



**Important 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.

### Annual Schedule of Planned Procurement Activities Financial Year 2024 to 2025

No.	Project Number	Project Name	UNSPSC Code	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#01/2024-2025	Supply and delivery of computer equipment	43210000	Supply and delivery of 1 laptop & 1 Desktop computer	Jan-25	Apr-25	3 month	Selective	N/A	fixed price
2	RFQ#02/2024-2025	Provision of Office equipment & Furniture	56100000	Supply and delivery of furniture for General Manager's office	Jan-25	Apr-25	3 month	Selective	N/A	fixed price
3	RFQ#03/2024-2025	Office Renovations works	72100000	To renovate office space to accommodate General Manager & Executive Assistant	Jan-25	May-25	4 months	Selective	N/A	fixed price
4	RFQ#04/2024-2025	Provision of Interior Design Services	72153612	To redesign the office space to accommodate the General Manager & Executive Assistant	Jan-25	May-25	4 months	Selective	N/A	fixed price
5	RFP#05/2024-2025	Office Stationery and supplies	44120000	Supply and delivery of office Stationery and supplies bi-monthly	N/A	bi-monthly	periodically	Selective	N/A	variable
6	RFQ#06/2024-2025	Publication of newspaper ads / notices	82100000	Provision of approximately 20 Advertisements periodically in 2 daily newspapers	N/A	monthly	periodically	Selective	N/A	variable
7	RFQ#07/2024-2025	Corporate Secretarial and Administrative Services	80160000	Provision of Corporate Secretarial and Administrative Services	Jan-25	2028	3 years	open	N/A	Framework Agreement
8	RFQ#08/2024-2025	Director's & Officers' Liability Insurance	84130000	Provision of insurance for senior officers/ directors	Dec-24	2029	5 years	Selective	N/A	variable