



REPUBLIC OF NAMIBIA

## MINISTRY OF FINANCE

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**Mr. Hamukoto (2463)**

Enquiries: .....

Our Ref.: .....

**OFFICE OF THE MINISTER**

**PROCUREMENT POLICY UNIT**

Your Ref.: .....

Head Office,

Moltke Street,

Private Bag 13295,

Windhoek,

NAMIBIA

**09 MAY 2017**

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

**ATT: ALL ACCOUNTING OFFICERS**

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

The above subject matter refers.

Provision 5(3) of the Public Procurement Regulations, 2017 states;

*"A member of an internal structure appointed or designated under these regulations must enter into a performance agreement with the accounting officer within 30 days of being designated or appointed."*

The Procurement Policy Unit pursuant to section 7(1)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015) hereby issues the Standardized Performance Agreement Form for use by all public entities. Public Entities may amend the Form as the case may be.

**Note:** The above mentioned document can be obtained from the following links:

<http://www.mof.gov.na/>

Yours faithfully,

**CALLE SCHLETTWEIN, MP  
MINISTER**

