowledge systems project expenses		G	Yes	RFQ	285,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
16	Internet Service Provider (ISP and DRAS Contract)		NCS	Yes	ONB	1,135,090.26	Monthly	Tied to an existing contract
17	Legal Advice and Consultancy services		CS	Yes	RFP	232,700.00	On need basis	Needed on adhoc basis
18	Mathematics Olympiad project expenses		G	Yes	RFQ	1,998,206.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
19	Namibia Journal for Research, Science and Technology project expenses		NCS	Yes	RFQ	178,500.00	On need basis	Considered to be the most appropriate method given the nature of goods/services being procured
20	National Bioeconomy Strategy expenses		NCS	No	RFQ	43,000.00	May-25	Considered to be the most appropriate method given the nature of goods/services being procured
21	NICW project expenses		G	Yes	RFQ	5,067,704.93	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
22	NPRST project expenses		G	Yes	RFQ	800,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
23	Office printing expenses		NCS	Yes	ONB	376,000.00	Monthly	Needed on adhoc basis
24	Office repairs and maintenance		NCS	Yes	RFQ	91,000.00	On need basis	Considered on adhoc basis
25	Plato Centres project expenses		NCS	Yes	RFP	300,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
26	Consultancy services on National Research Ethics and Integrity Framework		NCS	Yes	RFP	50,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
27	Procurement survey study system and tools		G	Yes	RFQ	60,750.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
28	Property rental expenses		NCS	Yes	ONB	1,244,352.00	Monthly	Tied to an existing contract
29	Quiz Competition project expenses		G	Yes	RFQ	1,332,952.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
30	R&D survey project expenses		NCS	Yes	RFQ	356,280.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
31	Research and Innovation grant expenses		G	Yes	RFP	3,370,813.73	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
32	Science Fair project expenses		NCS	Yes	RFQ	2,071,576.00	Sept - Oct 2025	Considered to be the most appropriate method given the nature of goods/services being procured
33	Security services		NCS	Yes	ONB	613,177.28	Monthly	Tied to an existing contract
34	Space Science Programme expenses		G	Yes	RFQ	872,280.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
35	Special Projects expenses		NCS	No	RFQ	750,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
36	Staff training expenses		CS	Yes	RFQ	581,400.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
37	Subscriptions		NCS	No	RFQ	182,000.30	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
38	Support service fees		NCS	Yes	IQ	31,000.00	On need basis	Needed on adhoc basis
39	System support services		CS	Yes	IQ	11,770.00	On need basis	Needed on adhoc basis
40	Telephone services		NCS	Yes	ONB	347,683.43	Monthly	Tied to an existing contract
41	TISC Programme expenses		NCS	Yes	RFQ	340,000.00	Apr 2025 - Mar 2026	Needed on adhoc basis
42	Tools and consumables		G	Yes	IQ	5,350.00	On need basis	Needed on adhoc basis
43	Vehicle fuel expenses		G	Yes	RFQ	248,989.00	On need basis	Needed on adhoc basis
44	Vehicle repairs and maintenance expenses		G	Yes	RFQ	145,562.50	On need basis	Needed on adhoc basis
45	Venue hire, Catering services for office meetings and events and other expenses		NCS	Yes	RFQ	2,379,052.50	On need basis	Needed on adhoc basis
46	Water & Electricity service		G	Yes	ONB	746,000.00	Monthly	Tied to an existing contract
47	Ethical risk assessment and Training		CS	No	RFQ	200,000.00	Aug-25	Considered to be the most appropriate method given the nature of goods/services being procured
48	Consultancy services for an Independent Stakeholder Survey		CS	Yes	RFQ	145,000.00	June 25-Aug 25	Considered to be the most appropriate method given the nature of goods/services being procured
49	Biosafety Expenses		NCS	Yes	RFQ	340,000.00	On need basis	Considered to be the most appropriate method given the nature of goods/services being procured
50	Women in Science project expenses		NCS	Yes	RFQ	100,000.00	Sept-25	Considered to be the most appropriate method given the nature of goods/services being procured
51	Press release services		NCS	Yes	RFQ	20,000.00	On need basis	Needed on adhoc basis
Capital expenditures (Capex):								
51	Procurement of Biometric Security Equipment and Installation		G	Yes	RFQ	130,000.00	Aug-25-Nov-25	Considered to be the most appropriate method given the nature of goods/services being procured
52	Purchase of Computer equipment - Laptops and Monitors		G	Yes	RFQ	40,000.00	Jul-25	Considered to be the most appropriate method given the nature of goods/services being procured
53	Purchase of Computer softwares		NCS	Yes	RFP	464,000.00	Oct 25 - Feb 26	Considered to be the most appropriate method given the nature of goods/services being procured
54	Purchase of Office equipment		G	Yes	RFQ	424,000.00	July 25-Aug 25	Considered to be the most appropriate method given the nature of goods/services being procured
55	Upgrade of the server room		G	Yes	RFQ	600,000.00	Sept-25	Considered to be the most appropriate method given the nature of goods/services being procured
56	Purchase of Office furniture and fixtures		G	Yes	RFQ	506,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
57	Civil works - Fencing - Construction of the BITRL		W	Yes	ONB	1,000,000.00	Apr 25 - Jun 25	Tied to an existing contract
58	Civil works - Bulk Services - Construction of the BITRL		W	Yes	ONB	20,000,000.00	Jun 25 - Mar 26	n/a
59	Purchase of Laboratory equipments		G	Yes	RFQ	819,200.00	Nov-25	Considered to be the most appropriate method given the nature of goods/services being procured
60	UPS upgrade		G	Yes	RFQ	281,000.00	Oct-25	Considered to be the most appropriate method given the nature of goods/services being procured
61	Purchase of Video and recording equipment for Board room meetings		G	Yes	RFQ	100,000.00	Jul-25	Considered to be the most appropriate method given the nature of goods/services being procured
62	Consultancy services on STI performance policy briefs		NCS	Yes	RFP	30,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
63	Consultancy services on STI Information Management System Development		NCS	Yes	RFP	100,000.00	Apr 2025 - Mar 2026	Considered to be the most appropriate method given the nature of goods/services being procured
						61,664,155.81		

Approved - Accounting Officer (Name): Prof. Dr. Antia Peters

Signature:

Date:

