

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 | 50000000 | 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 | 55101500 | 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 |

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 |
|------------|-----------------------|--------------------------------|--------------------------|--|---|---|--|---------------------------|--|----------------------|
| 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 training - 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 |

