

Personnel Department Annual Schedule of Planned Procurement Activities 2025

No.	Project Number	Project Name	UNSPSC Code Lvl 3	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) No. of days	Contract Type
1	PD(CSD) 1/3/10	Uniforms	11161800	Provision of Uniforms for manipulative staff	Jan-25	Mar-24	N/A	Request for Quotation	N/A	N/A
2	PD(CSD)1/10/13	Stationery & Office Supplies	44110000	Supply & Delivery of Office Stationery & supplies	Nov-24	Sep-25	N/A	Request for Quotation	N/A	N/A
3	PD(CSD)1/10/13	Hospitality Items	50000000	Supply & Delivery of hospitality items	Nov-24	Sep-25	N/A	Request for Quotation	N/A	N/A
4	PD(CSD)1/10/9	Bottled Water	50202300	Supply & delivery of 5 gal bottled	Nov-24	Sep-24	N/A	Request for Quotation	N/A	N/A
5	PD(CSD)1/10/17	Copy Paper	14111500	Supply & delivery of 8 1/2 X 11 copy paper, 8 1/2 X 14 copy paper & 11 X 17 copy paper	Nov-24	Sep-24	N/A	Request for Quotation	N/A	N/A
6	PD(CSD)1/10/4	Office Equipment & Accessories & Supplies	44103100	Supply & delivery of toners and cartridges for HP printers, Xerox MFPs, Kyocera MFPs	Jan-24	Sep-24	N/A	Request for Quotation	N/A	N/A
7	PD(CSD)1/10/12	Newspaper Subscriptions	55101500	Renewal of hard copy & online newspapers subscriptions	Aug-24	Sep-24	N/A	Request for Quotation	N/A	N/A
8	PD(CSD)1/10/16	Automotive maintenance & repair	25170000	Maintenance & repair of current vehicles of the Personnel Department	Nov-24	Dec-24	N/A	Request for Quotation	N/A	N/A
9	PD(CSD)1/10/16	Automotive maintenance & repair	25170000	Maintenance & repair of additional vehicles to Personnel Department's fleet	Jan-24	Apr-24	N/A	Request for Quotation	N/A	N/A
10	PD(CSD)1/2/3	Repair & maintenance - Office equipment	44101700	Repair & maintenance of copiers & printers not under warranty	Dec-24	Jul-24	N/A	Request for Quotation	N/A	N/A

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11	PD(CSD) 1/10/10	Building Maintenance & Repairs	72100000	Purchase of supplies & payment for services for repairs not included under lease agreement	Nov-24	Sep-24	N/A	Request for Quotation	N/A	N/A
12	PD(CSD)1/10/13	Postage	44121500	Supply of postage stamps	Nov-24	Dec-24	N/A	Sole select	N/A	N/A
13	PD(CSD) 1/4/49	Fuel & Lubricants	7818700	Purchase of fuel and lubricants for official vehicles	Nov-24	Sep-24	N/A	Single source	N/A	N/A
14	PD(CSD)1/10/7	Upgrade of Computer Equipment	43210000	Supply & delivery of 30 desktops, 30 computer monitors	Jan-24	Jul-24	N/A	Request for Quotation	N/A	N/A
15	PD(CSD)1/10/22	Office Furniture	56000000	Supply & delivery of office desk, office chairs, waiting room furniture, kitchen appliances	Nov-24	Feb-24	N/A	Request for Quotation	N/A	N/A
16	PD(CSD) 1/10/15	Network Storage	43200000	Supply of network attached storage for digitization	Dec-24	Mar-24	N/A	Request for Quotation	N/A	N/A
17	PD(CSD) 1/10/24	Official Overseas Travel	90121500	Hotel Accommodation & tickets for Official Travel	Jun-24	Sep-24	N/A	Request for Quotation	N/A	N/A
18	PD(CSD) 2/4/4	Training - Local	86000000	Engagement of non-governmental training - Local	Nov-24	Sep-24	N/A	Request for Quotation	N/A	N/A
19	PD(CSD)1/10/12	Newspaper Advertising	82101500	Provision of print advertising services for vacancy advertisements and publishing of FOIA statement	Jan-24	Jul-24	N/A	Request for Quotation	N/A	N/A
20	PD(CSD) 1/10/2	Catering Services	90101600	Provision of catering services for negotiation meetings	Nov-24	Sep-24	N/A	Request for Quotation	N/A	N/A

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21	PD(CSD) 1/10/18	Events Management	80141600	Provision of services for team building exercises	Dec-24	Jan-24	N/A	Request for Quotation	N/A	N/A
22	PD(CSD) 1/4/37	Purchase of Vehicle	25101500	Purchase of new official vehicle	Jan-25	Jun-24	N/A	Request for Quotation	N/A	N/A
23	PD(CSD) 1/10/35	Lease of Copier	80161800	Leasing of photocopiers for various Division/Units	Dec-24	Sep-24	N/A	Request for Quotation	N/A	Fixed Term Contract
24	PD(CSD) 1/10/23	Renewal of Legal Research Platform Access	82101600	Renewal of access to vLex platform	Jan-25	Mar-25	1yr	Single source	N/A	Fixed Term Contract