

**Office of the Chief Secretary
Annual Schedule of Planned
Procurement Activities
Financial 2023/2024**

NO.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Documents	Expect Delivery/Completion Date	Estimated Project Duration (for works and Services)	Procurement Method	Standstill Period (if applicable) No. of Days	Contract Type
1	OCS 1	Catering Services	90101600	Provision Catering services	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
2	OCS 2	Marketing and Promotion	55000000	Supply of Signage,Banners ,print media ,flags	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
3	OCS 3	Office Supplies	44120000	Supply of office supplies such as stationery	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
4	OCS 4	Advertising	82100000	Advertising services , radio Television etc,	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
5	OCS 5	Speech writing and translation service	82110000	Provision of speech writing service ,sign language etc	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
6	OCS 6	Personal appearance Services	91100000	Provision of make-up application services	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
7	OCS 7	Training	86000000	Training	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
8	OCS 8	Fuel	15101500	provision of Gasoline, petrol	Quarterly	SEPT 2024	TBD	single source	NA	Fixed Contract
9	OCS 9	Travel	78110000	Provision of Air Travel and SeaTravel and Ground Transportation	As Required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
10	OCS 10	Accommodation,lodging and meeting facility	90110000	Accommodation,lodging and meeting facility	As Required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
11	OCS 11	Cinematographer services	82131600	Video Production	As Required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
12	OCS 12	Building maintenance	72000000	Provision of Repair and Maintenance ,Pest control etc	As Required	SEPT 2024	TBD	RFX	TBD	Fixed Contract

13	OCS 13	Personal protective Equipment	46181500	Personal protective Equipment, Boots ,safety glasses,Clothing	As Required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
14	OCS 14	Janitorial and Cleaning supplies	47130000	Supply of Cleaning and janitorial supplies	As required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
15	OCS 15	Television Services	83111900	Acquisition of Subscription for Television Services	Monthly	SEPT 2024	TBD	Limited Bidding	TBD	Fixed Contract
	OCS 16	Mobile Commnication	83111600	Mobile Communication	Monthly	SEPT 2024	TBD	Limited Bidding	TBD	Fixed Contract
17	OCS 17	Digitization	81160000	Digitization of documents with in the Division	once	SEPT 2024	TBD	Open		Fixed Contract
18	OCS 18	Events Mangement	80141607	Provision for Decoration services, rental of chairs, tables etc	As required	SEPT 2024	TBD	Request for Quotation	TBD	Fixed Contract
19	OCS 19	Office Furniture	56110000	Acquisition of Office Furniture, chairs, Desk etc	TBD	SEPT 2024	TBD	Request for Quotation		Fixed Contract
20	OCS 20	Repair and Maintenance of Vehicles	78181500	Acquisition of Parts and Spare parts to repair and maintain vehicles	As required	SEPT 2024	TBD	RFX	TBD	Fixed Contract
21	OCS 21	Computer Equipment and Accessories	43210000	Computers,Computer Accessories, Laptops Printer Servers	As Required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
22	OCS 22	Software	43230000	Software	As Required	SEPT 2024	TBD	RFX	NA	Fixed Contract
23	OCS 23	Postage and Courier services	78102200	Acquisition of Courier service and national Postal Service	As Required	SEPT 2024	TBD	Request for Quotation	NA	Fixed Contract
24	OCS 24	Real Estate Services	80130000	Real Estate Services	As Required	SEPT 2024	TBD	Request for Quotation	TBD	Fixed Contract
25	OCS 25	Janitorial Services	76110000	Cleaning and Janitorial services	As Required	SEPT 2024	TBD	Open	TBD	Fixed Contract
26	OCS 26	Consultancy	80000000	Consultancy service	As Required	SEPT 2024	TBD	selective	TBD	Fixed Contract

TBD - To be Determined

RFP - Request for Proposal
RFQ - Request for Quotation

RFX - Request
for (qoutation
,Proposal etc)
N/A - Not
Applicable

