Annual Procurement Plan 2026/27

Name of Public Entity: NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY | **Financial Period: 01 April 2025 to 31 March 2026**

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

Procurement No. (e.g. 1,2,3...)	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	Advertisement and marketing expenses	Various	NCS	Yes	RFQ	836,915.84	Jun-26 to Feb-27	Needed on adhoc basis
2	Air travel expenses	Various	NCS	Yes	RFQ	1,130,296.60	Adhoc	Needed on adhoc basis
3	Annual Report Editing and Printing services	Various	NCS	Yes	RFQ	120,000.00	Jun-26	Considered to be the most appropriate method given the nature of goods/services being procured
4	Annual Software Licence renewals	Various	NCS	Yes	RFQ	1,934,158.26	Adhoc	Tied to an existing contracts
5	Assets insurance	Various	NCS	NA	ONB	252,863.47	April 26- Mar 27	Considered to be the most appropriate method given the nature of goods/services being procured
6	Bank service fees	Various	NCS	NA	IQ	92,157.30	Monthly	Tied to an existing contract
7	Biotechnology expenses	Various	G	No	RFQ	813,500.00	On need basis	Needed on adhoc basis
8	Cleaning Materials and Services	Various	NCS	Yes	RFQ	475,000.00	On need basis	Needed on adhoc basis
9	Consultancy services for Structure Review and Job Evaluation	Various	CS	NA	RFP	138,000.00	Apr 2026 - Mar 2027	Tied to an existing contract
10	Courier and Postage services	Various	NCS	Yes	IQ	21,399.35	On need basis	Needed on adhoc basis
11	Development of MEL Organisation Framework		CS	NA	RFP	50,000.00	01/08/2026	Considered to be the most appropriate method given the nature of goods/services being procured
12	Development and dessermination expenses of IPR Policy		CS	Yes	RFQ	133,160.00	On need basis	Needed on adhoc basis
13	Document Archiving		NCS	No	RFP	15,300.00	Monthly	Considered to be the most appropriate method given the nature of goods/services being procured
14	GMO Testing kits		G	Yes	RFQ	300,000.00	Sept - Oct 2026	Considered to be the most appropriate method given the nature of goods/services being procured
15	External Audit services		CS	Yes	RFP	186,597.09	July - Aug 2026	Considered to be the most appropriate method given the nature of goods/services being procured
16	Fraud Tip-Off Hotline		NCS	Yes	RFP	100,000.00	Monthly	Considered to be the most appropriate method given the nature of goods/services being procured
17	GMO Testing reagents and consumables		G	No	RFQ	359,350.00	On need basis	Needed on adhoc basis
18	Indigenous Knowledge Systems project expenses		G	Yes	RFQ	310,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
19	Innovation Agencies Africa Network Project		NCS	NA	RFQ	3,357,433.07	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured. Subject to Grant Conditions.
20	Internet Service Provider (ISP and DRAAS Contract)		NCS	Yes	ONB	1,783,268.20	Monthly	Tied to an existing contract
21	Legal Advice and Consultancy services		CS	Yes	RFP	290,622.70	On need basis	Needed on adhoc basis
22	Leasing & Hiring Expense		NCS	Yes	RFQ	24,932.00	On need basis	Needed on adhoc basis
23	Mathematics Olympiad project expenses		G	Yes	RFQ	1,290,494.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
24	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
25	National Bioeconomy Stratergy expenses		NCS	No	RFQ	-	May-26	Considered to be the most appropriate method given the nature of goods/services being procured
26	NICW project expenses		G	Yes	RFQ	324,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured. Subject to Grant Conditions.
27	NPRSTI project expenses		G	Yes	RFQ	530,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
28	Office printing expenses		NCS	Yes	RFQ	421,368.44	Monthly	Needed on adhoc basis
29	Office repairs and maintenance		NCS	Yes	RFQ	162,516.70	On need basis	Needed on adhoc basis
30	Plato Centres project expenses		NCS	Yes	RFP	300,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
31	Process and Policies Development		CS	No	RFP	80,000.00		Considered to be the most appropriate method given the nature of goods/services being procured
32	Consultancy services on National Research Ethics and Integrity Framework		NCS	Yes	RFP	260,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
33	Procurement survey study system and tools		G	Yes	RFQ	-	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
34	Property rental expenses		NCS	No	RFQ	3,704,792.68	Monthly	Tied to an existing contract
35	Quiz Competion project expenses		G	Yes	RFQ	443,240.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
36	R&D survey project expenses		NCS	Yes	RFQ	1,097,604.22	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
37	Research and Innovation grant expenses		G	Yes	RFP	3,592,813.73	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
38	Science fair project expenses		NCS	Yes	RFQ	752,000.00	Sept - Oct 2026	Considered to be the most appropriate method given the nature of goods/services being procured
39	Security services		NCS	Yes	ONB	1,418,950.64	April 26- Mar 27	Considered to be the most appropriate method given the nature of goods/services being procured
40	SSC Project Expenses		NCS	Yes	RFQ	1,158,131.94	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured. Subject to Grant Conditions.
41	Space Science Programme expenses		G	Yes	RFQ	430,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
42	Special projects expenses		NCS	No	RFQ	1,250,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
43	Staff training expenses		CS	Yes	RFQ	2,209,431.50	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
44	Subscriptions		NCS	Yes	RFQ	37,450.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
45	Support service fees		NCS	Yes	IQ	19,500.00	On need basis	Needed on adhoc basis
46	System support services		CS	Yes	IQ	-	On need basis	Needed on adhoc basis
47	Telephone services		NCS	Yes	ONB	185,547.47	Monthly	Tied to an existing contract
48	TISC Programme expenses		NCS	Yes	RFQ	-	Apr 2026 - Mar 2027	Needed on adhoc basis
49	Tools and cosumables		G	Yes	IQ	18,500.00	On need basis	Needed on adhoc basis
50	Vehicle fuel expenses		G	Yes	RFQ	496,553.60	On need basis	Needed on adhoc basis
51	Vehicle repairs and maintenance expenses		NCS	Yes	RFQ	147,000.00	On need basis	Needed on adhoc basis
52	Venue hire, Catering services for office meetings and events and other expenses		NCS	Yes	RFQ	4,951,776.00	On need basis	Considered to be the most appropriate method given the nature of goods/services being procured
53	Water & Electricity service		G	Yes	ONB	808,486.81	Monthly	Tied to an existing contract
54	Ethical risk assessment and Training		CS	No	RFQ	-	Aug-26	Considered to be the most appropriate method given the nature of goods/services being procured
55	Consultancy services for an Independent Stakeholder Survey		CS	Yes	RFP	10,000.00	June 26-Aug 26	Considered to be the most appropriate method given the nature of goods/services being procured
56	Biosafety Expenses		NCS	Yes	RFQ	3,470,838.80	On need basis	Considered to be the most appropriate method given the nature of goods/services being procured
57	Women in Science project expenses		NCS	Yes	RFQ	100,000.00	Sept-26	Considered to be the most appropriate method given the nature of goods/services being procured
58	Press release services		NCS	Yes	RFQ	-	On need basis	Needed on adhoc basis
59	Consultancy services on STI performance policy briefs		NCS	Yes	RFQ	150,000.00		Considered to be the most appropriate method given the nature of goods/services being procured
60	Consultancy services on STI Information Management System Development		NCS	Yes	RFQ	180,000.00		Considered to be the most appropriate method given the nature of goods/services being procured
	Capital expenditures (Capex):							
61	Purchase of Computer equipment - Laptops and Monitors		G	Yes	RFQ	1,159,000.00	Jul-26	Considered to be the most appropriate method given the nature of goods/services being procured
62	Purchase of Computer sofwares		NCS	Yes	RFP	-	Oct 26 - Feb 27	Considered to be the most appropriate method given the nature of goods/services being procured
63	Purchase of Office equipment		G	Yes	RFQ	580,000.00	July 26-Aug 26	Considered to be the most appropriate method given the nature of goods/services being procured
64	Upgrade of the server room		G	Yes	RFQ	660,000.00	Sept-26	Considered to be the most appropriate method given the nature of goods/services being procured
65	Purchase of Office furnitures and fixtures		G	Yes	RFQ	87,500.00	Aug 26- Nov 26	Considered to be the most appropriate method given the nature of goods/services being procured
66	Civil works - Fencing - Construction of the BTTRL		W	Yes	ONB	500,000.00	Apr 26- Jun 26	Tied to an existing contract
67	Civil works - Bulk Services - Construction of the BTTRL		W	Yes	ONB	10,708,741.72	Jun 26- Mar 27	Tied to an existing contract
68	Civil works - Bulk Services phase 2- Construction of the BTTRL		W	Yes	ONB	24,000,000.00	Oct 26 - Marc 27	Considered to be the most appropriate method given the nature of goods/services being procured
69	Professional fees (bulk services and fencing)		W	Yes	ONB	1,696,751.06	Apr 2026 - Mar 2027	Tied to an existing contract
70	Purchase of Laboratory Equipment		G	Yes	RFQ	1,123,793.00	Nov-26	Considered to be the most appropriate method given the nature of goods/services being procured
71	Purchase of Motor Vehicles		G	Yes	RFQ	1,366,853.00	Sept-26	Considered to be the most appropriate method given the nature of goods/services being procured
72	Leasehold Improvements		W	No	RFQ	120,000.00	Apr 2026 - Mar 2027	Considered to be the most appropriate method given the nature of goods/services being procured
						84,907,091.19		

Approved - Accounting Officer (Name): Prof. Dr. Anicia Peters Signature: Date: 18/8/2026

National Commission on Research Science & Technology
18 AUG 2026
P/Bag 13253
Windhoek, Namibia