

Division of Office of the Deputy Chief Secretary
Annual Schedule of Planned Procurement Activities Fy-2023-2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable)	Contract Type
			Lvl 3							
1	TBD	Pest Management Services	72102100	Pest Management Services for rats, cockroaches, insects and other pest that may be present	As required	As required	As Required	Open	N/A	Fixed Price
2	TBD	AV Presentation Composing Equipment	45110000	Purchase of AudioVisual Equipment for the Division	TBD	Sep-24	As Required	RFQ	N/A	Fixed Price
3	TBD	Advertising	82100000	Advertising & Publicity	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
4	TBD	Printed Publications	55101500	Provision of Books & Periodicals	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
5	TBD	Events management	80141607	Events Management Services for activities hosted by the Division	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
6	TBD	Promotional Merchandise	55101533	Provision of Branded Merchandise	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
7	TBD	Safety Apparel	46181500	Provision of Personal Protective Equipment (PPE)	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
8	TBD	Motor Vehicle Expense	78181700	Supply of fuel (Gas and Diesel) Required for Vehicles Owned by the Division	Quarterly	Sep-24	TBD	Single Source	N/A	Fixed Price
9	TBD	Vehicle maintenance and repair services	78181500	Maintenance of Vehicles	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
10	TBD	Communication Device and Accessories	43190000	Provision of Mobile Phones with Plan	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
11	TBD	Courier and Postage	78102200	Purchase of Stamps and Track-paks	As Required	Sep-24	As Required	Selective	N/A	Fixed Price
12	TBD	Telephone, Internet & cable	72151600	Supply Install for cloud based Telephone System	As Required	As Required	N/A	Limited	N/A	Fixed Price
13	TBD	Catering services	901010600	Provision of Catering Services for Meetings and Events	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
14	TBD	Grocery Items and Water	50000000	Supply and Delivery of Grocery items, water, etc	As Required	Sep-24	N/A	RFQ	N/A	Varied
15	TBD	Cleaning Services	76110000	Supply of Cleaning and Janitorial services	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
16	TBD	Security Guard Services	92121500	Provision of Security Services	As Required	Sep-24	As Required	Selective	N/A	Fixed Price

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17	TBD	Education and Training Services	86000000	Provision of Training of Staff in Various areas	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
18	TBD	Office Furniture	56101700	Provision of Furniture & Furnishing	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
19	TBD	Office Equip. & Accessories & Supplies	44000000	Provision of Office Equipment	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
20	TBD	Electrical Equipment	39120000	Provision of Electrical Equipment, Components & Supplies	As Required	As Required	N/A	RFQ	N/A	Fixed Price
21	TBD	Office Supply	44120000	Provision of Office Stationery and Supplies	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
22	TBD	Commercial Automotive Insurance Policy	64121503	Vehicle Insurance for Fleet	As Required	Sep-24	Annually	RFQ	N/A	Fixed Price
23	TBD	Domestic Garbage Disposal	52141503	Disposal of Garbage Programme	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
24	TBD	Signage	55120000	Acquisition of Signage and Branding of Property under the Purview of the Division	As Required	As Required	As required	RFQ		Fixed Price
25	TBD	Motor Vehicle	25101500	Supply of Motor Vehicles for the Division	TBD	Sep-24	N/A	Open	N/A	Fixed Price
26	TBD	Fire Extinguishers	72101516	Fire extinguisher inspection maintenance and repair service	As Required	Sep-24	As Required	RFQ	N/A	Fixed Price
27	TBD	Passenger Marine Transportation	78111700	Business Travel via air	As Required	Sep-25	As Required	Limited	N/A	Fixed Price
28	TBD	Passenger Air Transportation	78111500	Business Travel via sea	As Required	Sep-24	As Required	Limited	N/A	Fixed Price
29	TBD	Meetings events	80141902	Capacity Building events	As Required	Sep-24	N/A	Open	N/A	Fixed Price
30	TBD	Hotels and lodging and meeting facilities	901110000	Hotel and Room Accomodation	As Required	Sep-24	As Required	Limited	N/A	Fixed Price
31	TBD	Uniforms	53102700	Work Uniforms, Garage Uniforms etc.	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
32	TBD	Distribution and Conditioning/ Equipment	40170000	Provision of Plumbing and Pipe Fittings	As Required	As Required	N/A	RFQ	N/A	Fixed Price

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33	TBD	Management Advisory Services	80101500	Provision of Strategic Planning Consultation Services	As Required	As Required	N/A	RFQ	N/A	Fixed Price
34	TBD	Computer Equipment and Accessories	43210000	Supply and Delivery of Computer Equipment and Accessories	As Required	Sep-24	N/A	RFQ	TBD	Fixed Price
35	TBD	Computer and Technology Based Service	81000000	Computer and Printer services,Network Cabling and Server Room Upgrade	As Required	As Required	TBD	RFQ	N/A	Fixed Price
36	TBD	Repairs to Equipment	81112300	Repair and Maintenance of Printers, Computers, Other Office Equipment	As Required	As Required	N/A		N/A	Fixed Price
37	TBD	Building and Facility Maintenance and Repair Services	72121505	Provision for Waste Water and Sewer Treatment Plant	As Required	As Required	N/A	ITT	N/A	Fixed Price
38	TBD	Cyber Security Software	43232600	Provision of Cyber Security Software	As Required	As Required	TBD	Limited	TBD	Fixed Price
39	TBD	Data Protection Software	43232600	Provision of Backup Software	As Required	As Required	TBD	Limited	TBD	Fixed Price
40	TBD	Software	43230000	Renewal of Software licenses	As Required	As Required	Yearly	Limited	N/A	Fixed Price
41	TBD	Fixed Assets Module Software	43231600	Implementation of a Fixed Assets Software Solution	As Required	As Required	TBD	Open	N/A	Fixed Price
42	TBD	Communication Devices and Accessories	43190000	Provision of Mobile Phones w/ plan	As Required	As Required	TBD	Limited	TBD	Fixed Price
43	TBD	Computer and Technology Based Service	81000000	Computer and Printer services,Network Cabling and Server Room Upgrade	As Required	As Required	TBD	RFQ	N/A	Fixed Price
44	TBD	Security Cameras	46171610	Installation of Security Cameras	As Required	As Required	As Required	RFQ	N/A	Fixed Price
45	TBD	IT equipment	43210000	Purchase of equipment electronic devices i.e. tablets, screens etc	As Required	Sep-24	TBD	RFQ	N/A	Fixed Price

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46	TBD	Sewer Treatment and septic Cleaning	47101500	Provision of Service for treatment to Sewage system and cleaning of Septic tanks	As Required	As Required	As Required	RFQ	N/A	Fixed Price

Please Note: In accordance with section 27 of the Public Procurement and Disposal Act 2015, as amended, (Information of possible forthcoming Procurement), suppliers and contractors are asked to note that the publication of this notice does not: (a) constitute a solicitation (b) oblige the office to issue a solicitation and (c) confer any rights on suppliers or contractors.

ABBREVIATIONS

- RFQ - Request for Quotation
- TBD - To Be Determined
- N/A - Not Applicable
- ITT - Invitation to Tender
- RFP - Request for Proposal