

Project Number	Project Name	UNSPCS Code level 3	Brief Description
1	Postal and small parcel and courier services	44121000	Purchase of track packs, Courier packages
2	Mailing supplies	44121500	Supply of postage stamps
3	Repairs to Equipment	44101700	Maintenance of printers, computers and other office
4	Purchase of writing instruments	44121700	Writing instruments, pens, pencils
5	Vehicle maintenance	25171700	Maintenance of braking systems and components
6	Supply of printed publications	55101500	Newspaper subscriptions
7	Provision of web hosting services	81112100	web hosting services
8	Printing and advertising services	82101500	Provision of statements, vacancy
9	Pest control	72102100	Provision of pest control services for storage facilities
10	Printing machine accessories	45101600	Supply and delivery of waste toner boxes and toners for Xerox, brother and HP machines

11	Office furniture	56101700	Purchase of ergonomic office chairs
12	Signage	55121700	Purchase of national flags
13	Safety apparel	46181500	Supply and delivery of PPE items , safety cones, torchlights, safety vests
14	Audio visual equipment	52161500	Supply and delivery of television sets
15	Vehicle maintenance and repair services	78181500	Provision of preventative maintenance and repair to the existing fleet of vehicles
16	Transportation of fuel and vehicle storage and support services	78181700	Provision of fuel
17	Repairs to computer hardware	7215400	Repair and maintenance of printers, computers and other equipment
18	Purchase of domestic appliances	5214000	Supply and delivery of minor equipment such as microwaves, fans, shredders
19	machines and	44101800	calculators , adding
20	Elevator maintenance	72101500	Routine elevator maintenance
21	Telephones/mobile devices	83111600	Purchase of mobile devices, phone cards

22	Vehicle cleaning supplies	47131500	Cleaning supplies and services for vehicles
23	Upholstery cleaning		Cleaning supplies and services for upholstery
24	Office stationery and supplies	44110000	Copy paper, banker boxes, consumables
25	Employee Assistance Programme	84131609	Provision of Counselling Services to the OPM Staff

OFFICE OF THE  
PRIME MINISTER  
Corporate Services  
Annual Schedule of  
Planned Procurement  
Activities 2025-  
Recurrent

Proposed date for issue of bidding document	Expected delivery/ Completion date	Estimated Project duration (for works and services)	Procurement Method
Dec-24	Feb-25	N/A	Sole Select
Dec-24	Feb-25	N/A	Sole Select
As required		N/A	Sole Select
Dec-24	Feb-25	N/A	Open bidding
As required		N/A	Open bidding
Dec-24	Feb-25	N/A	Open bidding
Jan-25	Apr-25	N/A	Single source
Jan-25	Apr-25	N/A	Open bidding
Jan-25	Apr-25	N/A	Open bidding
Jan-25	Apr-25	N/A	Single source

Jan-25	Apr-25	N/A	Open bidding
Jan-25	Apr-25	N/A	RFQ
Jan-25	Apr-25	N/A	RFQ
Feb-25	May-25	N/A	RFQ
As required		N/A	Open bidding
As required		N/A	Open bidding
As required		N/A	Single source
As required		N/A	RFQ
Feb-25	May-25	N/A	Open bidding
Jan-25	Mar-25	One year service support	Single source
Jan-25	Mar-25	N/A	RFQ

Jan-25	Mar-25	N/A	Open bidding
Jan-25	Mar-25	N/A	Open bidding
Jan-25	Mar-25	N/A	Open bidding
Dec-24		-	Limited Bidding
	3 - Years		

Standstill period (if applicable) ) No. of says	Contract Type
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price



N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price