



Division of Education, Research and Technology
Annual Schedule of Planned Procurement Activities
Financial Year 2024 - 2025

No.	PROJECT NUMBER	PROJECT NAME	UNSPSC CODE	BRIEF DESCRIPTION	PROPOSE DATE FOR ISSUE OF BIDDING DOCUMENTS	ESTIMATED DATE OF COMPLETION	ESTIMATED PROJECT DURATION (for works or Service)	PROCUREMENT METHOD	STANDSTILL PERIOD (DAYS)	CONTRACT TYPE
1	TBD	Library Material	55101500	Acquisition of books, encompassing various types of books such as educational, reference, fiction, and non-fiction, for use in libraries, schools or other collections	Dec-24	Sept-25	As required	RFQ	N/A	Fixed Price
2	TBD	Motor Vehicle	25101500	Purchase of Motor Vehicles for the Division of Education Research and Technology	Feb-25	April-25	N/A	RFQ	N/A	Fixed Price
3	TBD	Repair and Maintenance of Vehicle	78181500	Provision of Preventative Maintenance and Repair Services (parts and spare parts repairs) for Vehicles Owned by the Division of Education Research and Technology	Dec-24	Sept-25	As required	RFQ	N/A	Varied
4	TBD	Provision of Fuel	15100000	Provision of Fuel (Gasoline, Diesel) required for Vehicles	As Required	As Required	N/A	RFQ	N/A	Fixed Price
5	TBD	Provision of Janitorial Services	76111501	Janitorial Services at various locations and facilities under the remit Division	Feb-25	Mar-25	Two years	Open	15	Fixed Price
6	TBD	Provision of Security Services	92121504	Security Service for various location and facilities under the responsibility of the Division	Jan-25	Mar-25	Two Years	Open	15	Fixed Price
7	TBD	Office Stationery & Supplies	50000000	Acquisition of Grocery Supplies and water for the Division	Dec-24	Sept-25	As Required	RFQ	N/A	Fixed Price
9	TBD	Consultancy	80170000	Consultation with stakeholder/ public, private partnership/ engagement of subject matter experts for Divisional activities.	Dec-24	Sept-25	As required	RFQ	N/A	Varied
10	TBD	Office Stationery & Supplies	44120000	Purchase of Stationery and Office Supplies.	Dec-24	Sept-25	As Required	RFQ	N/A	Fixed Price
11	TBD	Catering Services	901010600	Provision of Catering Services for Meetings and Events.	Dec-24	Sept-25	As required	RFQ	N/A	Fixed Price

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12	TBD	Event Services	75123000	Rental of furniture and equipment for events, such as tables, chairs, tents, and other event-related supplies for various programmes, tournament hosted by the Division	Dec-24	Sept-25	As required	RFQ	NA	Fixed Price
13	TBD	Sports and Recreation Equipment and Supplies	49141500	Provision of sporting equipment for physical education and competitions in all schools	Dec-24	Sept-25	As required	RFQ	N/A	Fixed Price
14	TBD	Fire Extinguishers	72000000	Fire Extinguisher Inspection and Maintenance and Repairs	Dec 24	Sept-25	As required	RFQ	N/A	Fixed Price
15	TBD	Software	43231512	Subscription renewal for software licenses and maintenance fee	Mar- 25	June-25	Annual Subscription	Single Source	N/A	Fixed Price
16	TBD	Printer and Photocopier supplies	44103100	Acquisition of consumables used in printers and copiers (toners, ink, printer paper)	Dec 24	Sept 25	As required	RFQ	N/A	Fixed Price
17	TBD	Pest Control Management	10181500	Provision of Pest Control Service such as management, treatment, and elimination of rodents, insects, and other pests that may be present at	Dec-24	Sept-25	As required	RFQ	N/A	Varied
18	TBD	CCTV Installation, maintenance and upgrades at schools	46171600	Installation, maintenance, and upgrading of CCTV at School	Dec-24	Sept-25	As required	Limited	N/A	Varied

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19	TBD	Computer Equipment Accessories	43210000	Provision of Computer/ Server Equipment.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
20	TBD	Computer Equipment	43210000	Acquisition of Laptop Desktop Computers and Peripheral Devices for the Division	Dec-24	Sept-25	N/A	Limited	N/A	Fixed Price
21	TBD	Computer Software & Hardware	43210000	Installation of computer software & hardware	Dec -24	Sept -25	Once	Limited	N/A	Fixed Price
22	TBD	Hosting of Conferences & Seminars	80141902	Acquisition of material & supplies for Hosting of Conferences & Seminars.	Dec -24	Sept- 25	As required	RFQ	N/A	Fixed Price
23	TBD	Office Furniture	56101700	Acquisition of Furniture and Furnishings for the Division (main office, schools, library)	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price
24	TBD	Published Products	55000000	Provision of Branded Tokens.	Jan-25	Sept-25	N/A	RFQ	N/A	Fixed Price
25	TBD	Tools and General Machinery	2711000	Supply and Delivery of Hand Tools and equipment for varying entities (trade school, secondary schools etc..)	Jan-25	Sept-25	N/A	RFQ	N/A	Fixed Price
26	TBD	Dehumidifiers	40101506	Provision of dehumidifier in schools as a preventive measure against mold, mildew and moisture	Jan- 25	Sept-25	N/A	RFQ	N/A	Fixed Price
27	TBD	Installation of Air Conditioning Unit	40101600	Supply and installation of Air Condition Units specific Schools and other Spaces under the responsibility of the Division	Jan- 25	Sept-25	N/A	Limited	N/A	Varied
28	TBD	Building and Facility Maintenance and Repair Services	72151100	Provision of construction and maintenance service for Buildings/Facilities such as Schools and library Service under the purview of the Division.	Dec-24	Sept-25	N/A	Open	N/A	Fixed Price
29	TBD	Building, Construction Components and Supplies	30100000	Acquisition of Building materials for buildings/facilities minor repairs.	Dec-24	Sept-25	N/A	RFQ	N/A	Fixed Price

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30	TBD	Courier and Postage	78000000	Purchase of Track Paks and stamps	Dec-24	Sep-24	As required	Sole source	N/A	Fixed Price
31	TBD	Meeting Events	80141902	Capacity Building Events.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
32	TBD	Publicity and Campaign	80171600	Promoting the Division works/events on established media network, newspaper, television, radio and printed materials.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
33	TBD	Education and Training Services	86000000	Provision for Training of Staff in various subject areas.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
34	TBD	Playground equipment	49151700	Acquisition and installation of Playground equipment for 12 ECCE School	Dec-24	Sept-25	N/A	Open	N/A	Varied
35	TBD	Spectacles Assistance Programme	42141700	Acquisition of optical glasses, prescription eyewear, and related accessories such as frames and lenses for necessitous students.	Dec-24	Sept-25	N/A	RFQ	N/A	Varied
36	TBD	Air Conditioning maintenance and repair	72121100	Repair maintain and Replacement of Air Conditioning Unit at buildings/facilities under the remit of the Division	Dec-24	Sept-25	N/A	RFQ	N/A	Varied

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37	TBD	Travel/Linkages	78111000	Travel via air/sea and ground transportation for Work/Assignment.	Jan- 25	Sept-25	N/A	Limited/Sole Source	N/A	Fixed Price
38	TBD	Courier and Postage	78000000	Purchase of Track Paks and stamps	Dec-24	Sept-25	As required	Sole source	N/A	Fixed Price
39	TBD	Mobile Phones	43191500	mobile phones to be added to the corporate closed user group plan	As required	As required		Single Source	N/A	Fixed Price
40	TBD	Personal Equipment Protective	46180000	Acquisition of PPE for execution of duties, including specialized PPE's for water environment and oil/ gas associated areas.	Dec-2024	Sept-25	As required	Limited	N/A	Fixed Price
41	TBD	Emergency Management- Air Horns	25191706	Acquisition of air horns used for signaling in emergency or disaster response situations for Schools	July-25	July-25	Once	Limited	N/A	Fixed Price

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ABBREVIATIONS

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