



**ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES**  
**Financial Year 2024/2025**  
**Version 1.0 DD 16th October 2024**

No.	Project Number	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	QHP-FY2425-001	Tailoring of Uniforms for Security Department and Technical and Maintenance Staff	91101904 53102706	Tailoring Services for Staff Uniforms	Nov-24	Jan-25	2-3 Months	THREE QUOTE	N/A	Purchase Order
2	QHP-FY2425-002	Provision of Stationery Supplies	14111509	Provision of Stationery Supplies within predefined Delivery Time	Jan-25	Mar-25	2-3 Months	THREE QUOTE	N/A	Purchase Order
3	QHP-FY2425-003	Provision of Janitorial and Cleaning Supplies	47130000	Provision of Janitorial/Cleaning Supplies within predefined Delivery Time	Feb-25	Apr-25	2-3 Months	THREE QUOTE	N/A	Purchase Order
4	QHP-FY2425-004	Service/Repairs to 2011 VW Golf	78181507	Provision of Comprehensive Service of 2011 VW Golf Inclusive of Accessories and Courtesy Vehicle	Jan-25	Mar-25	1 Year	SINGLE SOURCE	N/A	SERVICE LEVEL AGREEMENT
5	QHP-FY2425-005	Service Contract for Various Equipment	70171704 72101509 72101517 72151800 72151802 72154108 72154501	Provision of Service for Various Equipment Used on Compound	Mar-25	Jul-25	1 Year	THREE QUOTE	N/A	SERVICE LEVEL AGREEMENT
6	QHP-FY2425-006	Employee Training Plan	86000000 86111604	Provision of seminars,workshops as well as various courses to assist in enhancing our Employees skillset	Nov-24	Dec-24	1 Month	THREE QUOTE	N/A	Purchase Order
7	QHP-FY2425-007	Repairs and Maintenance to Buildings	72102900 72103300 72103301 72154010 72154056	Provision of Service and Works on Compound to upkeep the infrastructure	May-25	Jul-25	2 Months	THREE QUOTE SINGLE SOURCE SELECTIVE SOURCE OPPEN TENDER (BASED ON NEED AND CONTRACT VALUE)	10 Days	SERVICE LEVEL AGREEMENT/PU RCHASE ORDER
8	QHP-FY2425-008	Provision of Janitorial Services	76110000	Provision of Daily Janitorial Services as well as Janitorial Policing for Various Events	Apr-25	Jul-25	1 - 2 Year	OPEN TENDER	10 Days	SERVICE LEVEL AGREEMENT
9	QHP-FY2425-009	Provision of Security Services	92000000 92121504	Provision of 24/7 Security Services for Daily Operations and Events	Apr-25	Jul-25	1-2 Year	OPEN TENDER	10 Days	SERVICE LEVEL AGREEMENT

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10	QHP-FY2425-010	Provision of Insurance Brokerage Services	64122003 64122102 64122305 84131501 84131503 84131508 84131512 84131519 84131901 84131905	Provision of Insurance Brokerage Services	Mar-25	May-25	1 Year	OPEN TENDER	10 Days	CONTRACT
11	QHP-FY2425-011	Promotional Printing	55101533 80171702 82121505	Printing of Various Promotional Items	Feb-25	Apr-25	2-3 Months	THREE QUOTE	N/A	PURCHASE ORDER
12	QHP-FY2425-012	Conference and Seminar Hosting	93141811 93141702 82121505 90101603	Hosting of Conferences and Seminars	Feb-25	Sep-25	7-8 Months	THREE QUOTE	N/A	PURCHASE ORDER
13	QHP-FY2425-013	Employee Assistance Programme	85911000	Psychological and Counselling Services for Employess	Jan-25	Feb-25	1 Year	SINGLE SOURCE	N/A	SERVICE LEVEL AGREEMENT
14	QHP-FY2425-014	Minor Equipment Purchase	44000000 56101700 56000000 56110000 27110000 27000000 27113303 27112700	Purchase of minor equipment such as Office Equipment, Power Tools, Office Furniture and Furnishings	Feb-25	Aug-25	6 Months	THREE QUOTE	N/A	PURCHASE ORDER
16	QHP-FY2425-016	Other Contracted Services	72102100 47131703 72102906 82140000 46161510	Various services that may be required on an as needed or set duration	Jan-25	Sep-25	Varied	THREE QUOTE	N/A	PURCHASE ORDER