



Republic of Namibia

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## Ministry of Urban and Rural Development

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Our Ref.: 30/2/2  
Your Ref.:

Date: 29 June 2018

### Circular No.2 of 2018

**TO: ALL CHIEF REGIONAL OFFICERS – REGIONAL COUNCILS  
ALL CHIEF EXECUTIVE OFFICERS – LOCAL AUTHORITIES**

**SUBJECT: ANNUAL PROCUREMENT PLAN FOR THE FY2018/19**

In terms with Section 25(4)(a) of the Public Procurement Act, 2015 (Act No. 15 of 2015), an Accounting Officer must – engage in the procurement planning, plan each step of the procurement process and prepare annual procurement plan.

You are therefore urged to submit your respective Regional Councils' or Local Authorities' Annual Procurement Plan for the financial year 2018/19 to the Policy Unit at the Ministry of Finance on the following e-mail address [Linus.Hamukoto@mof.gov.na](mailto:Linus.Hamukoto@mof.gov.na) no later than day end, Friday the 29<sup>th</sup> June 2018.

Thank you for your understanding and cooperation.

Yours sincerely

  
Nghidinua Daniel  
Permanent Secretary

