

## Personnel Department Annual Schedule of Planned Procurement Activities 2026

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) 1/10/7	Upgrade of Computer Equipment	43210000	Supply and delivery of 20 laptops with peripherals	Mar-26	Sep-26	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	Dec-25	Sep-26	N/A	Request for Quotation	N/A	N/A
3	PD(CSD)1/10/13	Hospitality Items	50000000	Supply & Delivery of hospitality items	Dec-25	Sep-26	N/A	Request for Quotation	N/A	N/A
4	PD(CSD)1/10/9	Bottled Water	50202300	Supply & delivery of 5 gal bottled	Jan-26	Sep-26	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	Feb-26	Sep-26	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 cartirdges for HP printers, Xerox MFPs, Kyocera MFPs	Jan-26	Sep-26	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	Jul-26	Sep-26	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	Jan-26	Jun-26	N/A	Request for Quotation	N/A	N/A
9	PD(CSD)1/2/3	Repair & maintenance - Office equipment	44101700	Repair & maintenance of copiers & printers not under warranty	Mar-26	Jun-26	N/A	Request for Quotation	N/A	N/A
10	PD(CSD) 1/10/10	Building Maintenance & Repairs	72100000	Purchase of supplies & payment for services for repairs not included under lease agreement	Jan-26	Aug-26	N/A	Request for Quotation	N/A	N/A

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11	PD(CSD)1/2/71	Renewal of website hosting services	43230000	Provision of services for the renewal of website hosting services	Jul-26	Sep-26	3 yrs	Request for Quotation	N/A	Fixed Term Contract
12	PD(CSD)1/10/6	Promotional Items	55120000	Suply and delivery of various promtional items	Jan-26	Jun-26	N/A	Request for Quotation	N/A	N/A
13	PD(CSD) 1/10/22	Purchase of filing cabinets	56120000	Supply and delivery of 40 metal filing cabinets	Mar-26	Sep-26	N/A	Request for Quotation	N/A	N/A
14	PD(CSD) 1/10/24	Official Overseas Travel	90121500	Hotel Accommodation & tickets for Official Travel	Feb-26	Sep-26	N/A	Request for Quotation	N/A	N/A
15	PD(CSD) 2/4/4	Training - Local	86000000	Engagement of non-governmental training - Local	Jan-26	Sep-26	N/A	Request for Quotation	N/A	N/A
16	PD(CSD) 1/10/23	Renewal of Legal Research Platfrom Access	82101600	Renewal of access to vLex platform	Nov-26	Mar-26	1yr	Single source	N/A	Fixed Term Contract
17	PD(CSD) 1/10/1	Group Health Plan - Daily Paid Workers	84130000	Provision of Administrative Services and Stop-Loss Protection for the Self-funded Medical and Life Plan for Daily Rated employees in the Civil Service of the GORTT	Jan-26	Sep-26	N/A	Request for Proposal	N/A	Fixed Term Contract
18	PD(CSD) 1/10/1	Group Health Plan - Monthly Paid Officers	84130000	Provision of Administrative Services and Stop-Loss Protection for the Self-funded Medical and Life Plan for Monthly Paid Officers in the Civil and Teaching Service of the GORTT	Jan-26	Sep-26	N/A	Request for Proposal	N/A	Fixed Term Contract

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19	PD(CSD) 1/10/10	Fire Suppression System - ICT room	46190000	Design and installtion of a fire suppression system for the ICT / Service Room	Feb-26	Sep-26	N/A	Request for Proposal	N/A	N/A
20	PD(CSD) 1/10/31	Installation of Comercial Shelving	24100000	Design, supply and installation of commercial shelving at Tradezone storage facility	Jan-26	Sep-26	N/A	Request for Quotation	N/A	N/A
21	PD(CSD) 1/10 1 Sub II	Janitorial Services	76110000	Provision of janitorial services	Feb-26	Sep-26	1yr	Request for Quotation	N/A	Fixed Term Contract
22	PD(CSD) 1/10/10Sub III	Pest Control Services	72100000	Provision of Pest Control Services	Feb-26	Sep-26	1yr	Request for Quotation	N/A	Fixed Term Contract
23	PD(CSD) 1/10/1	Security Services	92120000	Provision of Security Services	Feb-26	Sep-26	1yr	Request for Quotation	N/A	Fixed Term Contract

Approved By: \_\_\_\_\_

Date approved: \_\_\_\_\_