

Get in Touch

Procurement Policy Unit (PPU)

Ministry of Finance and Public Enterprises, Procurement Policy Unit (PPU), Head Office, Windhoek, Namibia

www.eprocurement.gov.na

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Mastering Contracts for Success!

“Unlocking Success Through Effective Contract Management”

Contracts: The Road to Achievement Starts Here!

Contract Management Focuses On:

- Formal governance of the contract.
- Changes to documentation during the contract's life.
- Supplier performance.
- Supplier management activity to maintain a healthy and ethical relationship.

Key Objectives of Contract Management:

- Monitor and evaluate contractor performance.
- Take appropriate actions to resolve problems and ensure contract delivery.
- Compliance to contract terms and conditions for mutual satisfaction.

Contract Administration and Management Phase:

- Begins with contract award.
- Continues until final inspection and acceptance.



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Checklist for Successful Procurement

“Join us in Shaping a Brighter Tomorrow through Responsible Procurement”

Procure with Confidence, Lead with Integrity

Name of Public Entity:

Financial Year:

Procurement Structure

YES | NO

1. Is the Internal Procurement Structure established? (See Section 25, and Regulation 11) YES NO
2. Have members of the PMU and PC been duly appointed by the Public Entity / Accounting Officer? YES NO
3. Are performance agreements signed by all members of the Internal Procurement Structure? (See Regulation 5(3)) YES NO
4. Has the disqualification declaration signed by all members of the structure? YES NO
5. Has the Public Procurement Code of Ethics and Conduct signed by all members of the structure? YES NO
6. Does the Public Entity have staff members assigned rights to access the E-GP? YES NO

Annual Procurement Plan (APP)

YES | NO

1. Has the Public Entity (PE) an approved Annual Procurement Plan (APP) for the period under consideration? (See Section 25(4)(a) and Regulation 8(2)(d)) YES NO
2. Has the Public Entity submitted an Annual Procurement Plan (APP) within 3 months of the financial year? YES NO
3. Does the Annual Procurement Plan (APP) reflect status of whether procurement will be executed in terms of preferential procurement/Code of Good Practice? YES NO
4. Has the Public Entity published its Annual Procurement Plan (APP) on its website? YES NO
5. Has the PE published the Annual Procurement Plan (APP) on Namibia' e-GP? (<https://www.eprocurement.gov.na/>) YES NO

Progress Report Status

YES | NO

1. Has the Public Entity (PE) prepared and submitted quarterly reports to the PPU – for the period under audit? YES NO
2. Are the quarterly reports submitted within the 30 days as required? (See Guideline 1.5) YES NO
3. Overall percentage of procurements (in value) executed which have been according to the APP (If =>80% - (Yes); if <80% - (No)) YES NO
4. Overall percentage of procurements (in number) executed that have been according to the APP? (=>80% - Yes; if <80% - No) YES NO
5. Percentage of total value of contracts awarded through Open and competitive process (=>80% - Yes; if <80% - No) YES NO



CONTRACTS: WHERE OPPORTUNITIES BLOSSOM!



IGNITING CHANGE THROUGH RESPONSIBLE PROCUREMENT!



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