

Get in Touch

## Procurement Policy Unit (PPU)

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# A Procurement Exercise can use any method, as long as it's the Open Advertised Bidding Method!

"Your Procurement Method sets the stage for success. Choose wisely, and drive Namibia's progress forward!"

## Methods of Procurement, their Benefits, and When to use them!

Namibia's Public Procurement Act, Regulations, and the Code of Good Practice offer valuable guidance to procuring entities in selecting the most suitable procurement method. Please consider the following information during your Procurement Planning process:

### Open Advertised Bidding:

- **Benefit:** Cast the widest net (nationally and internationally) for the best offers.



### Open Advertised Bidding:

- **When to use:** The default method for most procurement exercises in Namibia, inviting a wide range of bidders through media outlets (newspapers, public procurement portals) for transparency and competition.

### Restricted Bidding:

- **Benefit:** Exclusive access for exceptional results.



### Restricted Bidding:

- **When to use:** When the availability of goods or services is limited, and participation needs to be limited to a specific group of pre-qualified bidders (i.e., specialised services) Ensure that pre-qualification criteria are fair and transparent.

### Request for Sealed Quotations:

- **Benefit:** Fast, reliable solutions at your fingertips.



### Request for Sealed Quotations:

- **When to use:** For small, readily available, standard goods and small services that require quick procurement. Obtain competitive quotes while maintaining efficiency, not exceeding prescribed thresholds

### Execution by Public Entities:

- **Benefit:** Collaboration for success without external suppliers.



### Execution by Public Entities:

- **When to use:** When public entities themselves perform the work on behalf of other public entities, eliminating the need for external suppliers. Collaboration and efficiency within public entities.

### Direct Procurement:

- **Benefit:** Streamlined efficiency for specific needs.



### Direct Procurement:

- **When to use:** When specific goods or services can only be procured from a single source, usually due to exclusivity or emergency circumstances. You MUST justify the use of direct procurement and ensure transparency.

### Emergency Procurement:

- **Benefit:** Swift action in times of crisis.



### Emergency Procurement:

- **When to use:** In emergency situations such as natural disasters or war, where urgent procurement is necessary to address immediate needs. Expedite the process while maintaining transparency and accountability.

### Small Value Procurement:

- **Benefit:** Easy and efficient for smaller-scale needs.



### Small Value Procurement:

- **When to use:** For smaller quantities of goods, small works, and services that fall below a specific threshold, without formal competition. Streamline the process for efficiency while adhering to the prescribed threshold.

### Request for Proposals:

- **Benefit:** Unlock expertise through tailored consultations.



### Request for Proposals:

- **When to use:** The default method for consultancy services, inviting interested suppliers to submit proposals based on specific criteria and qualifications. Focus on expertise and value for money in selecting the best proposal.

### Electronic Reverse Auction:

- **Benefit:** Unleash competition for the best prices.



### Electronic Reverse Auction:

- **When to use:** Are best used in procurement scenarios where price competition is a significant factor and the desired outcome is to secure the contract at the lowest possible price, through an electronic platform.



**CHOOSE WISELY,**  
PROCURE  
**EXCELLENTLY!**

