

ACTT ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES

FINANCIAL YEAR 2025-2026

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	Meeting Events	80141902	Credential and CV Fraud Workshop	Feb-26	Mar-26	N/A	RFQ	10 days	Fixed Price
2	PJT-002	Specialized Educational Services	86130000	Training for the Implementation of NQF-TT	Jan-26	Sep-26	N/A	RFP	10 days	Fixed Price
3	PJT-003	Legal Fees	80120000	Legal Services	As required	As Required	N/A	Sole Source	10 days	Fixed Price
4	PJT-004	Job Evaluation Exercise	80111509	Job Evaluation Exercise	Jan-26	Jun-26	N/A	RFP	10 days	Fixed Price
5	PJT-005	Audit Services	84111600	External Audit Services	Jan-26	Jun-26	N/A	RFP	10 days	Fixed Price

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6	PJT-006	Office Furniture	56101700	Furniture & Furnishing	Jan-26	Mar-26	N/A	RFQ	10 days	Fixed Price
7	PJT-007	Office Equipment and Accessories	44000000	Office Equipment	As Required	As Required	N/A	RFQ	10 days	Fixed Price
8	PJT-008	Private Branch Exchange PBX equipment	43222805	Business Communication & Technology	Jan-26	Mar-26	N/A	RFQ	15 days	Fixed Price
9	PJT-009	Print Advertising	82101500	Advertising	As Required	As Required	N/A	RFQ	10 days	Fixed Price
10	PJT-010	Stationery	14111509	Stationery	As Required	As Required	N/A	RFQ	10 days	Fixed Price
11	PJT-011	Catering Services	90101604	Catering	As Required	As Required	N/A	RFQ	10 days	Fixed Price
12	PJT-012	Network Switches	43222612	Business Communication & Technology	Mar-26	Jun-26	N/A	RFQ	10 days	Fixed Price

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13	PJT-013	Cloud-based data access and sharing software	43233513	Cloud Backup system	Mar-26	Jun-26	N/A	RFQ	10 days	Fixed Price
14	PJT-014	Enterprise application integration software	43232403	EWDMS – Phase 1	Jan-26	Sep-26	N/A	Sole Source	10 days	Fixed Price
15	PJT-015	Printers	43212100	Computer Printers	Jan-26	Sep-26	N/A	RFQ	10 days	Fixed Price
16	PJT-016	Computer Server	43211501	Computer Server	Mar-26	Jun-26	N/A	RFQ	10 days	Fixed Price
17	PJT-017	Desktop Computers	43211507	Desktop Computers	Jun-26	Sep-26	N/A	RFQ	10 days	Fixed Price
18	PJT-018	Wireless Access Point	43222640	Wireless Access Point	Jun-26	Sep-26	N/A	RFQ	10 days	Fixed Price
19	PJT-019	Promotional Merchandise	80141605	Promotional Merchandise	As Required	As Required	N/A	RFQ	10 days	Fixed Price

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20	PJT-020	Printed Publications	55101500	Publications	Oct-25	Sep-26	N/A	RFQ	10 days	Fixed Price
21	PJT-021	Janitorial Services	76110000	Cleaning and Janitorial services	Oct-25	Sep-26	N/A	Renewal	N/A	Fixed Price
22	PJT-022	Accounting Software	43231600	QuickBooks Upgrade	Jan-26	Mar-26	N/A	RFQ	N/A	Fixed Price
23	PJT-23	Social Media Ads	80171600	Social Media advertising	Nov-25	Sep-26	N/A	Single Source	N/A	Fixed Price
24	PJT-24	Corporate Insurances	84131500	Insurance coverage for equipment, computer hardware and software and motor vehicles	Oct-26	Aug-26	N/A	Renewal	N/A	Fixed Price
25	PJT-25	Adobe Creative Cloud Annual Subscription	81112200	Supply and delivery of Adobe Creative Cloud subscription services	Jul-26	Aug-26	N/A	Renewal	N/A	Fixed Price
26	PJT-26	Toners and Other Printer accessories	44103100	Toners and other printer accessories	As Required	As Required	N/A	Sole Source	N/A	Fixed Price

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27	PTJ-27	Zoom Video Conferencing System Platform	81162100	Renewal Video Conferencing Platform	Sep-26	Sep-26	N/A	Renewal	N/A	Fixed Price
28	PTJ-28	Annual Business Meetings	86132201	Training Workshop Service	As Required	As Required	N/A	Sole Source	N/A	Fixed Price
29	PTJ-29	Employee Assistance Programme (EAP) Services	84131600	Provision of Employee Assistance programme services	As Required	As Required	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
30	PTJ-30	Employment Agency and Recruitment Services	80111700	Engagement of recruitment agency services to support filling vacancies	Oct-25	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Prices
31	PTJ-31	Repair and Maintenance of Office Equipment	72154000	Repair and Maintenance of Printers, Computers, and other Office Equipment	As Required	As Required	N/A	RFQ	N/A	Fixed Price

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