



KAVANGO WEST REGIONAL COUNCIL

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05 November 2025

**HEAD OF PROCUREMENT MANAGEMENT UNIT
MINISTRY OF FINANCE
PRIVATE BAG 13295
WINDHOEK
NAMIBIA**

Dear Mr. Nsundano

**SUBJECT: REQUEST FOR AMENDMENT OF THE ANNUAL PROCUREMENT
PLAN FOR KAVANGO WEST REGIONAL COUNCIL.**

This letter serves to request for the amendment to Annual Procurement Plan for the Kavango West Regional Council for the 2025/2026 financial year as attached.

Yours sincerely,

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**MATHEUS K. SINGAMBWE
CHIEF REGIONAL OFFICER**

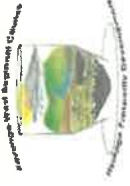


05.11.2025
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DATE

All official correspondence should be address to the office of the Chief Regional Officer



Annual Procurement Plan Items for Kavango west Regional Council



Name of Public Entity: Kavango West Regional Council		Financial Period: 2025/2026						
Procurement No. (e.g. 1,2,3...)	Description (include lots if applicable)	Quantity	Category of Procurement	Procurement reserved in terms of the Directive on Local Sourcing	Procurement Method	Estimated Value (N\$)	Scheduled Date for Invitation of Bids	Reason for deviating from the default method (where applicable)
1	Motor Vehicles Reg. & License Registration (KWRC)	24	NCS	NA	EPE	30,000.00	1/01/2026	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
2	Procuring of new vehicles (Pick Up Double Cab 4WD and Sedan)	9	G	NA	OAB	6,000,000.00	10/05/2025	N/A
3	Procurement of tyres	Various	G	NA	RFQ	250,000.00	10/05/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (Act 15 of 2025) section 27 (4) (c) as amended.
4	Repairs and Servicing of vehicles	Various	NCS	NA	RFQ	700,000.00	As per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (Act 15 of 2025) section 27 (4) (c) as amended.
5	Hiring of Vehicles	Various	NCS	NA	EPE	60,000.00	As per Request	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
6	Computer repair and Maintenance	Various	NCS	NA	RFQ	40,000.00	As per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
7	Air conditioner repairs	Various	NCS	NA	RFQ	50,000.00	01/10/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (Act 15 of 2025) section 27 (4) (c) as amended.

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8	Procurement of trailer (DEIYSAC)	1	G	NA	RFQ	100,000.00	01/10/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
9	Construction of service infrastructure at Katwitwi Settlement	1	W	NA	OAB	3,000,000.00	01/05/2025	N/A
10	Construction of service infrastructure at Mpungu,Bunya,Rupara, Ncamagoro and Katjimakatji growth points	5	W	NA	OAB	1,000,000.00	01/12/2025	N/A
11	Protective clothings (KWRC& Delegated functions)	1	G	NA	EPE	600,000.00	Per Request	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
12	Money safe	Various	G	NA	EPE	1,038,000.00	01/01/2026	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
13	Rural Development Programmes (Food Security)	Various	G	NA	RFQ	801,882.00	As per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
14	Construction of Sanitations facilities	125	W	NA	RFQ	1,560,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
15	Supply and Delivery of Leaners and Teachers Chairs, Desks and Tables	Various	G	NA	RFQ	3,430,001.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
16	Drilling of borehole at Mankumpi Constituency Office	1	W	NA	RFQ	350,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
17	Servicing of fire extinguishers	various	W	NA	RFQ	80,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.

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18	Advertisement of bids and vacancies	Various	NCS	NA	EPE	120,000.00	Per Request	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
19	Provision of training courses	various	NCS	NA	RFQ	800,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
20	Provision of catering services	Various	NCS	NA	RFQ	1,000,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
21	Hiring of tents /properties	various	NCS	NA	RFQ	50,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
22	Procurement of furniture and equipments	various	G	NA	RFQ	701,535.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
23	Procurement of portraits	Various	G	NA	RFQ	60,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
24	Supply,Delivery and Installations of Air Conditioner	various	W	NA	OAB	105,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
25	Procurtement of attires for wellness staff members	Various	G	NA	RFQ	31,000.00	01/08/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
26	Minor Building maintenance materials	various	G	NA	RFQ	51,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended..

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27	Procurement of camping equipments (tents,camping chairs,gas cylinders and plates)	various	G	NA	RFQ	70,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) as amended.
28	Procurement of Training Consultancy	various	NCS	NA	RFQ	1,200,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
29	Hiring of Conference Halls and accommodations	Various	NCS	NA	OAB	1,500,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
30	Procurement of Airtimes for staff members	various	NCS	NA	EPE	9,600,000.00	Per Request	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
31	Procurement of Namibia flag, AU flag and indoor flag poles	4	G	NA	EPE	30,000.00	01/12/2025	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
32	Provision of emergency (bedding, clothing ,food,formula,diapers etc) (gender)	various	G	NA	RFQ	20,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
33	Procurement of teaching and learning materials (gender)	Various	G	NA	RFQ	79,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
34	Procurement of IGAs materials and equipments (gender)	Various	G	NA	RFQ	79,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
35	Office rental (KWRC and delegated functions)	various	NCS	NA	RFQ	8,500,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.

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36	Procurement of government forms	various	G	NA	EPE	55,000.00	01/12/2025	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
37	Procurement of cumulative record cards for learners	various	G	NA	EPE	300,000.00	01/12/2025	The Public Entity has the capacity to do such work on behalf of the Government, in terms of (Section 34 (g) of the Public Procurement Act, 2015 (Act 15 of 2015) as amended
38	Procurement of science materials (science kits)	various	G	NA	RB	2,200,000.00	Per Request	Only available from limited number of bidders as per Public Procurement Act No.15 of 2015 (section 31 (a) as amended
39	Procurement of spectacle frames	various	G	NA	RFQ	400,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
40	Procurement of suggestion boxes	various	G	NA	RFQ	20,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
41	Procurement of office supplies	various	G	NA	RFQ	357,692.20	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.
42	Procurement of cleaning materials	various	G	NA	RFQ	200,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c)
43	Procurement of text books for schools	various	G	NA	DP	2,000,000.00	Per Request	only available from limited number of bidders as per Public Procurement Act no.15 of 2015 (section 31) (a) as amended.
44	Procurement of wellness goods and sport equipments	various	G	NA	RFQ	300,000.00	01/08/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) (c) as amended.

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45	Procurement of Council Corporate Wears	various	G	NA	DP	250,000.00	01/08/2025	Only one supplier has the exclusive rights to manufacture the goods, works or services to be procured, and no alternative is suitable as per Public Procurement Act No.: 15 of 2015 Section 36 (2) (a) as amended
45	Procurement of name tags for new staff members	various	G	NA	RFQ	15,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) c
46	Construction of Classroom, and ablutions facilities.	various	W	NA	RFQ	8,000,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) c
47	Renovation of Classrooms, ablutions etc.	various	W	NA	RFQ	3,000,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) c
48	Procurement of hearing Aids for learners	various	G	NA	RFQ	200,000.00	Per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) c
48	Procurement of car wash equipments	various	G	NA	RFQ	50,000.00	01/12/2025	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015(section 27 (4) c
49	Rental of photocopier machines	Various	NCS	N/A	OAB	810,000.00	01/12/2025	N/A
50	Rendering of Security Services to (DEIYSAC)	1	NCS	N/A	EPE	47,000,000.00	01/11/2025	The Public Entity has the capacity to do such work on behalf of the government in terms of Section 34 (g) of the Public Procurement Act 2015 (Act 15 of 2015) as amended
51	Rendering of Security Services to (KWRC)	1	NCS	N/A	OAB	9,000,000.00	01/08/2025	N/A
52	Removal of household refuse at Government buildings in Kavango West Region	Various	NCS	N/A	OAB	5,000,000.00	01/12/2025	N/A
53	Construction of Kavango West Regional Council Hospitality Facility	1	W	N/A	OAB	20,000,000.00	01/12/2025	N/A

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54	Multi plugs , Decoration items etc	Various	G	NA	RFQ	51,000.00	As per Request	Is too costly to apply given the value of the procurement as per Public Procurement Act No. 15 of 2015 (section 27 (4) (c) as amended.
55	Emptying of septic tanks at Government Building in Kavango West Region	Various	NCS	NA	OAB	9,800,000.00	01/12/2025	N/A
TOTAL						128,665,109.20		

Approved - Accounting Officer: Matheus K. Singambwe

Signature:

