

## Annual Schedule of Procurement Activities 2024-2025

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Dated for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration for Works and Services)	Procurement Method	Standstill Period (If applicable)	Contract Type
1	OED 24/25 001	Minor Equipment Purchase - Furniture	56101700	Office Chair	Jan-25	Jan-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
2	OED 24/25 002	Minor Equipment Purchase - New Vehicle	25101500	Purchase of Office Vehicle	Feb-25	Aug-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
3	OED 24/25 003	Insurance	84131500	Motor Vehicles by Broker	Mar-25	Apr-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
4	OED 24/25 004	Maintenance of Vehicle	78181500	Vehicle Maintenance	Dec-24	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
5	OED 24/25 005	Office Stationery Supplies	14111500	Refreshments for Meetings	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
6	OED 24/25 006	Other Contracted Services	80101500	Processes and Procedures Consultancy	Jan-25	Dec-25	N/A	Sole Select/RFQ limited bidding		Fixed Price Contract

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7	ITD 24/25 001	Repairs and Maintenance (Equipment)	43191600	IT - Telecommunications equipment e.g. phone, cables etc.	Jan-25	Dec-25	N/A	Sole Select/RFQ	N/A	Fixed Price Contract
8	ITD 24/25 002	Repairs and Maintenance (Equipment)	43211600	IT - other equipment	Jan-25	Dec-25	N/A	Sole Select/RFQ	N/A	Fixed Price Contract
9	ITD 24/25 003	Repairs and Maintenance (Equipment)	43212100	Repairs to photocopiers, printers etc.	Jan-25	Dec-25	N/A	Sole Select/RFQ	N/A	Fixed Price Contract
10	ITD 24/25 004	Training	86000000	Engagement of Training Providers	Jan-25	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
11	ITD 24/25 005	Other Contracted Services	80101500	Consultancy - DRM, Cybersecurity	Feb-25	Dec-25	N/A	RFP Open Tendering	N/A	Fixed Price Contract
12	ITD 24/25 005	Repairs and Maintenance (Offices)	72102200	Maintenance - electrical service	Jan-25	Dec-25	N/A	Sole Select/ RFQ	N/A	Fixed Price Contract
13	ITD 24/25 006	Other Contracted Services	43233200	Monthly subscription - data/file hosting services	Jan-25	Dec-25	N/A	Sole Select/ RFQ	N/A	Fixed Price Contract
14	ITD 24/25 007	Other Contracted Services	43233200	Software renewals - payroll, IT etc.	Jan-25	Dec-25	N/A	Sole Select/ RFQ	N/A	Fixed Price Contract

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15	ITD 24/25 008	Other Contracted Services	43233200	Symantec Licenses and Support - Anti Virus and Endpoint protection	Jan-25	Dec-25	N/A	Sole Select/ RFQ	N/A	Fixed Price Contract
16	ITD 24/25 009	Minor Equipment Purchase	43211500	Computer Hardware/Software	Jan-25	Dec-25	N/A	Sole Select/ RFQ	N/A	Fixed Price Contract
17	ITD 24/25 010	Minor Equipment Purchase	43201800	IT Spares - hard drives, printers etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
18	ITD 24/25 011	Minor Equipment Purchase	43201800	Other IT Equipment - projectors, cameras etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
19	ITD 24/25 012	Other Projects and Capital Expenditure	43211500	Server Upgrades	Jan-25	Dec-25	One Year	RFP Open Tendering	10	Fixed Price Contract
20	ITD 24/25 013	Other Projects and Capital Expenditure	43211500	End User Equipment Upgrades	Apr-25	Oct-25	6 months	RFP Open Tendering	10	Fixed Price Contract
21	ITD 24/25 014	Other Projects and Capital Expenditure	43211500	Digitization transformation, Document Management system	Sep-25	Dec-25	6 months	RFP Open Tendering	10	Fixed Price Contract

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22	ITD 24/25 015	Other Projects and Capital Expenditure	43211500	HRIS Syst project	May-25	Dec-25	4 months	RFP Open Tendering	10	Fixed Price Contract
23	ITD 24/25 016	Other Projects and Capital Expenditure	43211500	Procurement and Inventory Management system	Jun-25	Dec-25	7 months	RFP Open Tendering	10	Fixed Price Contract
24	ITD 24/25 017	Other Projects and Capital Expenditure	43232408	Website upgrade	Jun-25	Dec-25	8 months	RFP Open Tendering	10	Fixed Price Contract
25	ITD 24/25 017	Other Projects and Capital Expenditure	43211500	Complaints Management software system	Jul-25	Dec-25	5 months	RFP Open Tendering	10	Fixed Price Contract
26	CCD 24/25 001	Newspaper Advertising	82101504	Publication of Information (vacancies, FOIA, Closures etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
27	CCD 24/25 002	Publication	82121506	Printing of Annual reports and Other documents	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
28	CCD 24/25 003	Catering	90101603	Catering meals/supplies Staff Functions	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract

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29	CCD 24/25 004	Promotions, Publicity, Printing	82131600	Photography, video production etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
30	CCD 24/25 005	Promotions, Publicity, Printing	82131500	Printing - public education brochures, promotional materials etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
31	CCD 24/25 006	Promotions, Publicity, Printing	80141605	Promotional items for public education, bags, pens, banners	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
32	CCD 24/25 007	Hosting of Events	90101600	Celebration of national event - Christmas, Diwali, Eid etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
33	CCD 24/25 008	Hosting of Events	90101600	Hosting of public outreach and type events	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
34	CCD 24/25 009	Training	86000000	Engagement of Training Providers	Jan-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
35	CCD 24/25 010	Other Projects and Capital Expenditure	43211500	Nationwide customer satisfaction and public awareness survey	Dec-24	Mar-25	4 months	Selective Tender		Fixed Price Contract

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36	CCD 24/25 011	Other Contracted Services	72102100	Other Servicing - plant rental	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
37	HRA 24/25 001	Office Stationery Supplies	14111500	Office Stationery Supplies - All Departments	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
38	HRA 24/25 002	Office Stationery Supplies	14111500	Groceries and Refreshments	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
39	HRA 24/25 003	Janitorial Service	14111700	Janitorial supplies, bath tissue, hand towels	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
40	HRA 24/25 004	Janitorial Service	76111501	Provision of contracted janitorial service	Feb-25	Feb-27	2 years	RFP Open Tendering	10	Fixed Price Contract
41	HRA 24/25 005	Security Services	92121504	Provision of contracted security service	Mar-25	Mar-27	2 years	RFP Open Tendering	10	Fixed Price Contract
42	HRA 24/25 005	Repairs and Maintenance (Offices)	39101600	Miscellaneous replacement of items e.g. bulbs etc.	Jan-25	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
43	HRA 24/25 007	Other Contracted Services	72101500	Other Servicing - water coolers, plumbing etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract

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44	HRA 24/25 008	Other Contracted Services	72102100	Other Servicing - pest control	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
45	HRA 24/25 009	Minor Equipment Purchase - Furniture	56101700	Furniture and Furnishing	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
46	HRA 24/25 010	Minor Equipment Purchase - Furniture	43212100	Office Equipment - shredder, bins, binding machines etc.	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
47	HRA 24/25 011	Other Contracted Services	76121600	Sustainable disposal of obsolete items	Jan-25	Dec-25	Two weeks	RFQ limited bidding	N/A	Fixed Price Contract
48	HRA 24/25 012	Newspaper Subscriptions	55101504	Newspaper - subscriptions renewals	Jan-25	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
49	HRA 24/25 013	Employee Assistance Programmes	84131609	Provision of EAP Service	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
50	HRA 24/25 014	Training	86000000	Engagement of Training Providers	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
51	HRA 24/25 015	Insurance	84131500	Computers /All Equipment by Broker	Nov-25	Dec-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract

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52	HRA 24/25 016	Insurance	84131500	Fire Special Perils, Furniture, Equipment	Nov-25	Dec-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
53	HRA 24/25 017	Maintenance of Vehicle	78181500	Vehicle Maintenance - Office Vehicle	Dec-24	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
54	HRA 24/25 018	Insurance	84131600	Public Liability	Oct-25	Nov-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
55	HRA 24/25 019	Insurance	84131600	Workmen's Compensation	Oct-25	Nov-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
56	HRA 24/25 020	Insurance	84131500	Motor Vehicles by Broker	Jan-25	Feb-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
57	HRA 24/25 021	Insurance	84131600	Director Liability Broker	Feb-25	Mar-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
58	HRA 24/25 022	Group Health Service	84131600	Group Health Insurance renewal	Jun-25	Jul-25	One Year	Sole Select	N/A	Fixed Price Contract
59	HRA 24/25 023	Kitchen Equipment	44121638	Kitchen equipment and supplies e.g. kettle, cutlery etc.	Feb-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract



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60	CSD 24/25 001	Training	86000000	Engagement of Training Providers	Feb-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
61	CSD 24/25 002	Hosting of Events	90101600	Customer Service Outreaches	Feb-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
62	TOD 24/25 001	Other Contracted Services	46181500	Safety Supplies and Equipment	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
63	TOD 24/25 002	Repairs and Maintenance (Offices)	72101500	Health and Safety services and repairs	Jan-25	Dec-25	N/A	RFQ limited bidding	N/A	Fixed Price Contract
64	TOD 24/25 003	Insurance	84131500	Motor Vehicles by Broker	Jan-25	Feb-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
65	TOD 24/25 004	Maintenance of Vehicle	78181500	Vehicle Maintenance	Dec-24	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
66	TOD 24/25 005	Training	86000000	Engagement of Training Providers	Feb-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
67	TOD 24/25 006	Professional Associations	94101600	Professional Membership Fees	Jan-25	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract

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68	FIN 24/25 001	Printed Publications	55101500	Publications - IFRS Standards etc.	Apr-25	May-25	N/A	Sole Select	N/A	Fixed Price Contract
69	FIN 24/25 001	Training	86000000	Engagement of Training Providers	Feb-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
70	FIN 24/25 001	Professional Associations	94101600	Professional Membership Fees	Jan-25	Jan-25	N/A	Sole Select	N/A	Fixed Price Contract
71	FIN 24/25 001	Other Contracted Services	84111600	Audit Services	Jan-25	Dec-25	N/A	RFQ		Fixed Price Contract
72	DED 24/25 001	Training	86000000	Engagement of Training Providers	Jan-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
73	DED 24/25 002	Insurance	84131500	Motor Vehicles by Broker	Apr-25	May-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
74	DED 24/25 003	Maintenance of Vehicle	78181500	Vehicle Maintenance	Dec-24	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
75	DED 24/25 004	Professional Associations	94101600	Professional Membership Fees	Jan-25	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract

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76	ERD 24/25 001	Training	86000000	Engagement of Training Providers	Feb-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
77	ERD 24/25 002	Insurance	84131500	Motor Vehicles by Broker	Aug-25	Sep-25	One Year	RFQ limited bidding	N/A	Fixed Price Contract
78	ERD 24/25 003	Maintenance of Vehicle	78181500	Vehicle Maintenance	Dec-24	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
79	ERD 24/25 004	Printed Publications	55101500	Publications - Professional manuals , books etc.	Jan-25	Dec-25	N/A	Sole Select	N/A	Fixed Price Contract
80	CHD 24/25 001	Training	86000000	Engagement of Training Providers	Feb-25	Dec-25	N/A	Selective Tender	N/A	Fixed Price Contract
81	CHD 24/25 002	Office Stationery Supplies	14111500	Refreshments for Meetings	Jan-25	Dec-25	N/A	RFQ	N/A	Fixed Price Contract
82	CHD 24/25 003	Hosting of Events	90101600	Meetings/events	Feb-25	Dec-25	N/A	RFQ	N/A	Fixed Price Contract
83	CHD 24/25 004	Other Contracted Services	80101500	Processes and Procedures Consultancy	Jan-25	Dec-25	N/A	Sole Select/ RFQ		Fixed Price Contract

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84	CHD 24/25 005	Professional Associations	94101600	Professional Membership Fees	Sep-25	Oct-25	N/A	Sole Select	N/A	Fixed Price Contract