



NAME OF PUBLIC ENTITY: Namibia Institute of Public Administration and Management (NIPAM)															PERIOD: 01-07-2020 To 30-09-2020						
QUARTERLY RETURN ON PROCUREMENT ACTIVITIES - Second Quarter 2020/2021 FY																					
(a) Procurement Reference No.	(b) Procurement Description	(c) Category	(d) Updated Estimated Cost (N\$)	(e) Procurement Method (OAB, RB, RFQ, RFP, etc.,)	(f) Date Bidding Document Issued (dd/mm/yyyy)	(g) Closing Date of Bids (dd/mm/yyyy)	(h) No. of Bids Invited (For RB, RFQ, RFP)	(i) No. of SMEs Invited (For RB, RFQ, RFP)	(j) No. of Disadvantaged Women Invited (For RB, RFQ, RFP)	(k) No. of Disadvantaged Youths Invited (only for preferential procurements)	(l) No. of Bids Received (for all procurements)	(m) Bids Received from SMEs (for all procurements)	(n) No. of bids received from Disadvantaged Women (only for preferential procurements)	(o) No. of Bids received from disadvantaged Youths (only for preferential procurements)	(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 (N\$)	(v) Amount Paid (N\$)
PO2012	purchase of sony voice recorder	G	3,967.50	RFQ	18-06-2020	23-06-2020	3	3			3				3	N	01-07-2020	Virtua Technologies	SME	3,967.50	3,967.50
RFQ25/NP/M/06/2020	excess fee for Ipad	NCS	1,040.00	DP	06-07-2020	12-07-2020	1				1					N	16-07-2020	PC Center	SME	1,040.00	1,040.00
PO 1991	Lenovo laptop charger	G	755.96	RFQ	14-07-2020	21-07-2020	3	3			3					N	23-07-2020	Beta technology	SME	755.96	755.96
PO2006	Repair of Laptop- Insurance claim	CS	2,300.00	DP	16-07-2020	23-07-2020	1				1					N	30-07-2020	Nanodog Com	SME	2,300.00	2,300.00
RFQ/NPM3/2/2020-	General support timesheet	CS	4,243.50	DP	12-08-2020	12-08-2020	1									N	24-08-2020	Innovaive Software	LNF	4,243.50	4,243.50
PO2017	Sony voice recorders	G	7,450.84	RFQ	04-08-2020	11-07-2020	3	3			3					N	24-08-2020	Virtua Technologies	SME	7,450.84	7,450.84
PO2051	Renewal of annual license	CS	118,000.00	DP	04-08-2020	11-08-2020	1									N	24-08-2020	Computer share	LNF	118,000.00	118,000.00
	Avaya unit hire	NCS	2,162.00	DP	01-09-2020	05-07-2020	1									N	09-09-2020	Ananzi Technologies	LNF	2,162.00	2,162.00
	Server rail kit	G	5,002.50	RFQ	08-09-2020	17-09-2020	3	3								N	22-09-2020	Green Enterpr	LNF	5,002.50	5,002.50
PO2068	renewal of S+module	CS	24,144.48	DP	29-08-2020	05-09-2020	1									N	22-09-2020	Siyanda Software	LNF	24,144.48	24,144.48
PO2070	EFT annual license renewal	CS	4,657.50	DP	29-08-2021	06-09-2020	1									N	22-09-2020	Siyanda Software	LNF	4,657.50	4,657.50
PO1938	Advert. Barter agreement	CS	5,175.00	DP	07-07-2020	11-07-2020	1									N	15-07-2020	New Era	LNF	5,175.00	5,175.00
PO1939	Advert. Barter agreement	CS	5,175.00	DP	07-07-2021	12-07-2020	1									N	15-07-2020	New Era	LNF	5,175.00	5,175.00
PO1940	Advert. Barter agreement	CS	6,900.00	DP	07-07-2022	13-07-2020	1									N	15-07-2020	New Era	LNF	5,175.00	5,175.00
PO1941	Advert. Barter agreement	CS	3,881.25	DP	07-07-2023	14-07-2020	1									N	15-07-2020	New Era	LNF	3,881.25	3,881.25
PO1942	Advert. Barter agreement	CS	3,881.25	DP	07-07-2024	15-07-2020	1									N	15-07-2020	New Era	LNF	3,881.25	3,881.25
PO1943	Pull up banners	CS	3,622.50	RFQ	07-07-2025	16-07-2020	3									N	15-07-2020	Sign shop	SME	3,622.50	3,622.00
PO1944	Yearly subscription	CS	9,944.00	DP	13-07-2020	21-07-2020	1									N	23-07-2020	MultiChoice	LNF	9,944.00	9,944.00
PO2077	Career Averts	CS	14,985.33	DP	12-09-2020	19-09-2020	1									N	24-09-2020	Pragon Media	LNF	14,985.33	14,985.33
PO1911	Private Bag Box renewal	CS	1,348.40	DP	26-06-2020	26-06-2020	1									N	01-07-2020	Nampost	LNF	1,348.40	1,348.40
PO1912	Repair of table wheels	G	8,349.00	RFQ	20-06-2020	25-06-2020	3									N	01-07-2020	Alpa trading	LNF	8,349.00	8,349.00
PO1919	Statineries	G	13,027.20	RFQ	28-06-2020	2-07-2020	3	3								N	09-07-2020	Omusati sta	LNF	13,027.20	13,027.20
RFQ20/NP/M/06/2020	GC NIPAM braded masks	G	2,024.00	RFQ	23-06-2020	01-07-2020	3	3					3			N	09-07-2020	Robust Investment	LNF	2,024.00	2,024.00


M/2020-2021	Sanitizer	G	6,325.00	RFQ	25-08-2021	01-09-2020	3	3											Salute Trading	SME	6,325.00	6,325.00
1/2020-2021	petty cash boxes	G	322.00	RFQ	25-08-2022	01-09-2020	3	3											Omusati Stationer	SME	322.00	322.00
	Cartridges	G	14,271.50	RFQ	25-08-2023	01-09-2020	3	3											Omusati stationer	SME	14,271.50	14,271.50
PO2041	TV license renewal 2020	NCS	2,420.00	DP			1												NBC	LNF	2,420.00	2,420.00
RFQ/NPMD 3/2020-2021	Annual Service of fire extinguishers	NCS	4,844.04	RFQ	28-08-2020	04-09-2020	3	3											United Security Services	SME	4,844.04	4,844.04
PO2045	Adjust NIPAM Corolla White	NCS	1,081.50	DP	03-09-2020	03-09-2020	1	1											PupkewitzTo yota	SME	1,081.50	1,081.50
PO2047	Audit-SLA	CS	23,000.00	DP	03-09-2020		1												PWC	LNF	23,000.00	23,000.00
PO2048	Courier Charges	NCS	244.50		03-09-2020	03-09-2020	1												Nampost	LNF	244.50	244.50
3-2020-2021	Masks, sanitizers	G	13,790.00	RFQ	29-08-2020	04-09-2020	3	3											Magnetise Inv	SME	13,790.00	13,790.00
PO2050	Repair of Toilets	W	3,216.00	DP	08-09-2020	08-09-2020	1												Ontime Plumbing	SME	3,216.00	3,216.00
PO2052	Service of NIPAM generator	NCS	9,676.10	RFQ	04-09-2020	10-09-2020	3	3											NEC	SME	9,676.10	9,676.10
PO2053	Wheel alignment for cars	W	840.00	RFQ	04-09-2021	10-09-2020	3	3											WHK super tyr	SME	840.00	840.00
PO2061	Courier Charges	NCS	1,599.03	DP	10-09-2020	10-09-2020													Nampost	LNF	1,599.03	1,599.03
0/2020-2021	Cleaning materials	G	9,784.40	RFQ	04-09-2021	10-09-2020	3	3											Cernol Cherni	SME	9,784.40	9,784.40
8/2020-2021	Reception glass	G	3,800.00	RFQ	07-09-2020	15-09-2020	3	3											Dubai investime	SME	3,800.00	3,800.00
PO2064	Gate motor repair	W	1,152.00	RFQ	07-09-2020	15-09-2020	3	3											Door Tech	SME	1,152.00	1,152.00
PO2065	NIPAM kettles	G	989.70	RFQ	07-09-2020	15-09-2020	3	3											HIFI	LNF	989.70	989.70
RFQ/NPMS 3/2020-	EXECUTIVE CHAIR	G	8,926.30	RFQ	07-09-2020	15-09-2020	3	3											Home Economix	LNF	8,926.30	8,926.30
PO2069	NIPAM decoders	G	1,497.00	DP	15-09-2020	15-09-2020	1												MultiChoice	LNF	1,497.00	1,497.00
PO2071	Repair of Air conditions	W	802.70	RFQ	07-09-2020	15-09-2020	2	2											WCR	SME	802.70	802.70
PO2075	Vacancy advert	NCS	4,226.25	DP	22-09-2020	22-09-2020	1												New Era	LNF	4,226.25	4,226.25
PO2076	Webinar cyber advert	NCS	7,820.00	DP	22-09-2020	22-09-2020	1												New Era	LNF	7,820.00	7,820.00
PO1952	TDB meeting	NCS	1,721.70	DP	15-09-2020	15-09-2020	1												J&P Group	SME	1,721.70	1,721.70
PO1989	Generic adverts and design	CS	12,969.00	RFQ	17-07-2020	24-07-2020	3	3											Kazechini	SME	12,969.00	12,969.00
PO2014	office refreshments	G	2,787.29	DP	20-08-2020	20-08-2020	1												spar	LNF	2,787.29	2,787.29
PO2016	ARM Meeting	NCS	194.00	DP	23-08-2020	23-08-2020	1												J&P Group	SME	194.00	194.00
PO2060	HR interview	NCS	327.50	DP	08-08-2020	08-08-2020	1												J&P Group	SME	327.50	327.50
PO2078	Customer care training	NCS	7,111.50	DP	11-09-2020	18-09-2020	1												J&P Group	SME	7,111.50	7,111.50

RETURN ON PROCUREMENT ACTIVITIES		Total Amount Spent (Procurement): 993,100.06	992,567.81
		Total Amount Spent :	1,008,787.81
		Total No of Contract Awarded to SMEs:	39
		Total Amount Paid to SMEs:	307,079.28
		Grand Total	1,008,787.81

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

Prepared  Victoria Shikudule (Phone No 061 - 2964820)
 Head of PMU

Recommended by:  Mr Beatus T. Amadhila
 Procurement Committee: Chairperson

Approved by:  Maria N. Nangolo
 Accounting Officer