



REPUBLIC OF NAMIBIA

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**MINISTRY OF FINANCE**


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**OFFICE OF THE MINISTER****PROCUREMENT POLICY UNIT**

Head Office,

Moltke Street,

Private Bag 13295,

**Windhoek,****NAMIBIA****Mr. Hamukoto (2463)**

Enquiries: .....

Our Ref.: .....

Your Ref.: .....

**11 MAY 2017**

**TO ALL:** HON MINISTERS  
 YOUR WORSHIP THE MAYORS  
 CHAIRPERSONS OF BOARDS  
 CHAIRPERSONS OF REGIONAL COUNCILS

**ATT: ALL ACCOUNTING OFFICERS**

**SUBJECT: STANDARDIZED PROCUREMENT PLANS IN LINE WITH THE PUBLIC PROCUREMENT ACT, 2015 AND PUBLIC PROCUREMENT REGULATIONS, 2017**

The above subject matter refers.

Section 25(4)(a) of the Public Procurement Act, 2015 states;

*An accounting officer must -**(a) engage in procurement planning, plan each step of the procurement process and prepare annual procurement plan.*

The Procurement Policy Unit pursuant to section 7(1)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015), provision 8(2)(d) & 3 hereby issues the Standardized Procurement Plan Forms for mandatory use by all public entities. Public Entities may amend the Form as the case may be. Further take note of chapter 1 of the Public Procurement Guidelines 2017, paragraph 1.5 that requires submission of Annual Procurement Plan to the Procurement Policy Unit and publish it on the Public Entity's website.

**Note:** The above mentioned document can be obtained from the following links:<http://www.mof.gov.na/>

Yours faithfully,




**CALLE SCHLETTWEIN, MP**  
**MINISTER**

All official correspondence must be addressed to the Permanent Secretary.





# MINISTRY OF FINANCE

## Procurement Policy Unit

(Established under section 6 of the Public Procurement Act, 2015)

# Individual Procurement Plan

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**TITLE:**

[Insert the Title of Procurement Activity]

**Public Entity:**

[Insert Public Entity Name]

**Approved & date:**

\_\_\_\_\_  
**Accounting Officer**

**Procurement Committee Endorsed**

**Chairperson Signature:** \_\_\_\_\_

**Date:**     /     /201