

**STATUTORY AUTHORITIES SERVICE COMMISSION
ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2024**

No.	Project #	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) – No. of days	Contract Type
1	OM:7/5/17	Wireless Access Point	43222640	Supply of Wireless Access Points	Jan-24	Mar-24	N/A	Request for Quotations	N/A	Fixed Price
2	OM:7/5/6	Newspaper Subscription	55101504	Renewal of Newspaper Subscription	Jan-24	Jan-24	N/A	Request for Quotations	N/A	Fixed Price
3	OM: 7/5/26	Newspaper Advertising	82101504	Publication of Information (FOIA Statements, Vacancy Notices, Uncashed Cheques, etc.)	Jan-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
4	OM: 7/5/10	Office Stationery	14111509	Supply of pens, pencils, erasers etc.	Jan-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
5	OM: 7/5/10	Toiletries	14221700/ 52121700	Supply of 9” Jumbo Tissue Rolls and Interfold Hand Towels	Jan-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
6	OM: 7/5/10	Grocery Items	50000000	Supply of Grocery Items (e.g. milk, coffee, tea, etc.)	Jan-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
7	OM: 7/5/10	Catering	90101603	Supply of Meals (Meetings, Staff Training, Functions, etc.)	Jan-24	Sep-24	9 mths	Framework Agreement	N/A	Fixed Price

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8	OM: 7/5/1	Building Maintenance, Repairs and Supplies	72101500	Plumbing and Other Supplies, etc.	Jan-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
9	HR: 7/3/45	Employee Assistance Programme Services	84131609	Provision of EAP Services	Jan-24	Sep-24	9 months	Request for Quotations	N/A	Fixed Price
10	OM: 7/5/27	Vehicle Maintenances and Repairs	78181500	Maintenance and Repairs of the Official Vehicle	Jan-24	Sep-24	9 months	Request for Quotations	N/A	Fixed Price
11	OM: 7/5/27	Vehicle Tyres & Accessories	25172500	Supply of Tyres, Windscreen Wipers, Bulbs, etc.	Jan-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
12	HR: 7/4/17	Training	86000000	Engagement of Training Providers	Jan-24	Sep-24	9 months	Request for Quotations	N/A	Fixed Price
13	OM: 7/5/17	Computer Accessories	43211600/ 26111711	Supply of Computer Accessories (e.g. Mouse, Lithium Batteries, etc.)	Feb-24	Apr-24	N/A	Request for Quotations	N/A	Fixed Price
14	OM: 7/5/10	Bottled Water	50202300	Supply of Bottled Water (5 Gal and 500ml)	Feb-24	Sep-24	N/A	Single Source	N/A	Fixed Price

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15	OM: 7/5/10	Cleaning Supplies	47131810/ 53131608	Supply of Cleaning Supplies (Dishwashing Liquid, Hand Soap, etc.)	Feb-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
16	OM: 7/5/10	Copy Paper	14111507	Supply of Copy Paper (8½ x 11, 8 ½ x 14, 11x17)	Mar-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
17	OM: 7/5/14	Office Equipment, Accessories & Supplies	44103103	Purchase of Toners, Ink and Cartridges	Mar-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
18	OM: 7/5/29	Publication	82121506	Printing of Annual Report and Other Documents	Mar-24	Sep-24	9 months	Request for Quotations	N/A	Fixed Price
19	OM: 7/5/2	Furniture	56100000	Supply of Office Furniture (Chairs, Filing Cabinets, etc.)	Apr-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
20	OM: 7/5/17	Web Cameras	45121520	Supply of Web Cameras	Apr-24	May-24	N/A	Request for Quotations	N/A	Fixed Price
21	OM: 7/5/1	Pest Control Services	47131701	Supply of Pest Control Services	Apr-24	May-24	1 year	Request for Quotations	N/A	Fixed Price

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22	OM: 7/5/1	Bulbs and Other Electrical Items	39110000	Supply of 4ft Electrical Daylight Tubes (32W 6500K) and Spiral LED Bulbs	Apr-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price
23	OM: 7/5/27	Vehicle Batteries	26111703	Supply of Batteries for Official Vehicle	Jul-24	Sep-24	N/A	Request for Quotations	N/A	Fixed Price