



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

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Ms. Itana (2463)

Enquiries:

Our Ref.:

OFFICE OF THE MINISTER

PROCUREMENT POLICY UNIT

Your Ref.:

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NAMIBIA

23 January 2018

**HON. MINISTERS
HON. GOVERNORS
YOUR WORSHIP THE MAYORS
CHAIRPERSONS OF BOARDS**

Attention: All Accounting Officers

SUBJECT: AMENDMENTS TO INTERNAL PROCUREMENT STRUCTURES

1. The above subject matter bares reference;
2. An Accounting Officer is in terms of section 25(1)(a) and 26(1) of the Public Procurement Act, 2015 (Act No. 15 of 2015) empowered to appoint staff members to serve on the internal procurement structure after consultation with the Procurement Policy Unit in line with regulation 11, 12 and 13 of the Public Procurement Regulation 2017.
3. Section 7(2) of the Public Procurement Act, 2015 states that:

“(2) In the performance of its functions the Policy Unit may –

 - (a) *require any information, documents, records and reports in respect of any aspect of the procurement process,*
 - (b) *invite persons to present any information relating to matters referred to in paragraph (a); or*
 - (c) *commission or undertake investigations*”
4. In light of the above stated provisions and in an aim of promoting section 66(1)(a) which states that a staff member appointed to an internal procurement structure must act fairly and impartially and without fear, favour or prejudice to ensure a fair and competitive procurement process; the Policy Unit hereby request all Accounting Officers to submit the following when requesting for an amendment to their internal procurement structures:
 - a) Provide reasons for requesting amendment prior to the expiration of the appointment period of staff member/s;

All official correspondence must be addressed to the Permanent Secretary.

- b) A copy of the appointment letter/s and performance agreement/s of persons being removed/swapped/shifted on an internal procurement structure;
5. Kindly be reminded that no changes may be made to a Public Entities internal procurement structure without prior consultation with the Procurement Policy Unit. For further assistance, please feel free to contact the Procurement Policy Unit on +264 61 209 2463.

Yours faithfully


CALLE SCHLETTWEIN, MP
MINISTER

