

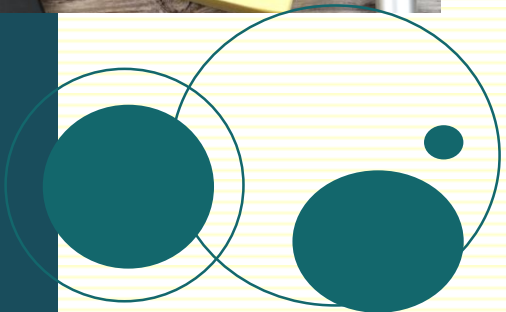
# Ministry of Finance

## Reference Guide to Public Procurement



Version 1.0

Date: 1 May 2021



Procurement Policy Unit

## OUR SERVICES



Ministry of Finance  
Procurement Policy Unit  
(Established under Section 6 of the Public  
Procurement Act, 2015)



Namibia  
Reference Guide to Public Procurement  
*As 01 February 2021*  
*Public Procurement Act No. 15, 2015*  
*Public Procurement Regulations*



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### **Social Media links**

[https://twitter.com/unit\\_policy](https://twitter.com/unit_policy)

<https://www.facebook.com/PPUNamibia>

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## Acronyms

BEC – Bid Evaluation Committee

CPBN – Central Procurement Board of Namibia

ICT – Information and Communication Technology

PC – Procurement Committee

PMU – Procurement Management Unit

PPA – Public Procurement Act

PPU – Procurement Policy Unit

RPN – Review Panel of Namibia

# Definitions

**Affidavit** - a written statement confirmed by oath or affirmation, for use as evidence in court.

**Accounting officer** - means the accounting officer of a public entity;

**Bid** - means an offer or proposal submitted in response to a request to supply goods, works or services, or any combination thereof, and, where applicable, includes any prequalification process;

**Bidder** - means a participant in procurement or prequalification process, and includes a contractor;

## **Bidding Document** –

(a) means any document issued by a public entity on the basis of which bidders prepare bids; and

(b) Includes any document that contains instructions to bidders, specification, maps, designs, and terms of reference, work schedules, evaluation criteria, bills of quantities, conditions of contract or other similar items.

**Bid Evaluation Committee** - means an *ad hoc* bid evaluation committee established in terms of section 26;

**Board** - means the Central Procurement Board of Namibia established by section 8;

**Consultancy Services** - means services of an intellectual or advisory nature, not incidental to the provision of goods or services or the execution of works;

**Contractor** - means a person who has entered into a procurement contract with a public entity;

**Goods** - means objects of every kind and description, including commodities, raw materials, manufactured products and equipment, industrial plant, objects in solid, liquid or gaseous form, electricity, as well as services incidental to the supply of the goods such as freight and insurance;

**Guidelines** - means guidelines issued in terms of section 7;

**Minister** - means the Minister responsible for finance;

**Non-Consultancy services** - means any services other than consultancy services and services incidental to the supply of goods or the execution of works;

**Policy Unit** - means the Procurement Policy Unit established in terms of section 6;

**Prescribed** - means prescribed by regulation;

**Procurement** - means the acquisition of goods, works, consultancy services or non-consultancy services by any means, including purchase, rental, lease or hire-purchase;

**Procurement committee** - means the procurement committee of a public entity constituted in terms of section 25;

**Procurement Management Unit** - means the division or department in a public entity that is responsible for the execution of procurement functions constituted in terms of section 25;

**Procurement Contract** - means a contract between a public entity and a supplier resulting from a procurement process;

**Public Entity** - means any office, ministry or agency of the Government, and includes -

(a) a local authority;

(b) a regional council;

(c) a public enterprise as referred to in the Public Enterprises Governance Act, 2006 (Act No. of 2006);

(d) a body or trust that is owned or controlled by the Government, when engaged in any procurement individually or in consortium; and

(e) an entity declared as public entity in terms of section 5 of the Public Procurement Act

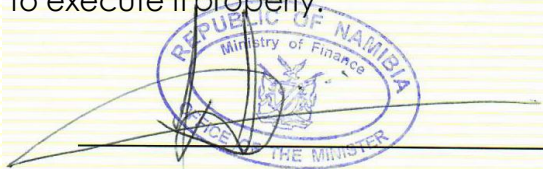
# Foreword

As means to improve Namibia's procurement system, Government of the Republic of Namibia enacted the Public Procurement Act, 2015 (Act. No.15 of 2015), repealing the Tender Board Act, 1996 (Act No. of 2016). The objective of the new law is to promote principles of fairness, transparency and ensure that public procurement is non-discriminatory among other key principles. The Procurement Act, 2015 is anchored on the United Nation Commission on International Trade Law (UNCITRAL) model law on procurement, which provides for the model law on Public Procurement that sets international standards in respect of public procurement.

The Procurement Policy Unit, in terms of section 7(1) (e) of the Public Procurement Act, 2015 is mandated to carry out, monitor, and report on the performance of the public procurement systems in Namibia, including awareness creation, capacitation and training of public servants, bidders and other stakeholders in the public procurement process.

This booklet aims to provide a brief overview of the Public Procurement System and to improve efficiency and effectiveness in Public Procurement.

It is my express hope that this booklet will capacitate its readers to better understand the public procurement system in Namibia in order to execute it properly.

The image shows an official blue ink stamp of the Ministry of Finance, Republic of Namibia. The stamp is circular and contains the text "REPUBLIC OF NAMIBIA" at the top, "Ministry of Finance" in the center, and "BY THE MINISTER" at the bottom. A signature in black ink is written over the stamp.

Hon. Ipumbu Shiimi

Minister of Finance



# Objectives of the Public Procurement Act<sup>Section 2</sup>

**PROMOTE -**

Integrity	<p>In public procurement, integrity is two-fold. There is the integrity of the procurement process, and that of public procurement practitioners.</p> <p><b>Integrity of the Public Procurement Process</b>          Integrity is essentially reliability. Bidders, and all other stakeholders, must be able to rely on any information disseminated by the procuring entity, formally or informally.</p> <p>Evaluation and selection criteria must be clearly stated in the bidding documents.</p> <p><b>Integrity of Public Procurement Practitioners</b>          Practitioners working within procuring entities, and other government officials involved in the public procurement process, must display personal and professional integrity.          Public servants involved in the public procurement process should, at all times, be perceived as honest, trustworthy, responsible and reliable. They must always keep the purpose of the procurement requirement in mind, and strive to ensure</p>
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	<p>that they responsibly manage public procurement as mandated by the Public Procurement Act.</p> <p>Part 10 of the Act refers specifically to integrity.</p>
Accountability	<p>Anyone involved in the procurement process is responsible for their actions and decisions with respect to the public procurement process.</p>
Transparency	<p>Information on the public procurement process must be made available to all public procurement stakeholders: contractors, suppliers and service providers unless there are valid and legal reasons for keeping certain information confidential.</p>
Competitive supply	<p>Procuring Entities must adopt practices that promote fair competition in all public procurements, discourage the use of fake competition, and use methods of aggregation where appropriate in order to take advantage of economies of scale. They shall also treat all bidders and suppliers with fairness and impartiality, and avoid any business arrangement that might prevent the effective operation of fair competition.</p>
Effectiveness	<p>Effectiveness is achieved when the public procurement objectives are achieved in the process of executing public procurement.</p>
Efficiency	<p>Public procurement should be carried out as cost-effectively as possible to ensure</p>

	economic efficiency and make optimum use of available public funds.
Fair-dealing,	Procurement is impartial and consistent, and should offer all interested suppliers, purchasers and consultants an equal opportunity to compete.
Responsiveness	The bidder who fully comply with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bidding documents.
Informed decision-making	Decisions are based on data, research and information and not on opinions.
Consistency	Public procurement is executed and conducted in the same way every time.
Legality	To be valid and enforceable, a contract must be consistent with national laws and cannot violate legal statutes of Public Procurement policy.
Integration	Public procurement should contribute to Empowerment policies of Namibia.

**How does the Act contribute to the empowerment and industrialisation policies of Namibia?** Section2

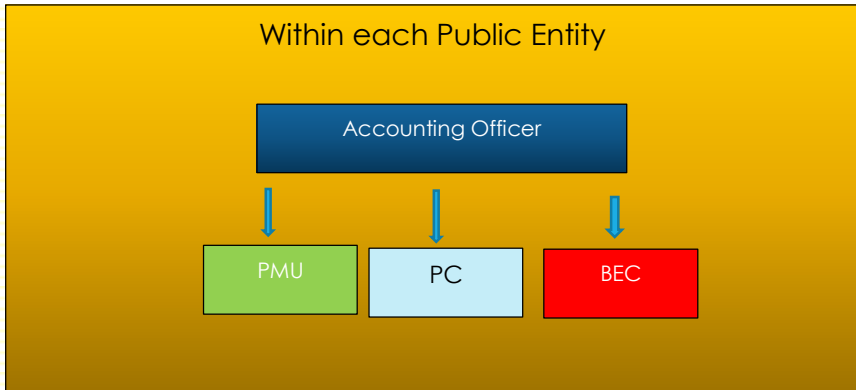
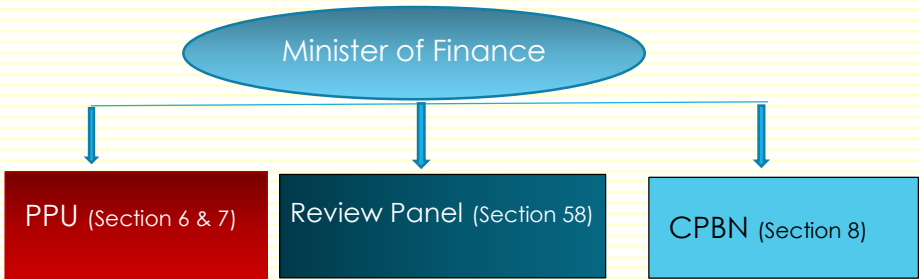
By promoting, facilitating and strengthening the following measures:

- Job creation for Namibian citizens;
- Empowerment of Namibian registered small and medium enterprises, women and youth by creating economic

opportunity for them and enhancing their participation in the mainstream economy;

- Sourcing of goods manufactured, mined, extracted or grown in Namibia and local services and labour, including local entrepreneurial development;
- Preferential treatment in the allocation of procurement contracts to –
  - Namibian registered small and medium enterprises;
  - Namibian registered joint venture business;
  - categories of Namibian manufacturers, suppliers, contractors and service providers;
  - Namibian registered entities that promote the protection of the environment, maintain ecosystem and sustainable use of natural resources;
- The Minister may grant preferential treatment in procurement in pursuance of the developmental and empowerment policies of the Government; *Section69*
- The Minister must issue codes of good practice on preferences; *Section70(1)*
- The Board or public entity has the right to limit participation in procurement proceedings on the basis of citizenship; *Section71(1)*
- Namibian suppliers are eligible to be granted a margin of preference; *Section71(3)*

# Governance of the Act



# Procurement Policy Unit (PPU)

The PPU is responsible for advising the Minister of Finance on any procurement or disposal of assets and includes – [Section 6](#)

- monitoring of compliance;
- reviewing of the procurement system;
- assessing of the impact of the procurement system;
- promotion of the fundamental principles.

## Functions of PPU [Section 7](#)

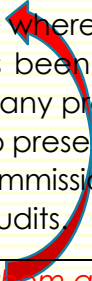

- proposing various procurement thresholds
- preparing guidelines;
- advising public entities;
- monitoring and reporting on performance;
- developing an annual report;
- facilitating the use of ICT;
- inspecting any procurement activity to ensure compliance;
- conducting contract audits;
- conducting performance audits;
- e-government procurement;
- supplier's database;
- procurement performance assessment system;
- capacity building and competence levels;
- conducting training & setting mandatory training standards, setting certification requirements and developing professional development paths;
- preparing, updating and issuing directives, instructions, guidance notes and manuals, including any other incidental documents for mandatory use;
- issuing authorised versions of the standardised bidding documents, standard forms of contracts, pre-qualification

documents, procedural forms, requests for proposals and other similar documents for mandatory use by every public entity implementing procurement;

- listing of services and supplies in common use by more than one public entity for centralised procurement;
- investigating at its own accord or as instructed by the Minister any matter relating to procurement to establish whether the provisions of this Act have been complied with.

## Powers of the PPU<sup>Section 7(2)-(4)</sup>

The PPU can require any information, documents, records and reports in respect of any aspect of the procurement process, including cases where a breach, wrongdoing, mismanagement or collusion has been alleged, reported or proven against any public entity or any provider of service under this Act. It can also invite persons to present any information relating to procurement matters and commission or undertake investigations and institute performance audits.



*A person to whom a request is made and who refuses or fails to comply with the **request**, or willfully provides false or misleading information, commits an offence and is liable to a fine not exceeding N\$500 000 or to imprisonment for a period not exceeding 10 years, or to both such fine and such imprisonment.*

If, in the discharge of its functions, the Procurement Policy Unit finds that there has been non-compliance with any provision of this Act, directives, code of procedures or guidelines made under this Act, the Minister of Finance may -

- refer the matter with recommendations to the appointing authority of the staff member for appropriate action; or
- refer any matter of non-compliance to the Namibian Police, Anticorruption Commission or any other competent authority for investigation, when it thinks appropriate, and must inform the public entity concerned.

### **Where to report procurement that is not in compliance with the Act?**



**PPU** – Tel: +264 (61) 209 9413, Ministry of Finance, Head Office,  
Moltke Street, Private Bag 13295, Windhoek, Namibia



**ACC** – C/o Mont Blanc & Groot Tiras Str. Eros  
PO Box 23137, Windhoek

Email: Acting Head Mrs. Justine Kanyangela:

[jnamukwambi@accnamibia.org](mailto:jnamukwambi@accnamibia.org)

Tel: +26461 4354000



**NAMPOL** – Headquarters, Private Bag 12024, Ausspannplatz,  
Windhoek, C/O Lazaret and Jan Jonker Road, Tel: +264 61 – 209  
3111, Fax: +264 61 – 220621

**Accounting Officers of relevant Public Entities**



# Central Procurement Board of Namibia

The roles of the CPBN are to conduct the bidding process and enter into contracts for procurement on behalf of public entities and disposal of assets that exceed their threshold (Appendix A) and direct and supervise accounting officers in managing the implementation of procurement contracts awarded by the Board.

## Powers and functions of Board<sup>Section9(1)</sup>

The powers and functions of the Board in relation to procurement or disposal of assets are to:

- call for such relevant information and documents as it may require from any public entity;
- examine such records or other documents and take copies or extracts from them;
- commission any studies relevant to the determination of the award of procurement or disposal contracts;
- request any professional or technical assistance from any appropriate person in Namibia or elsewhere;
- establish appropriate internal procedures for the operations of the Board and ensure compliance with them;
- approve bidding documents and notices submitted to it by public entities;
- invite bids and initiate pre-qualification and post-qualification for procurements or disposal of assets;
- receive and publicly open bids;
- appoint persons to act as members of a bid evaluation committee of the Board, including representatives nominated by the relevant public entities;
- oversee the examination and evaluation of bids;

- approve procurement methods and to consider for approval the recommendations from the bid evaluation committee for award of procurement or disposal contracts;
- review the recommendations of a bid evaluation committee and
  - approve or reject the recommendation of the bid evaluation committee to award a contract; or
  - to require the bid evaluation committee where applicable to make a new or further evaluation on specified grounds; or
  - to report to the Minister any decision of the Board not implemented by the public entity within the prescribed period; and
- do such things, not inconsistent with the Act, as it may consider necessary or expedient to achieve the objects of the Act.

The Board must strive to achieve high standards of transparency and accountability taking into account the objects of this Act and the need to obtain the best value for money.

How is the board appointed?

The Minister of Finance issues a call for applications from which the Minister then appoints the board members.

Where does CPBN advertise all of its bids/tenders?

All bids of the CPBN are advertised in the print media and on its website <http://www.cpb.org.na/>.

## Review Panel section 58(1)

### **The purpose of the Review Panel**

To adjudicate on application for review; suspension, debarment and disqualification of bidders and suppliers; or any other matter that the Minister may refer to the Review Panel for its consideration.

### **Appointment of the Review Panel** Section58

The Minister must compile a list of 15 persons where from the Minister appoints five persons, from a list of persons who have qualifications, wide knowledge and experience in legal, administrative, economic, financial, trade, engineering, scientific or technical matters; and of whom not more than three are of the same sex.

### **Application for review**

A bidder or supplier may apply to the Review Panel for review of a decision or an action taken by the public entity for the award of a procurement contract.

A supplier or bidder who wishes to lodge an application for review must within 7 days of receipt of the decision or an action taken by a public entity, apply to the Review Panel for review.

An application for review must contain the grounds for review as well as any supporting documents on which the supplier or bidder rely on.

The fee for a Review Application is N\$5 000.00.

The supplier or bidder must submit the review application to the Review Panel and serve copies of the review application to the relevant public entity and to any other interested person.

Upon being served with the copies of the review application, the public entity or any other interested person must within two days' file with the Review Panel a replying affidavit to the allegations made by a bidder or supplier.

The Review Panel may allow any other interested persons to join the review proceedings as applicants or as defendants.

The Review Panel must strive to make a decision within seven (7) days of receipt of the application for review or as soonest practically possible, but not later than 14 days. <sup>Section59</sup>

A bidder or supplier who is aggrieved or claims to have suffered, or to be likely to suffer, loss under the Act must exhaust all available remedies under the Act before instituting any judicial action in the High Court. <sup>Section59</sup>

Def: affidavit - a written statement confirmed by oath or affirmation, for use as evidence in court.

### **Potential Outcomes of a Review Application** <sup>Section60</sup>

The Review Panel may -

- dismiss an application;
- direct the Board or the public entity that has acted or proceeded in a manner that is not in compliance with the Act to act or proceed in a manner that is in compliance with the Act;
- set aside in whole or in part a decision or an action of the Board or public entity that is not in compliance with the Act, other than any decision or action bringing the procurement contract or the framework agreement into force, and refer the matter back to the Board or public entity for reconsideration with specific instructions;

- correct a decision or action by the Board or public entity that is not in compliance with the Act;
- confirm the decision of the Board or public entity; or
- order that the procurement proceedings be terminated and start a fresh.



Section 61 (1) All information in proceedings at the Review Panel are confidential, and a person who discloses such information to a third person without the authorization of Review Panel commits an offence and is liable to a fine not exceeding N\$100 000 or imprisonment not exceeding a period of 10 years, or to both such fine and such imprisonment.

### **What are the reasons for which bidders and suppliers may be disqualified, debarred or suspended?** Section 68

- For supplying false information in the process of submitting a bid or prequalification application.
- For bid rigging or collusion between the bidders or a bidder and a supplier, agent, or staff member concerning the formulation of any part of the bidding documents.
- For interference by the supplier with the participation of competing bidders.
- For misconduct relating to the submission of bids, which includes:
  - corruption,
  - bid rigging,
  - price fixing,
  - a pattern of underpricing bids,
  - breach of confidentiality,
  - misconduct relating to execution of procurement contracts,

- or any other misconduct relating to the responsibilities of the bidder or supplier.
- For conviction for an offence relating to obtaining or attempting to obtain a procurement contract within five years prior to the bid.
- For conviction for an offence related to dishonesty, fraud, or corruption in his or her professional activity within 10 years prior to the bidding and was sentenced to imprisonment without the option of a fine.

**What should Public Entities do if bidders/suppliers do not execute the contract as required?**

They should request the Review Panel to disbar, suspend or disqualify the bidder.

# Internal Procurement Structures

## Accounting Officer

### Roles and Responsibilities Section25

1. The Accounting Officer must set up an internal organizational structure, which includes a procurement committee, procurement management unit and ad hoc bid evaluation committees for the conduct and management of procurement at the public entity.
2. S/he is accountable for the full compliance with the Act and directives and instructions made under the Act.
3. S/he must engage in procurement planning, plan each step of the procurement process and prepare the annual procurement plan.
4. S/he must certify the availability of funds before the commencement of each procurement process.
5. S/he must ensure that the proceedings of the internal structures are properly recorded and kept in a safe and secure place.

### Delegation Section74

S/he may delegate to a staff member any of the powers or functions s/he has under the Act, except the power to

- issue contract awards
- sign agreements
- appointing or recommending staff members for appointment to procurement committee, bid evaluation committee or procurement management unit

**Can the Acting Accounting Officer execute the duties of the Accounting Officer as mentioned in the Act if the Accounting Officer is on leave or assigned other duties away from the Office?**

The Acting Accounting Officer is allowed to execute all duties of the Accounting Officer, except the power to issue contract awards, sign agreements and appoint or recommend staff members for appointment to the internal procurement structures.



# Procurement Committee (PC)

## Structure Regulation 11

A procurement committee must consist of not less than three (3) and not more than five (5) members and must include:

- the financial advisor or manager responsible for finance;
- one or more other persons at management level and their alternates appointed in writing by the accounting officer; and
- the head of the procurement management unit who is an ex-officio member and who acts as secretary to the committee.

Def: ex-officio - by virtue of one's position

**NOTE:** A member appointed to the PC must enter into a performance agreement with the accounting officer within 30 days.

Example for structure:	
Chairperson	If on leave then the Deputy Chairperson shall Chair the meeting and the Alternate to the Deputy Chairperson shall be the Deputy Chairperson in the meeting.
Deputy Chairperson	If on leave then the Alternate to the Deputy Chairperson shall attend.
Alternate to Deputy Chairperson	

Member	If not available then the Alternate to the Member can attend.
Alternate to Member	
Financial Advisor/Manager	If on leave then the Acting Financial Advisor/Manager shall attend.
PMU Head: Secretary	If on leave then the Acting PMU Head shall attend.

If an Accounting Officer is unable to constitute a procurement committee due to the size of the public entity, the accounting officer must consult the Policy Unit and request the Policy Unit to recommend persons from other procurement committees to be appointed by the accounting officer as members of the procurement committee.

Subject to the approval of the Policy Unit, an accounting officer may appoint more than one procurement committee for different threshold or categories of procurement with a view to achieve efficiency and effectiveness.

A member of a procurement committee or an alternate member is appointed for a term of three years and is eligible for reappointment at the expiry of his or her term.

**What should the Procurement Committee do if the Accounting Officer or Minister has shares or financial interest in a bidding entity?**

The procurement committee must seek advice from Procurement Policy Unit.

## Voting & Quorum Regulation9

The majority of members of a committee present at a meeting of the committee, which members must include the chairperson, deputy chairperson and financial advisor or their alternate members constitute a quorum at the meeting.

A decision of the majority of the members present and voting at a meeting of a committee constitutes a decision of the committee, and in the event of an equality of votes, the chairperson has a casting vote in addition to his or her deliberative vote.

### Who can vote in the Procurement Committee?

Chairperson	Yes
Deputy Chairperson	Yes
Alternate to Deputy Chairperson	Yes – if Chairperson absent and present is capacity as Deputy Chairperson
Member	Yes
Alternate to Member	Yes – if Member absent
Financial Advisor/Manager	Yes
PMU Head: Secretary	No

The chairperson of a committee presides at meetings of the committee and in his or her absence; the deputy chairperson presides at the meeting.

## Roles, Procedures and Processes Regulation6

- To oversee the procurement process conducted by a public entity.

- To recommend to the accounting officer bidding processes.
- To review the evaluation of a pre-qualification or bid clarify issues pertaining to bidding.
- To attend to the implementation of contracts
- To annually submit to the accounting officer a list of procurement contracts awarded.
- To recommend to the accounting officer the approval for the award of the procurement contract.

NOTE: The accounting officer may accept the recommendation for the award of the procurement contract **or** request the bid evaluation committee to re-evaluate the bids submitted to the public entity **and** to re-submit to the procurement committee for reconsideration and recommendation.

# Procurement Management Unit (PMU)

## Structure Regulation12

The accounting officer must constitute a procurement management unit after consultation with the PPU.

The PMU consists of a head of procurement and supporting staff or in small public entity, a person responsible for procurement.

Persons on the PMU must have:

- technical and professional competence;
- procurement knowledge and skills; and
- Integrity and sound decision-making abilities.

NOTE: A member appointed to the PMU must enter into a performance agreement with the accounting officer within 30 days.

## Roles, Procedures and Processes Regulation8

The PMU is responsible for conducting and managing the procurement activities of a public entity from the initiation of the procurement to the award of the procurement contract.

NOTE: The PMU is not responsible for the evaluation of bids or awarding or termination of procurement contracts.

The PMU:

- provides secretarial services and technical input and supports the functioning of the PC;
- serves as the channel of communication for procurement in the public entity;

- handles complaints by suppliers, contractors or consultants and submits to the accounting officer a report on how such complaints have been or are to be resolved;
- prepares an annual procurement plan that a public entity intends to carry out during the financial year;
- initiate a procurement activity on receipt of a purchase requisition approved by the accounting officer;
- Implement procurement policy decisions of a public entity and decisions made by the Review Panel
- prepares an individual procurement plan for each relevant individual procurement;
- keeps records of procurement;
- monitors every stage of the procurement process and ensure delivery of procurement contracts;
- initiates necessary action against defaulting suppliers and contracts;
- provides timely procurement reports to the accounting officer and the Policy Unit, which includes:
  - the date of signature of the procurement contract;
  - goods, works or services procured;
  - estimated value of the procurement;
  - name of supplier or contractor;
  - total sum of procurement contract awarded during a specified period.

**May a support staff member to the Procurement Management Unit be tasked to assist in taking minutes if the Head of PMU needs support?**

Yes, but that person/s may not contribute to or take part in the PC meeting and does not have any voting powers.

# Bid Evaluation Committee (BEC)

## Structure [Section26](#)

The Accounting Officer, when establishing an ad hoc bid evaluation committee, must appoint not less than three and not more than seven members as members of the bid evaluation committee, after consultation with the Policy Unit.

The Accounting Officer can recommend a list with unspecified number of members for the bid evaluation committee to the PPU for approval and then appoint 3 – 7 members from that pre-approved list every time an ad hoc BEC is appointed.

The Accounting Officer may co-opt persons from other public entities to assist the bid evaluation committee. The secretary of a bid evaluation committee should be an in-house staff member and can be a support staff member from the PMU.

## Roles, Procedures and Processes [Regulation7 \(2\)](#)

The BEC must, with the approval of the Accounting Officer, on the request by the Procurement Committee provide clarification on the contents of the evaluation reports, and may review the evaluation report on a specific ground backed by the contents of the bidding documents and in accordance with the Act.

The BEC must start the evaluation of bids within five (5) days after the opening of bids and must be completed within fourteen (14) days after the opening of the bids or such other period as a public entity may extend, but not exceeding thirty (30) days. The 30 days are inclusive of the 14 days.

## Exemptions Section 4

The Minister of Finance may, with or without condition, grant a general or specific exemption for specific types of procurement or disposal from the application of certain provisions of the Act that are not practical or appropriate.

### **How to request for an exemption?**

A Public Entity through its Accounting Officer must write to the Minister of Finance requesting an exemption explaining why certain provisions of the Act are not practical or appropriate.

The Minister of Finance may for a specified or unspecified period issue a general or specific exemption from the application of certain provisions that are not practical or appropriate of security related goods, works, services and property by the -

- (a) Namibian Defence Force;
- (b) Namibian Police Force;
- (c) Namibia Correctional Services; and
- (d) Namibia Central Intelligence Service.



**Any information, document or record relating to the procurement or disposal of security related goods, works, services or property are strictly confidential and secret.**



# Procurement Planning

## Annual Procurement Plans

Each Public Entity should file its annual procurement plan with the Procurement Policy Unit (Policy Unit). Throughout the year, the Public Entity should give the Policy Unit notice of changes in the annual procurement plan.

Further, quarterly reports detailing the progress of implementing the procurement plan should be filed with the PPU. These reports are due by the end of the month following the end of the quarter.

The Public Entity should post its Annual Procurement Plan on its website as stated in Regulation (39) (1).

## Individual Procurement Plans

The procurement management unit must prepare an individual procurement plan for each individual procurement above the N\$ 2 million thresholds according to the directive issued by the Minister of Finance on 23 May 2017.

How does Public Entities prepare their Annual Procurement Plan if their budgets are not yet approved and can they amend it after approval?

The Annual Procurement Plan is to be prepared and submitted to the Procurement Policy Unit before the beginning of the financial year. Once the Public Entity's budget is approved, then the Public Entity will amend its Annual Procurement Plan and re-submit to the PPU. Amendments to the Annual Procurement Plan can be done throughout the year as required and must be made publicly available after every amendment.

Who is responsible for developing the Annual Procurement Plan?

The Procurement Management Unit develops the Annual Procurement Plan which it then submits to the Procurement Committee which then sends it to the Accounting Officer for his/her signature approval.

Who is responsible for developing the Individual Procurement Plan?

The Procurement Management Unit with the user department.

## Bidding Documents

The Procurement Policy Unit has the sole mandate to issue authorised versions of the standardised bidding documents to be used by Public Entities. [Section 7\(1\) \(h\) \(i\)](#)

Public Entities are only allowed to sell bidding documents according to the approved rates in the Regulations.

<b>Procurement Method</b>	<b>Fee to be charged for bidding document</b>
All Methods listed under Section 27(1) and 64(2) except Open Advertised Bidding	Free
<b>Open Advertised Bidding</b>	
Procurement contracts with an estimated value not exceeding N\$ 1 000 000.00	N\$ 100.00
Procurement contracts with an estimated value above N\$ 1 000 000.00 and not exceeding N\$ 20 000 000.00	N\$ 300.00
Procurement contracts with an estimated value above N\$ 20 000 000.00 and not exceeding N\$ 100 000 000.00	N\$ 600.00
Procurement contracts with an estimated value above N\$ 100 000 000.00 and not exceeding N\$ 500 000 000.00	N\$ 1 000.00
Procurement contracts with an estimated value above N\$ 500 000 000.00 and not exceeding N\$ 2 000 000 000.00	N\$ 3 000.00
Procurement contracts with an estimated value above N\$ 2 000 000 000.00	N\$ 6 000.00

# Procurement Integrity

## Public Entities<sup>Section 66</sup>


The Act stipulates what is required from the Board and staff members of a public entity, which involves planning or conducting procurement process or contract administration with integrity. Discharge his or her functions fairly and impartially and without fear, favour or prejudice to anyone to ensure fair competitive access to procurement by suppliers;

- act in the public interest;
- avoid any conflict of interest to arise in the carrying out of his or her functions and in conducting himself or herself;
- keep confidential any information that comes into his or her possession relating to procurement proceedings and bids, including proprietary information of bidders;
- not deal or negotiate on behalf of the contractor or supplier for a contract he or she had specifically dealt with while in the service of the Board or public entity;
- disclose his or her interest or the interest of his or her close relative, if any;

NOTE: "close child or relative" means parent, sibling, having substantial financial interest in the bidding entity.

- withdraw from the procurement process if there is a potential conflict of interests, unless the Board or public entity decides that the conflict is trivial to affect the impartiality of the staff member.

## Non-Compliance of the Procurement Act



A staff member who acts or abets corruptly or fraudulently to gain favour or benefit, including soliciting or accepting improper inducement commits an offence is liable to a fine not exceeding N\$1 000 000 or to imprisonment for a period not exceeding 10 years, or to both such fine and such imprisonment.

### Bidders and Suppliers<sup>Section 67</sup>

A bidder or supplier who engages in or abets any corrupt, fraudulent or coercive practice as stipulated in Section 67(1)(a)(b) of the Act commits an offence and is liable to a fine not exceeding N\$5 000 000 or imprisonment for a period not exceeding 10 years, or to both such fine and such imprisonment.

A bidder who engages in collusion, before or after a bid submission as stipulated in Section 67(2) commits an offence and is liable to a fine not exceeding N\$5 000 000 or imprisonment for a period not exceeding 10 years, or to both such fine and such imprisonment.

The Board or a public entity must reject a bid if the bidder offers, gives or agrees to give an inducement and promptly notify the rejection to the bidder concerned and to the Anti-Corruption Commission.

A person or an entity which is responsible for preparing the specifications or bidding documents or supervises the execution of a procurement contract or a related company of such person or entity participates in the bidding process then such person or entity is committing an offence and is liable to a fine not exceeding N\$5 000 000 or to imprisonment for a period not exceeding 10 years, or to both such fine and such imprisonment.

# Mandatory Documents for Bidders and Suppliers

The Board or a public entity must ensure that a bidder or supplier is not permitted to receive a procurement contract or otherwise participate in a procurement process if the bidder did not submit the required mandatory documents as stipulated in the bidding documents.

## Disqualification of Bidders of Suppliers for Bidding

A bidder or supplier is disqualified from bidding if such bidder or supplier:

- is not in good standing with the Receiver of Revenue;
- is not in possession of a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from Social Security Commission;
- is not, as required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998), in possession of
  - a valid affirmative action compliance certificate issue under section 41 of that Act;
  - an exemption issued under section 42 of that Act; or
  - a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act; or
- has not submitted a written undertaking as contemplated in section 138(2) of the Labour Act, 2007

## **Can bidders submit certified copies of the Section 50(2) Documents?**

Bidders and suppliers can submit valid original documents or valid certified copies of an original document as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No. 16 of 1963) as amended and as per the directive issued by the Minister of Finance on 29 August 2019. Bidders and suppliers may not be disqualified for submitting valid certified copies.

## Procurement Methods<sup>Section 27</sup>

The Act provides for the following procurement methods for procurement of goods, works and non-consultancy services:

- open advertised bidding;
- restricted bidding;
- request for sealed quotations;
- direct procurement;
- execution by public entities;
- emergency procurement;
- small value procurement;
- request for proposals; and
- electronic reverse auction

The choice of procurement method provides for the procurement of consultancy services, by request for proposals on the basis of -

- quality and cost;
- quality alone;
- quality and fixed budget; or
- least cost and acceptable quality.

Public Procurement Act, 2015 sets the procurement methods available to a Public Entity to make any procurement in a given circumstance. The Open Advertised Bidding (OAB) is the default procurement method, but may not be practical in all circumstances.

When using OAB a Public Entity must publish the invitation to bid/prequalify in a newspaper with wide circulation. The table below highlights the conditions for use of procurement methods other than the OAB.

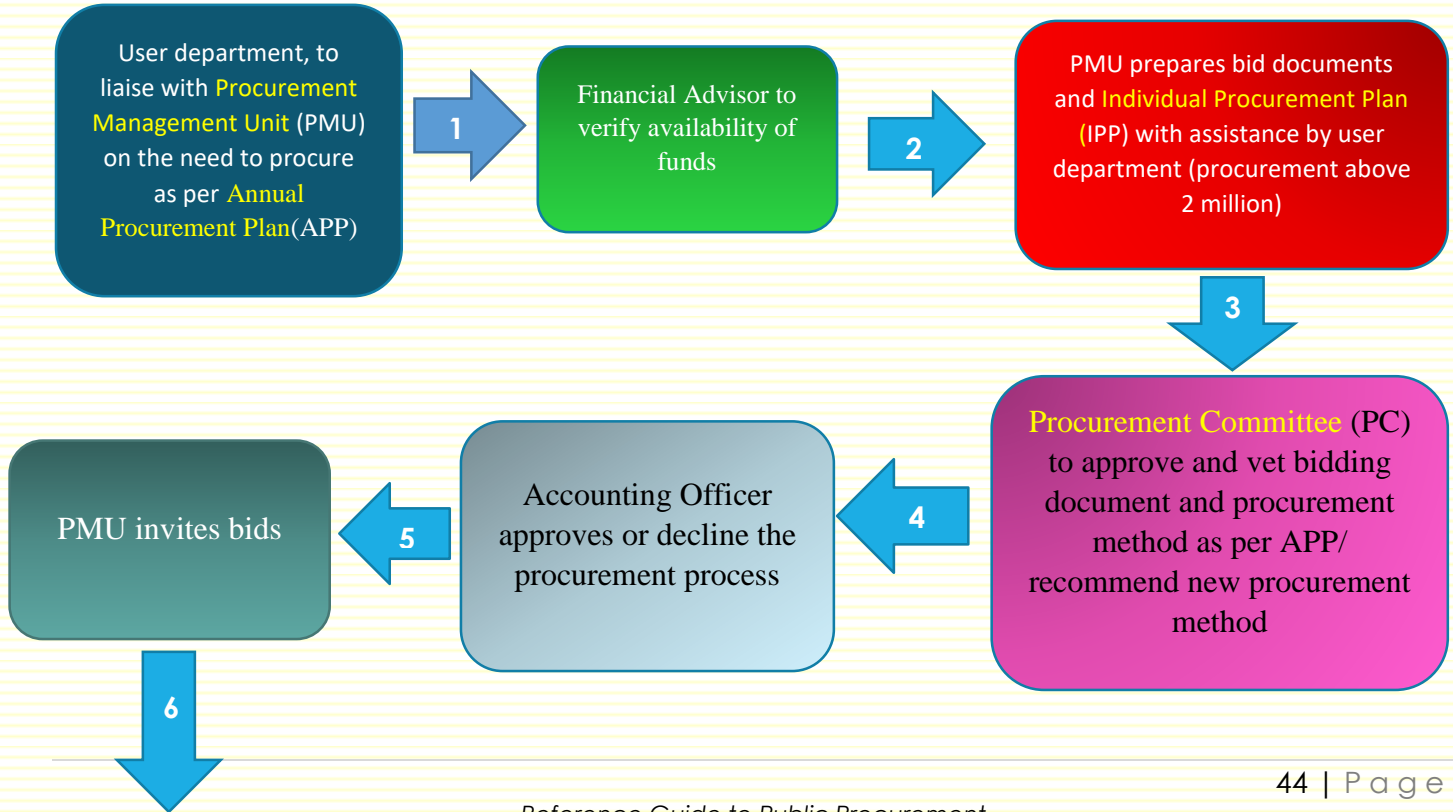


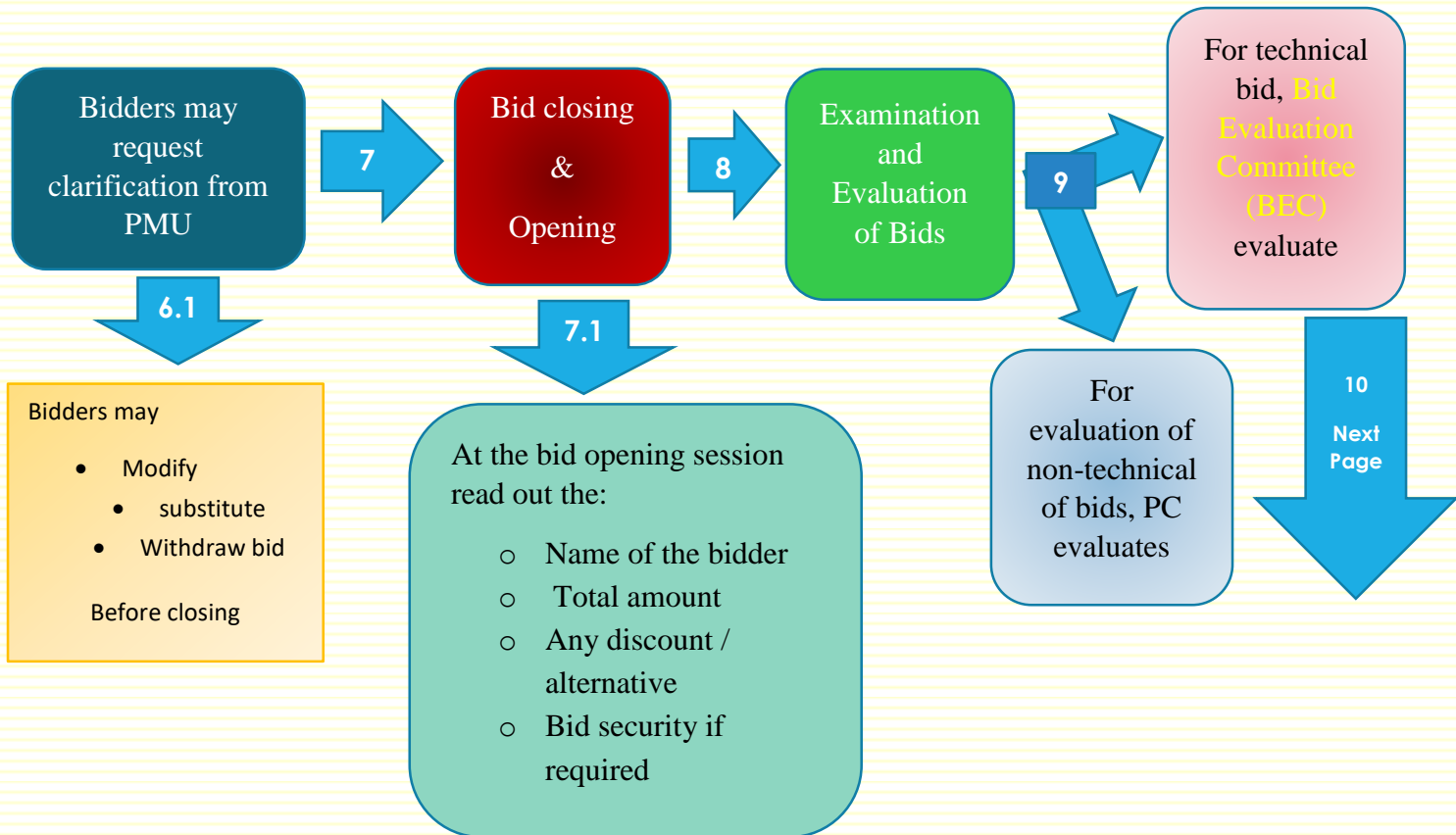
<b>Procurement Method</b>	<b>Conditions for Use</b>
<b>Restricted Bidding</b>	<p>a) the goods, works or services are available only from a limited number of suppliers and all of them are directly solicited;</p> <p>b) the time and cost of considering a large number of bids is disproportionate to the value of the procurement, provided the estimated value of the contract does not exceed a threshold set out in the procurement regulations and at least 5 bidders are directly solicited; or</p> <p>c) when suppliers of specialized goods and services have been pre-approved</p> <p>d) total cost estimate should does not exceed NAD 3 000 000.00.</p>
<b>Two Stage Bidding</b>	<p>In the case of large or complex contracts for goods or works, for which open or restricted bidding is not suitable because of the difficulty in defining precisely the goods or works .</p>
<b>Request for Proposals</b>	<p>a) When the Public Entity seeks to obtain consulting services or other services for which OAB is not suitable because of the difficulty in defining precisely the services.</p> <p>b) A Public Entity may draw up a list of service providers that are known to the Public Entity to solicit proposals from directly. In the case where the total cost estimate is above NAD 5 000 0000.00, the Public Entity must publish an expression of interest in a widely circulated newspaper.</p>
<b>Request for sealed Quotations</b>	<p>For the purchase of readily available goods, services and works, so long as the estimated value of the contract does not exceed NAD 2 000 000.00</p>

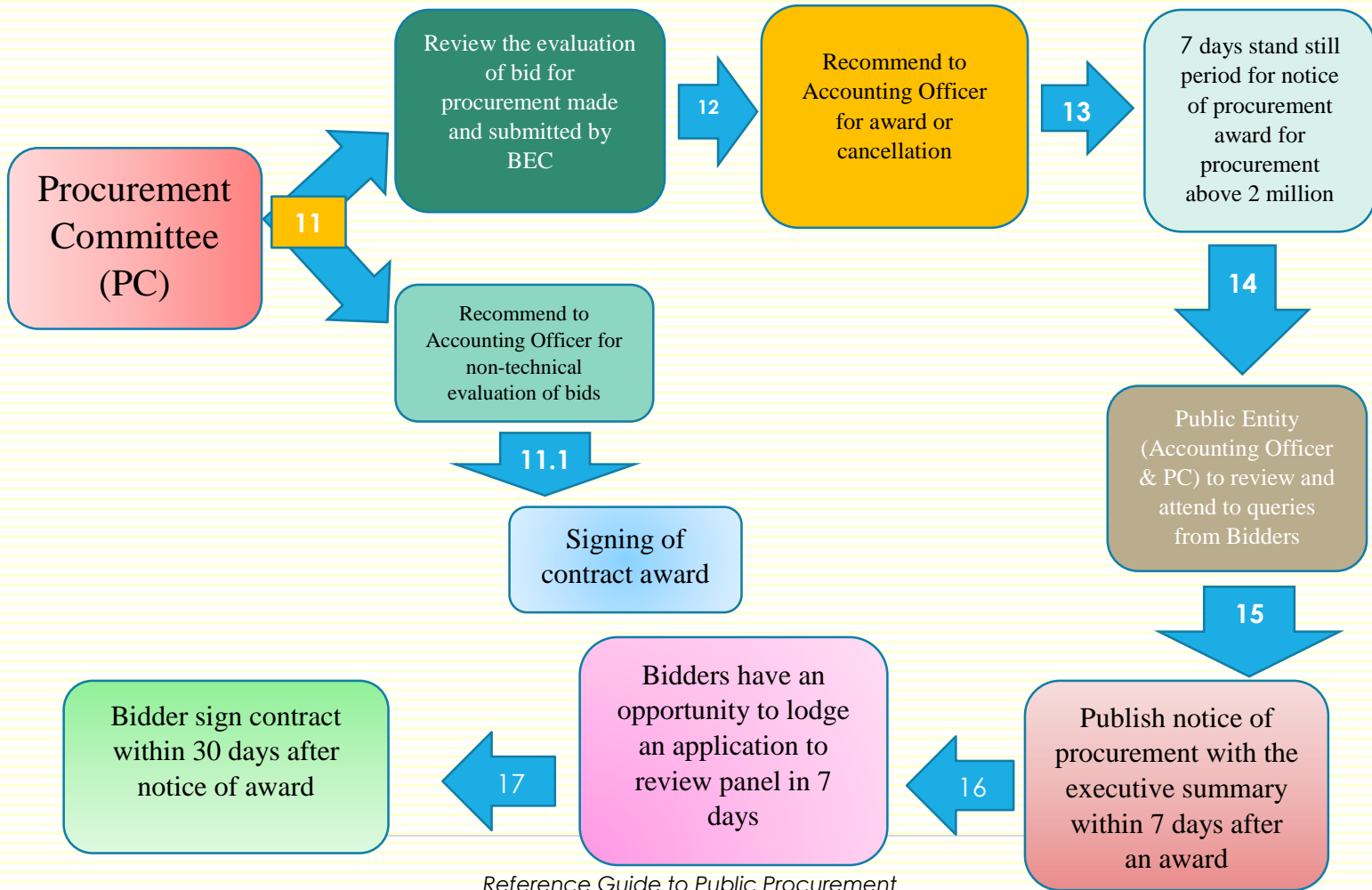
<p><b>Direct Procurement</b></p>	<p>a) when in the absence of competition for technical reasons the goods, works or services can be supplied or provided only by one candidate, or when one supplier or contractor has the exclusive right for goods or services and there is no other replacement possibility;</p> <p>b) within limits defined in regulation 18, for additional deliveries by the original supplier which are intended either as replacement parts for existing supplies, services, or installations, or as the extension of existing supplies, services, or installations where a change of supplier would compel the Public Entity to procure equipment or services not meeting requirements of interchangeability with already existing equipment or services;</p> <p>c) within limits defined in regulations 18, when additional construction services, which were not included in the initial contract have, through unforeseeable circumstances, become necessary since the separation of the additional construction services from the initial contract would be difficult for technical or economic reasons;</p> <p>d) within limits defined in regulations 18, for new construction services consisting of the repetition of similar construction services which conform to a basic project for which an initial contract was awarded on the basis of open or restricted bidding; and</p> <p>e) for continuation of consulting services, where the nature of the consultant services requires that a particular consultant be selected due to unique qualifications or where continuity of consultant services is essential to meet the objectives of the assignment.</p>
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<b>Emergency Procurement</b>	In cases of extreme urgency, a Public Entity may purchase goods, other services or works from a single supplier without competition, provided the terms of the procurement are limited to the period of the emergency, so that appropriate competitive procurement methods may be utilized at the conclusion of the emergency period.
<b>Small Value Procurements</b>	A Public Entity may procure small quantities of goods, small works and services, which do not exceed NAD 15 000.00 without resorting to a formal competition.
<b>Electronic Reverse Auction</b>	<p>a) A Public Entity may use Electronic Reverse Auction where it is feasible to formulate a detailed and precise prescription of the subject matter of the procurement;</p> <p>(b) there is a competitive market of bidders anticipated to be qualified to participate in the electronic reverse auction so that effective competition is ensured; and</p> <p>(c) the criteria to be used by the Board or public entity in determining the successful bid are quantifiable and can be expressed in monetary terms.</p>

# Bidding Process – Open Advertised Bidding







# Frequently Asked Questions

- Are procurements using petty cash excluded from the requirement of the Act?

No, the source of funds does not stipulate whether the requirement of the Act should apply or not. Section 3(1)(a) states “this Act applies to all procurement of goods, works and services and disposal of assets undertaken by the Board or a public entity’ no matter the payment method.

- Who is responsible for choosing the Procurement Method to be used by the public entity?

The Act stipulates that the PC recommend the procurement method. Then the Accounting Officer approves and signs the Annual Procurement Plan where the procurement method is stated. However, the Procurement Management Unit can advise further.

- What are the roles of a member of Parliament, a regional councilor or local authority councilor in the Public Procurement Act of 2015?

A member of Parliament, a regional councilor or local authority councilor have no role in Public Procurement other than their involvement in the budgeting process governance and when Accounting Officers reports to them. A member of Parliament, a regional councilor or local authority councilor have no authority to be involved anywhere in the procurement process and in the establishment of the internal procurement structures. <sup>Section 14(a)</sup>

- Who should issue, prepare and approve standard bidding documents?

The PPU in terms of section 7(1)(i) has the function - to issue authorised versions of the standardised bidding documents, standard forms of contracts, pre-qualification documents, procedural forms, requests for proposals and other similar documents for mandatory use by every public entity implementing procurement;

The Procurement Policy Unit is responsible to develop all authorized versions of Standard Bidding Documents.

The Procurement Management Unit (PMU) and the user Department are jointly responsible to use the standard bidding documents authorized by the Procurement Policy Unit to develop the final bidding documents to be used. The Procurement Committee or the board approves the bidding document before issued to the bidders.

- How does CPBN differ from the PPU?

The Central Procurement Board of Namibia is tasked to execute procurement on behalf of Public Entities if it is above their allowed thresholds as indicated in Annexure 1 of the Public Procurement Regulations, while the Procurement Policy Unit does not execute procurement.

The Procurement Policy Unit instead is tasked with monitoring and compliance of public entities and the CPBN with regards to the Act and its Regulations, to review the procurement system, to assess the impact and promote its fundamental principles. It executes investigations, compliance audits, drives e-government procurement and supplier database management and engages in capacity strengthening.



- What happens if the Accounting Officer decides not to award the bid to the recommended bidder after requesting for a re-evaluation once or multiple times?

The Public Entity can then decide to cancel the bid if it complies with Section 54 (1) of the Act, but in doing so it may not invite a re-bid for the procurement on the same specifications and contract conditions if the rejection of all bids or cancellation of bidding process is made on a ground specified in subsection (1)(c), (f) or (g) of Section 54 of the Act. If the bid is to be repeated, then the Public Entity must examine the reason for the rejection of all bids or the cancellation of the bidding process and suitably modify the technical specifications or contract conditions.

- Who should be the Secretary of the Bid Evaluation Committee and is the Secretary part of the Bid Evaluation Committee?

The secretary of a bid evaluation committee should be an in-house staff member and can be a support staff member from the Procurement Management Unit. The Secretary is not part of the Bid Evaluation Committee and therefor is only allowed to take minutes and inform the Committee, but may not take part in the evaluation.

- How should a Public Entity request for an exemption?

A Public Entity through its Accounting Officer must write to the Minister of Finance requesting an exemption explaining why certain provisions of the Act are not practical or appropriate.

- Can a Public Entity execute its own Emergency Procurement process if it is above its threshold as indicated in Annexure 1 of the Regulations?

The Central Procurement Board of Namibia must execute all procurements, including Emergency Procurement, if the estimated value of the procurement exceeds its threshold as prescribed in Annexure 1 of the Public Procurement Regulations. If the public entity wishes to carry out such procurement internally, an exemption from the Minister of Finance must be sought according to section 41.

- What is the Public Procurement Act's approach to dealing with unethical suppliers?

The Act addresses procurement integrity in Section 65 to 68. Section 67 and 68 specifically addresses conduct of bidders and suppliers and their suspension, debarment and disqualification. The Sections referred to address corruption and fraudulent practices as well as the collusion and the use of coercive practices. The Act also specifies the potential fines or imprisonment if bidders and suppliers are found guilty of these offences. The Review Panel is responsible to determine whether a bidder or supplier should be suspended, debarred or disqualified if there are grounds to do so.

- Are the templates for standard bidding documents available?

Templates are available on the drop box link of the PPU.

[https://www.dropbox.com/sh/4wnf8q5dwzzyume/AAA4R9\\_Dgbhf3p\\_gasdXrH3a?dl=0](https://www.dropbox.com/sh/4wnf8q5dwzzyume/AAA4R9_Dgbhf3p_gasdXrH3a?dl=0)

- Does the act allow the users department to serve on the Bid Evaluation Committee?

### **Section 26(3)**

(3) A bid evaluation committee may include -

- (a) one or more members of the user department as appropriate;
- (b) the person involved in the preparation of the bidding document if considered beneficial depending on the type and complexity of the procurement.

### **It then read together with:**

**66.** (1) A staff member of the Board or a public entity involved in planning or conducting procurement process or contract administration must undertake -

Section 66 (b) withdraw from the procurement process if there is a potential conflict of interests, unless the Board or public entity decides that the conflict is trivial to affect the impartiality of the staff member.

Section 66 (c) avoid any conflict of interest to arise in the carrying out of his or her functions and in conducting himself or herself.

- Can the Public Entity invite quotations on the Ministerial website and as well as send the same request separately to the bidders?

Yes, Public Entities can invite quotations on their website and provide the same quotations to Bidders requesting quotations separately. However, invitation for bidding must be done in a widely circulating newspaper for competitive bidding method. All bidders intending to download bidding documents must enter their email address and other relevant information before being able to download.

- Can we conduct training for bidders on how to complete the bidding documents as an entity?

No, The Procurement Policy Unit (PPU) is the only institution mandated to offer training on procurement. Public Entities may give guiding sessions to bidders in conjunction with the PPU or with approval from PPU

### Section 7 (1)

In executing any general or specific policy directives issued by the Minister to achieve the objects of this Act, the functions of the Procurement Policy Unit, include among others –

- (a) To prepare and conduct training programmes and approve training curriculum on public procurement as proposed by training institutions for staff members, contractors and suppliers concerning procurement.
- Can the Bid Evaluation Committee refer back the bid that they have disqualified directly to the PMU, or should it be submitted direction to Procurement Committee?

The Chairperson of the Bid Evaluation Committee (BEC) gives recommendation to the Procurement Committee (PC) to review. If the PC does not agree then the PC may send the bid to the Accounting Officer. The Accounting Officer will send the bid back to BEC for review.

- How does public procurement benefit me?

Government offers a public service and through effective, efficient, transparent and fair procurement it can offer so much by being more productive and effectively. Here are some of the benefits of public procurement for government and therefor all Namibians when carried out correctly:

- Increased value for money.
  - Reduced corruption.
  - Increased trust in government.
  - Economic growth.
  - Increased tax compliance.
  - Improved service delivery.
- What are the roles of public and public servant in public procurement?

The public can offer goods and services that Public Entities can procure, while public servants should execute different roles within the procurement system in accordance with the Public Procurement Act of 2015 and its Regulations.

- Why should my business remain encouraged to participate in public procurement?

The Public Procurement Act has objectives as stipulated in Section 2, which are to promote integrity, accountability, transparency, competitive supply, effectiveness, efficiency, fair dealing, responsiveness, informed decision-making, consistency, legality and integration.

Furthermore, the Act aims for Public Procurement to contribute to:

- the job creation for Namibian citizens;
- the empowerment of Namibian registered small and medium enterprises, women and youth by creating economic opportunity for them and enhancing their participation in the mainstream economy;
- sourcing of goods manufactured, mined, extracted or grown in Namibia and local services and labour, including local entrepreneurial development; and

- preferential treatment in the allocation of procurement contracts to -
  - Namibian registered small and medium enterprises;
  - Namibian registered joint venture business;
  - categories of Namibian manufacturers, suppliers, contractors and service providers;
  - Namibian registered entities that promote the protection of the environment, maintain ecosystems and sustainable use of natural resources; or
  - Namibian natural persons or categories of persons, including persons who have been, economically or educationally disadvantaged by past racial discriminatory laws or practices,

These objectives should encourage all businesses in Namibia to offer their goods and services to government to support the government to achieve the objects of the Act.

- What are the provisions in the Act that makes public procurement transparent?

Most public contracts are advertised to all potential bidders. Procurement of goods, works or services may be made by means of open advertised bidding to which equal access is provided to all eligible and qualified bidders, except in the cases where open advertised bidding:

- does not support empowerment and other policies of the Government contemplated in Section 2 of the Act;
- is not efficient or practical for the procurement in question; or
- is too costly to apply, given the value of the procurement.

Section 51 of the Act also contributes to transparency with regards to how the bid opening should be conducted.

The Act also requires in terms of Section 55(4) that Public Entities send out a notice for selection of award to all businesses that participated in the bidding process. Thereafter the Public Entity is required in terms of Section 55(8) to publish a notice of the procurement and its accompanying bid evaluation summary.

In Section 57 of the Act, an unsuccessful bidder is given the right to request from the accounting officer, to be briefed on the reasons for which its bid or its application for prequalification was unsuccessful, if the request for such information was submitted within the prescribed period of the publication of the notice referred to in section 55(8).

Furthermore, the Procurement Policy Unit is responsible for E-Government Procurement which will allow improved access to annual procurement plans, advertised bidding documents, bid evaluation summaries, notice of award as well as the list of suspended, debarred and disqualified bidders, some of which is already available on the Ministry of Finance website under the section for the Procurement Policy Unit. The Unit can be contacted.

# Appendix A – Procurement Thresholds

Public entities	Types of procurement contract			
	Goods	Works	Consultancy Services	Non-consultancy services
<b>CATEGORY 1</b>	Estimated value of procurement not exceeding N\$25 Million	Estimated value of procurement not exceeding N\$35 Million	Estimated value of procurement not exceeding N\$20 Million	Estimated value of procurement not exceeding N\$15 Million
1. Offices, Ministries and Agencies as defined in section 1 of the Public Service Act, 1995 (Act No. 13 of 1995)				
2. National Assembly				
3. National Council				
4. Electoral Commission of Namibia				
5. All municipalities listed under Part I of Schedule 1 to the Local Authorities Act, 1992 (Act No. 23 of 1992)				
6. Namibian Ports Authority				
7. Namibia Power Corporation				
8. Namibia Water Corporation				
9. Namibia Student Financial Assistant Fund				
10. National Housing Enterprise				
11. National Petroleum Corporation of Namibia				
12. Namibia Airports Company				
13. TransNamib Holdings				
14. Air Namibia				



Public entities	Types of procurement contract			
	Goods	Works	Consultancy Services	Non-consultancy services
<b>CATEGORY 2</b>	Estimated value of procurement not exceeding N\$20 Million	Estimated value of procurement not exceeding N\$30 Million	Estimated value of procurement not exceeding N\$15 Million	Estimated value of procurement not exceeding N\$10 Million
1. All municipalities listed under Part II of Schedule 1 to the Local Authorities Act, 1992 (Act No. 23 of 1992)				
2. All regional councils as defined in section 1 of the Regional Councils Act, 1992 (Act No. 22 of 1992)				
3. Agricultural Business Development Agency				
4. Polytechnic of Namibia				
5. University of Namibia				
6. Mineral Development Fund				
7. Namibia Tourism Board				
8. Namibia Wildlife Resorts Company				
9. Windhoek Country Club				
10. Agricultural Bank of Namibia				
11. Development Bank of Namibia				
12. Motor Vehicle Accident Fund				
13. Namibia Financial Institutions Supervisory Authority				
14. Namibia Institute of Pathology				
15. Namibia Broadcasting Corporation				
16. Telecom				

17. Electricity Control Board				
18. Epangelo Mining Company				
19. SME Bank of Namibia				
20. Roads Authority				
21. Roads Contractor Company				
22. Namibia Sports Commission				
23. National Youth Council				
24. National Youth Service				
25. Namibia Statistics Agency				
26. Namibia Institute of Public Service & Management				

Public entities	Types of procurement contract			
	Goods	Works	Consultancy Services	Non-consultancy services
<b>CATEGORY 3</b>	Estimated value of procurement not exceeding N\$15 Million	Estimated value of procurement not exceeding N\$20 Million	Estimated value of procurement not exceeding N\$10 Million	Estimated value of procurement not exceeding N\$5 Million
1. All towns listed under Schedule 2 to the Local Authorities Act, 1992 (Act No. 23 of 1992)				
2. All villages listed under Schedule 3 to the Local Authorities Act, 1992 (Act No. 23 of 1992)				
3. Karakul Board of Namibia				
4. Meat Board of Namibia				
5. Meat Corporation of Namibia				
6. Namibian Agronomic Board				

7. Namibia College of Open Learning				
8. Namibia Qualifications Authority				
9. Namibia Training Authority				
10. Namibia Institute for Mining Technology				
11. National Council for Higher Education				
12. Environmental Investment Fund of Namibia				
13. Namibia National Reinsurance Corporation				
14. Namibia Fish Consumption Promotion Trust				
15. Namibia Film Commission				
16. Social Security Commission				
17. Communications Regulatory Authority of Namibia				
18. Namibia Post & Telecommunications Ltd				
19. Namibia Post & Telecoms Holdings				
20. New Era Publications				
21. Minerals Development Fund of Namibia				
22. Namibia Standards Institution				
23. Namibian Competition Commission				
24. Namibia Development Corporation				
25. National Commission on Research, Science & Technology				
26. Offshore Development Company				
27. Roads Fund Administration				
28. Sat-Com Company (Pty) Ltd				

29. Agro-Tour Company				
30. Game Products Trust Fund				
31. Namibia Special Risk Insurance Association				
32. Zambezi Waterfront (Proprietary) Limited				
33. Luderitz Waterfront Company (Proprietary) Limited				
34. Financial Intelligence Centre				
35. Fishery Observers Agency				
36. Namibia Maritime Fisheries Institute				
37. National Fishing Corporation of Namibia (under Seaflower company)				
38. National Disability Council				
39. Namibia Press Agency				
40. NamZim				
41. Trust Fund For Regional Development & Equity Provisions				
42. Diamond Board of Namibia				
43. Security Enterprises & Security Officers Regulation Board				
44. Accreditation Board of Namibia				
45. Namibia Estates Agents Board				
46. Business and Intellectual Property Authority				
47. National Heritage Council				
48. National Art Gallery of Namibia				
49. National Theatre of Namibia				

## Do you have suggestions to improve public procurement?

The Procurement Policy Unit invites suggestions from any person or body on how to improve Public Procurement and contribute to the objectives of the Act.

### Send suggestions to:

Specific enquiries about public procurement should be directed to the following units:

Legal Support and Compliance:

Tell: +264-61-209 9413

Email: [Evelina.Nakanyala@mof.gov.na](mailto:Evelina.Nakanyala@mof.gov.na)

Professionalization and Capacity Strengthening:

Tell: **+264-61-209 9406**

Email: [Willibarth.Haraseb@mof.gov.na](mailto:Willibarth.Haraseb@mof.gov.na)

Monitoring & Evaluation

Tell: **+264 -61-209 9410**

Email: [Emilia.Micheal@mof.gov.na](mailto:Emilia.Micheal@mof.gov.na)





## Contact Details

### Procurement Policy Unit



Tel: +264 (61) 209 9413 / 9404, Ministry of Finance, AgriHouse, corner of Robert Mugabe & John Meinert Street, Private Bag 13295, Windhoek, Namibia

Dropbox link for relevant documents published by the PPU:

[https://www.dropbox.com/sh/4wnf8q5dwzzyume/AAA4R9\\_Dgbhf3p\\_gasdXrH3a?dl=0](https://www.dropbox.com/sh/4wnf8q5dwzzyume/AAA4R9_Dgbhf3p_gasdXrH3a?dl=0)

PPU Website: <https://eprocurement.gov.na/>

PPU (Ministry of Finance-Namibia) 

PPU Ministry of Finance –Namibia 



### Central Procurement Board of Namibia

Tel: +264 (61) 447 770, EMAIL: [info@cpb.org.na](mailto:info@cpb.org.na), WEB: [www.cpb.org.na](http://www.cpb.org.na), Mandume Park, 1 Teinert Street, P.O.Box 23650, Windhoek, Namibia

### Review Panel



Tel: +264 (61) 209 2445, EMAIL: [Kaarina.Kashonga@mof.gov.na](mailto:Kaarina.Kashonga@mof.gov.na), Ministry of Finance, Head Office, Moltke Street, Private Bag 13295, Windhoek, Namibia

