

NAME OF PUBLIC ENTITY: Namibia Institute of Public Administration and Management (NIPAM) PERIOD: 01 APRIL TO 30 JUNE 2020																					
QUARTERLY RETURN ON PROCUREMENT ACTIVITIES - First 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/yy)	(G) Closing Date of Bids (dd/mm/yy)	(H) No. of Bidder Invited (For RB, RFQ, RFP and SVP only)	(I) No of SMEs Invited	(J) No of Disadvantaged Women Invited	(K) No of Disadvantaged Youths Invited (only for preferential)	(L) No. of Bids Received (for all procurements)	(M) No of Bids Received from Disadvantaged Women (only for procurements)	(N) No of bids received from Disadvantaged Women (only for procurements)	(O) No. of Bids received from disadvantaged Youths (only for preferential procurements)	(P) No. of Responsive Bids (for all procurements)	(Q) Challenge (Y/M)	(R) Date Contract Awarded (dd/mm/yy)	(S) Name of Successful Bidder(s) (dd/mm/yy)	(T) Category of Successful Bidder	(U) Contract Value Approved (N\$)	(V) Amount Paid (N\$)
PO No.001884	Training Profit Sharing - IPSAS	CS	172,965.68	DP	12-Feb-20	6-May-20	1	NA	NA	NA	1	0	NA	NA	1	N	15-Feb-20	Ducharme Consulting	FF	172,965.68	172,965.68
PO No.001892	Training Venue at Mariental	G	6,576.91	DP	12-Feb-20	15-Feb-20	1	1	NA	NA	1	0	NA	NA	1	N	11-Jun-20	Mariental Hotel	LNF	6,576.91	6,576.91
PO No.001870	Laptop Charger	G	1,500.00	RFQ	15-Jun-20	19-Jun-20	3	3	NA	NA	3	2	NA	NA	3	N	3-Jun-20	Beta Technology	SME	1,500.00	1,500.00
PO No.001893	Laptop Screen Repair	G	920.00	RFP	15-Jun-20	19-Jun-20	3	3	NA	NA	3	2	NA	NA	3	N	22-Jun-20	NonDog	LNF	920.00	920.00
PO No.001895	IPAD Anti-theft cable	G	1,850.00	RFP	15-Jun-20	19-Jun-20	3	3	NA	NA	3	3	NA	NA	3	N	22-Jun-20	PC Center	LNF	1,850.00	1,850.00
PO No.001900	Monthly Audio-visual Maintenance	CS	13,800.00	DP	15-Jun-20	19-Jun-20	1	1	NA	NA	1	1	NA	NA	1	N	1-Aug-18	Ananzi Technology	LNF	13,800.00	13,800.00
PO No.001837	Designing of Training Brochures	CS	14,950.00	RFQ	15-Jun-20	19-Jun-20	5	3	NA	NA	3	3	NA	NA	3	N	12-Jun-20	Brand Factory	SME	14,950.00	14,950.00
PO No.001884	Pre-evaluation Bata Exercise	CS	14,145.00	RFQ	3-Jun-20	9-Jun-20	4	4	NA	NA	3	3	NA	NA	4	N	4-Jun-20	Metavelo Service Provider	SME	14,145.00	14,145.00
PO No. 001865	Design and Layout of Brochures	CS	13,489.50	RFQ	3-Jun-20	9-Jun-20	3	3	NA	NA	3	3	NA	NA	3	N	3-Jun-20	Katezesh Advertising	SME	13,489.50	13,489.50
PO No. 001866	Advert Placement - Public Announcement	CS	13,340.00	RFQ	3-Jun-20	9-Jun-20	5	3	3	NA	3	0	NA	NA	1	N	17-Jun-20	Paragon	LNF	2,668.00	2,668.00

BPA

PO No. 001889	NIPAM Courses Advert	CS	10,925.00	DP	3-Jun-20	9-Jun-20	1	NA	NA	NA	1	0	NA	NA	1	N	17-Jun-20	Municipal Pillar	LNF	10,925.00	10,925.00
PO No. 001890	NIPAM Courses Advert	CS	14,444.00	DP	3-Jun-20	9-Jun-20	1	NA	NA	NA	1	0	NA	NA	1	N	17-Jun-20	The Namibian	LNF	14,444.00	14,444.00
PO No. 001891	Designig Services	CS	13,225.00	RFQ	3-Jun-20	9-Jun-20	3	NA	NA	NA	3	3	NA	NA	1	N	17-Jun-20	Brand Factory	SME	13,225.00	13,225.00
PO No. 001795	Accommodation Rental, ITEC	NCS	8,500.00	RFP	3-Oct-19	8-Oct-19	5	NA	2	NA	3	2	NA	NA	1	N	15-Oct-19	A. DE AZAVED O	SME	8,500.00	8,500.00
PO No. 001841	Purchase of Tyres	NCS	8,875.04	RFQ	5-May-20	11-May-20	3	NA	NA	NA	1	0	NA	NA	3	N	26-May-20	Namibia Tyres	LNF	8,875.04	8,875.04
PO No. 001844	Annual News paper Subscription - Republikein	NCS	3,528.00	DP	14-May-20	18-May-20	1	NA	NA	NA	1	0	NA	NA	1	N	26-May-20	Republik ein	LNF	3,528.00	3,528.00
PO No. 001845	Annual News paper Subscription - Namibian Sun	NCS	2,520.00	DP	14-May-20	18-May-20	1	NA	NA	NA	1	0	NA	NA	1	N	26-May-20	Namibian Sun	LNF	2,520.00	2,520.00
PO No. 001846	Office Stationery	G	10,752.50	RFQ	14-May-20	18-May-20	5	1	NA	NA	4	1	NA	NA	4	N	26-May-20	Omusati Stationer s	SME	10,752.50	10,752.50
PO No. 001847	Face Masks & Sanitizers	G	44,217.50	RFQ	14-May-20	18-May-20	3	2	NA	NA	3	2	NA	NA	3	N	26-May-20	Hockland Pharmacy	SME	44,217.50	44,217.50
PO No. 001849	Hand Sanitizers	G	7,473.00	RFQ	14-May-20	18-May-20	4	2	1	NA	3	2	NA	NA	3	N	26-May-20	Salute Trading	SME	7,473.00	7,473.00

PO No. 001862	Annual News Paper Subscription	NCS	1,120.00	DP	14-May-20	18-May-20	1	1	NA	NA	1	1	1	NA	1	1	1	1	1,120.00	1,120.00	SME	Confidante	26-May-20	N	1	1	1,120.00
PO No. 001866	Face Masks	G	10,465.00	RFQ	22-May-20	29-May-20	4	2	1	2	3	2	3	NA	2	3	2	3	10,465.00	10,465.00	SME	Salute Trading	3-Jun-20	N	3	2	10,465.00
PO No. 001867	Temperature Thermometer	G	1,725.00	RFQ	22-May-20	29-May-20	3	1	NA	1	3	1	3	NA	1	3	1	3	1,725.00	1,725.00	SME	Salute Trading	3-Jun-20	N	3	1	1,725.00
PO No. 001868	NIPAM Branded Face Masks	G	4,500.00	RFQ	22-May-20	29-May-20	4	2	1	2	3	1	3	NA	2	3	1	3	4,500.00	4,500.00	SME	Robust	3-Jun-20	N	3	2	4,500.00
PO No. 001869	Hand Free Sanitizers Stands	G	7,187.50	RFQ	22-May-20	29-May-20	3	2	NA	2	3	2	3	NA	2	3	2	3	7,187.50	7,187.50	SME	Salute Trading	3-Jun-20	N	3	2	7,187.50
PO No. 001870	Accommodation Rental, ITEC	NCS	8,500.00	RFP	3-Oct-19	8-Oct-19	5	5	2	NA	3	2	3	NA	NA	3	2	1	8,500.00	8,500.00	SME	A. DE AZAVEDO	15-Oct-19	N	1	NA	8,500.00
PO No. 001904	Heavy Duty Shredder Machine	G	14,835.00	RFQ	15-Apr-20	25-Apr-20	4	1	NA	NA	4	1	4	NA	NA	4	1	4	14,835.00	14,835.00	SME	Omusati Stationers	25-Jun-20	N	4	1	14,835.00
PO No. 001905	Motor Vehicles License Renewal	NCS	2,292.00	DP	20-Jun-20	20-Jun-20	1	NA	NA	NA	1	0	1	NA	NA	1	0	1	2,292.00	2,292.00	LNF	Road Authority	25-Jun-20	N	1	0	2,292.00
PO No. 001838	Kilometer rates for Mr P. Singwele	NCS	4,272.00	DP	20-May-20	20-May-20	1	NA	NA	NA	1	1	1	NA	NA	1	1	1	4,272.00	4,272.00	SME	Mr P. Singwele	20-May-20	N	1	1	4,272.00
PO No. 001860	Board Meeting Refreshment	NCS	824.25	DP	20-May-20	20-May-20	1	1	1	NA	1	1	1	1	NA	1	1	1	824.25	824.25	SME	John & Penny Group	29-May-20	N	1	1	824.25

PO No. 001861	Refreshment for Interview	NCS	1,850.10	DP	29-May-20	29-May-20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1,850.10	1,850.10	SME	John & Penny Group	29-May-20	John & Penny Group
PO No. 001873	S&T for Mr P. Singwele	NCS	8,554.00	DP	11-Jun-20	11-Jun-20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	8,554.00	8,554.00	SME	Mr P. Shingwele	11-Jun-20	Mr P. Shingwele
PO No. 001894	Refreshment for Working Meeting for Finance Business	NCS	300.00	DP	22-Jun-20	22-Jun-20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	300.00	300.00	SME	John & Penny Group	22-Jun-20	John & Penny Group
PO No. 001896	Refreshment for the DE's Office	NCS	3,168.85	DP	22-Jun-20	22-Jun-20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3,168.85	3,168.85	LNF	Marua Mall Spare	22-Jun-20	Marua Mall Spare
PO No. 001906	S&T & Accomo for Mr K. Ipinge	NCS	578.00	DP	29-Jun-20	29-Jun-20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	578.00	578.00	LNF	Mr K. Ipinge	29-Jun-20	Mr K. Ipinge
PO No. 001907	S&T & Kilos for Mr K. Ipinge	NCS	2,697.00	DP	30-Jun-20	30-Jun-20	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2,697.00	2,697.00	LNF	Mr W. Ndavash eya	30-Jun-20	Mr W. Ndavash eya

RETURN ON PROCUREMENT ACTIVITIES Total Amount Spent (Procurement): 426,048.83 440,193.83

Total Amount Spent :	440,193.83
Total No of Contract Awarded to SMEs:	21
Total Amount Paid to SMEs:	192,385.40
Grand Total	440,193.83

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 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 by: Victoria Shikudule (Phone No: 061 - 2964820)
 Head of PMU
 Recommended by: Mr Beatus T. Amadhila
 Procurement Committee: Chairperson
 Approved by: Ms Maria N. Nangolo
 Accounting Officer