



## Annual Schedule of Planned Procurement Activities Financial Year 2023 to 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	RFQ-NEL-01-2024	Purchase of Motor Vehicle	25101500	Purchase of Company Motor Vehicle	Jan-24	Jun-24	6 months	Limited	n/a	Fixed Price
2	RFQ-NEL-02-2024	Recruitment Services	80111700	Provision of Recruitment Services	Feb-24	Jun-24	4 months	Selective	n/a	Fixed Price
3	RFQ-NEL-03-2024	Supply and delivery of computer equipment	43211503	Supply and delivery of Server	Feb-24	Jun-24	5 months	Selective	n/a	Fixed Price
4	RFQ-NEL-04-2024	Events Management	80141607	Events Management for Annual General Meeting	Feb-24	Mar-24	1 Month	Sole Source	n/a	Variable
5	RFQ-NEL-05-2024	Business Function Specific Software	43231500	Supply and Implementation of Digital Records Management System	Mar-24	Sep-24	6 months	Limited	n/a	Fixed Price
6	RFQ-NEL-06-2024	Stationery	14111509	Supply and delivery of office stationery and supplies	n/a	n/a	Ongoing /as needed	Selective	n/a	Variable
7	RFQ-NEL-07-2024	Advertising Agency Services	82101800	Advertising services for provision of Publication of Newspaper ads / notices, AGM activities and tokens	n/a	n/a	Ongoing /as needed	Single Source	n/a	Variable

**Notice:** In accordance with Section 27 of the Public Procurement and Disposal Act 2015, as amended, (Information of Possible Forthcoming Procurement), suppliers and contractors are asked to note that the publication of this notice does not:  
 (a) constitute a solicitation, (b) oblige the office to issue a solicitation, and (c) confer any rights on suppliers or contractors.