Personnel Department Annual Schedule of Planned Procurement Activities 2024										
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-24	Mar-24	N/A	Open bidding	N/A	Fixed Term Contract
2	PD(CSD)1/10/13	Stationery & Office Supplies	44110000	Supply & Delivery of Office Stationery & supplies	Nov-23	Sep-24	N/A	Open bidding	N/A	Fixed Term Contract
3	PD(CSD)1/10/13	Hospitality Items	5000000	Supply & Delivery of hospitality items	Nov-23	Sep-24		Open Bidding	N/A	Fixed Term Contract
4	PD(CSD)1/10/9	Bottled Water	50202300	Supply & delivery of 5 gal bottled	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
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	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
6	PD(CSD)1/10/4	Office Equipment & Accessories & Supplies	44103100	supply & delivery of toners and cartirdges for HP printers, Xerox MFPs, Kyocera MFPs	Mar-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
7	PD(CSD)1/10/12	Newspaper Subscriptions		Renewal of hard copy & online newspapers subscriptions	Sep-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
8	PD(CSD)1/10/16	Automotive maintenance & repair	25170000	Maintenance & repair of current vehicles of the Personnel Department	Feb-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
9	PD(CSD)1/10/16	Automotive maintenance & repair	25170000	Maintenance & repair of additional vehicles to Personnel Department's fleet	Feb-24	Apr-24	N/A	Open Bidding	N/A	Fixed Term Contract
10	PD(CSD)1/2/3	Repair & maintenance - Office equipment	44101700	Repair & maintenance of copiers & printers not under warranty	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract

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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	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
12	PD(CSD)1/10/13	Postage	44121500	Supply of postage stamps	Jun-24	Jun-24	N/A	Sole select	N/A	Fixed Term Contract
13	PD(CSD) 1/4/49	Fuel & Lubricants	7818700	Purchase of fuel and lubricants for official vehicles	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
14	PD(CSD)1/10/7	Upgrade of Computer Equipment	43210000	Supply & delivery of 30 desktops, 30 computer monitors and 10 laptop	Jan-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
15	PD(CSD)1/10/22	Office Furniture	56000000	Supply & delivery of office desk, office chairs, filing cabinets & conference tables	Jan-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
16	PD(CSD) 1/103	Domestic Appliances	52140000	Supply & Delivery of refrigerator, microwaves, kettles, shredders	Apr-24	Jul-24	N/A	Open Bidding	N/A	Fixed Term Contract
17	PD(CSD) 1/10/24	Official Overseas Travel	90121500	Hotel Accommodation & tickets for Official Travel	Feb-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
18	PD(CSD) 2/4/4	Training - Local	86000000	Engagement of non- governmental trainng - Local	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
19	PD(CSD) 2/4/4	Training - international	8600000	Engagement of internal training	Feb-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
20	PD(CSD) 1/2/71	Website Hosting	81112100	Provision of website operation host services	May-24	May-24	N/A	Open Bidding	N/A	Fixed Term Contract

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21	PD(CSD)1/10/12	Newspaper Advertising	82101500	Provision of print advertising services for vacany advertisements and publishing of FOIA statement	Mar-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
22	PD(CSD) 1/10/2	Catering Services	90101600	Provision of catering services for negotiation meetings	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
23	PD(CSD) 1/10/18	Events Management		Provision of services for team building exercises	Jul-24	Aug-24	N/A	Open Bidding	N/A	Fixed Term Contract
24	PD(CSD) 1/10/1 Sub II	Cleaning & Janitorial Services	76110000	Provision of janitorial services	Jan-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
25	PD(CSD) 1/10/1 Sub III	Pest Control Services	72102100	Provision of Pest Control Services	Jan-24	Mar-24	N/A	Open Bidding	N/A	Fixed Term Contract
26	PD(CSD)1/10/7	Upgrade of Computer Equipment	39121000	Supply & delivery of UPS & PDU for server rooms & cabling rooms	Jan-24	Apr-24	N/A	Open Bidding	N/A	Fixed Term Contract
27	PD(CSD) 1/10/10	Upgrade of HVAC System	72151200	Balancing of air condition system from floors 1 to 5	Feb-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
28	PD(CSD) 1/10/1 Sub IV	Customization & Outfitting works on 6th floor	72120000	Customzation & outfitting works to 6th floor kitchen & bathroom areas	Jan-24	Sep-24	N/A	Open Bidding	N/A	Fixed Term Contract
29	PD(CSD) 1/10/10	Soundproofing	30141600	Soundproofing of 5th floor conference room and Legal Services Division	Feb-24	May-24	N/A	Open Bidding	N/A	Fixed Term Contract
30	PD(CSD) 1/10/15	Network Service Equipment	43220000	Supply & delivery of network switches & additional storage	Jan-24	Jun-24	N/A	Open Bidding	N/A	Fixed Term Contract
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