

**ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES**  
**FINANCIAL YEAR 2023-2024**

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	PJT-001	Advertising	82100000	Advertising/Publicity	As Required	N/A	N/A	RFQ	10 days	Fixed Price
2	PJT-002	Catering Services	90101603	Catering Services	As Required	N/A	N/A	RFQ	10 days	Fixed Price
3	PJT-003	Desktop Computers	43211521	Desktop Computers for staff	Oct-23	Dec-23	N/A	RFQ	10 days	Fixed Price
4	PJT-004	Computer Server	43211501	Computer server for organisation business continuity	Sep-23	Nov-23	N/A	RFQ	10 days	Fixed Price
5	PJT-005	Tablet Computers	43211509	Tablet Computers	Oct-23	Dec-23	N/A	RFQ	10 days	Fixed Price

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6	PJT-006	Career Education or planning or decision-making skills instructional material	60105301	Employability Study	Jan-24	Mar-24	N/A	RFP	10 days	Fixed Price
7	PJT-007	Office Supply	44120000	Stationery	As Required	N/A	N/A	RFQ	10 days	Fixed Price
8	PJT-008	Cleaning Equipment and Supplies	47000000	Cleaning Equipment and Supplies	As required	N/A	N/A	RFQ	10 days	Fixed Price
9	PJT-009	Office Equipment and Accessories and Supplies	44000000	Office Equipment	As Required	N/A	N/A	RFQ	10 days	Fixed Price
10	PJT-0010	Software	43230000	Cybersecurity/Firewall	Dec-23	Jan-24	N/A	Single Source	10 days	Fixed Price
11	PJT-0011	Office Suite Software	43231513	Microsoft Office 365 E3 Licences	Jan-24	Feb-24	N/A	Single Source	10 days	Fixed Price
12	PJT-0012	Promotional Items	80141605	Promotional Merchandising Service	Jan-24	Sep-24	N/A	RFQ	10 days	Fixed Price

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13	PJT-0013	Meeting Events	80141902	Credential and CV Fraud Workshop	Jan-24	Mar-24	N/A	RFQ	10 days	Fixed Price
14	PJT-0014	Printing and Publishing	82121506	Printing and Publishing	As Required	N/A	N/A	RFQ	10 days	Fixed Price
15	PJT-0015	Meeting Events	80141902	AI Workshop	Jan-24	Feb-24	N/A	RFQ	10 days	Fixed Price
16	PJT-0016	Meeting Events	80141902	Annual Business Meeting	Jan-24	Feb-24	N/A	RFQ	10 days	Fixed Price
17	PJT-0017	Meeting Events	80141902	CANQATE Conference	Oct-23	Dec-23	N/A	RFQ	10 days	Fixed Price
18	PJT-0018	Education and Training Services	86000000	External Evaluators Training	As Required	N/A	N/A	RFQ	10 days	Fixed Price
19	PJT-0019	Specialised Educational Services	86130000	Training for the Implementation of NQF-TT	Jan-24	Sep-24	N/A	RFP	10 days	Fixed Price

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20	PJT-0020	Specialised Educational Services	86130000	Launch of NQF-TT Register	Jan-24	Aug-24	N/A	RFP	10 days	Fixed Price
21	PJT-0021	Professional Development	86000000	Staff Initiatives	Sep-23	Aug-24	N/A	RFQ	10 days	Fixed Price
22	PJT-0022	Staff Event	80111500	20 <sup>th</sup> Anniversary - Proclamation of the Act	Jun-24	Aug-24	N/A	Single Source	10 days	Fixed Price
23	PJT-0023	Site Visits	86132214	Site Visits: Registration, Accreditation, Recognition and Conferment of Institutional Title	As Required	N/A	N/A	Single Source	10 days	Fixed Price
24	PJT-0024	Subscriptions and Memberships	94101600	Subscriptions and Memberships to Specific Institutions and Agencies	Jan-24	Aug-24	N/A	Sole Source	10 days	Fixed Price
25	PJT-0025	Legal Fees	80120000	Legal Services	Jan-24	Sep-24	N/A	Sole Source	10 days	Fixed Price
26	PJT-0026	Travel	90110000	Tobago Travel – Airfare and Accommodation	As Required	N/A	N/A	Sole Source	10 days	Fixed Price

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27	PJT-0027	Career Education instructional materials	60105300	Instructional Designer	Jan-24	Sep-24	N/A	RFP	10 days	Fixed Price
28	PJT-0028	Meeting Events	80111500	Higher Learning Conference	Apr-24	Jul-24	N/A	RFQ	10 days	Fixed Price
29	PJT-0029	Desktop Computers	43211521	Desktop Computers for NQF Project	Jan-24	Sep-24	N/A	RFQ	10 days	Fixed Price

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