

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
		Works:								
1		Roof Works	72152600	Roof Repairs for the Administration Building, Valencia Training and Enterprise Academy (VTEA)	Jan 2024	April 2024	N/A	Limited Bidding	N/A	Fixed
2		Upgrades	72101507	Facility upgrades to Valencia Training and Enterprise Academy (VTEA)	March 2024	August 2024	N/A	Limited Bidding	N/A	Fixed
3		Upgrades	72101507	Facility upgrades to Waterloo Training & Enterprise Academy (WTEA)	March 2024	July 2024	N/A	Limited Bidding	N/A	Fixed
		Furniture, Fixtures and Equipment:								
4		Outfitting/Installation	56101500	Outfitting/Installation of Furniture, Fixtures and Equipment for the New Administration Building	April 2024	July 2024	N/A	Limited Bidding	N/A	Fixed

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
		ICT Goods and Services:								
5		Dell OptiPlex 3000 Desktops	81112300	Provision of 95 Dell OptiPlex 3000 Desktops	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
6		Dell Latitude 3000 Laptops	81112300	Provision of 15 Dell Latitude 3000 Laptops	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
7		MacOS Desktop Computers	81112300	Provision of 03 MacOS Desktop Computers	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
8		HP LaserJet Printers	81112300	Provision of 10 HP LaserJet Pro M479dw Printers	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
9		UPS	81112300	Provision of 70 APC BE600M1-LM UPS	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
10		Dell PowerEdge Servers	81112300	Provision of 6 Dell PowerEdge T450 Servers	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
11		FortiGate 80F Firewalls	81112300	Provision of 4 FortiGate 80F Firewalls	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
12		Ethernet Switches	81112300	Provision of 12 FortiSwitch 124-FPOE Ethernet Switches	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
13		Wi-Fi	81112300	Provision of 4 Ruckus Unleashed R550 Access Points Provision of 8 Ruckus R550 US Dualband Access Points	Nov 2023	Jan 2024	N/A	Sole Source Tender	N/A	Fixed
14		Multimedia Projectors	81112300	Provision of 8 Multimedia Projectors	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
15		PA System	81112300	Provision of a PA System	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
16		Access Control System	81112300	Provision of Access Control System (16 Buildings)	Nov 2023	Jan 2024	N/A	Limited Bidding	N/A	Fixed
17		Cable Installation Services		Cable Installation Services at Head Office and Waterloo	Feb 2024	May 2024	N/A	Limited Bidding	N/A	Fixed

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
18		General Waste Disposal	76121500	Provision of bins for the collection and disposal of general solid waste	Feb 2024	April 2024	N/A	Limited Bidding	N/A	Fixed
19		Bottled Drinking Water & Servicing of Water Dispensers	50202300	Provision of 5 Gallon bottled water and servicing of water dispensers at YTEPP Limited locations	Feb 2024	April, 2024	N/A	Single Source Tender	N/A	Fixed
20		Servicing of a/cs	76111500	Servicing of a/cs at xx facilities	March 2024	June 2024	N/A	Limited Bidding	N/A	Fixed
21		Cleaning and Sanitising Offices at full time centres	47130000	Cleaning and Sanitising Offices at full time centres	Bi-Annually effective Oct 2023	Bi-Annually effective Oct 2023	N/A	Limited Bidding	N/A	
22		Fresh Vegetables		Supply of Vegetables to ICA	March 2024	July 2024	N/A	Framework Agreement	N/A	Fixed
23		Pest Control	72102100	Provision of pest control services for YTEPP premises	February 2024	April 2024	N/A	Limited Bidding	N/A	Fixed
24		Fire Life Safety Devices	72101516	Servicing of FireLife Safety at Full-time Centres	Jan 2024	April 2024	N/A	Limited Bidding	N/A	Fixed

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
25		Janitorial Services	76110000	Provision of Janitorial Services to ICA	March 2024	May 2024	N/A	Limited Bidding	N/A	Fixed
26		Supply and servicing of Sanitary Units		Supply and servicing of Sanitary Units at 11 locations/offices	Feb 2024	May 2024	N/A	Single Source Tender	N/A	Fixed
		Training Supplies/ consumables:		Consumables for NEC courses (face-to-face classes)	Bi-Annually effective Oct 2023	Bi-Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
27		Events Decorating	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
28		Festival Arts	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
29		Building Electrical	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
30		Food Preparation	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
31		Skills for the Automated Office	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
32		Plumbing	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
33		Tailoring	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
34		Graphics	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
35		Bread, Cakes & Pastries	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
36		Hair Dressing	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
37		Beauty Therapy	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
38		Patient Care Assistant	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
39		Child Care Assistant	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
40		Small Business Management	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	
41		Welding	60106100	Training Consumables	"	"		RFQ (Low Risk / Low Value)	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
42		Catering for meetings	90101603	Catering services for refreshments for monthly meetings	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
43		Cleaning Supplies	47130000	Supply of cleaning items for various offices/locations	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
44		Groceries	47130000	Cleaning supplies, teas and coffee.	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Single Source Selection	N/A	
45		Insurance - Group Health	84131600	Group health plan	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Single Source Selection	N/A	
46		Insurance - Property	64121500	Property insurance	Annually effective Oct 2023	Annually effective Oct 2023	N/A	Single Source Selection	N/A	
47		Insurance - Vehicle	84131503	Vehicle insurance	Annually effective Oct 2023	Annually effective Oct 2023	N/A	Single Source Selection	N/A	
48		Local Travel - Airfare	78111500	Airfare tickets	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Sole Source selection	N/A	Purchase Order

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
49		Local Travel - Boat (Ferry)	25111508	Ferry tickets	Bi-Annually effective Oct 2023	Bi-Annually effective Oct 2023	N/A	Sole Source selection	N/A	
50		Local Travel - Transportation		Trainee and bus transportation	Bi-Annually effective Oct 2023	Bi-Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
51		Maintenance - Electrical	72000000	Electrical repairs and maintenance	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
52		Maintenance - Fire/HSE	72101516	Fire alarm and fire extinguisher maintenance	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Single Source Selection	N/A	Purchase Order
53		Maintenance - General	76111500	Pest control, air conditioning, elevator, school repairs and maintenance	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
54		Maintenance - Landscaping	72102902	Landscaping	Jan 2024	Mar 2024	N/A	RFQ (Low Risk / Low Value)	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024

No.	Project Number	Project Name	UNSPSC Code Level 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
55		Maintenance - Plumbing	72101510	Plumbing repairs and maintenance	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
56		Motor Vehicle Expenses - Gas & Oil	15101506	Training materials for the various courses:	Monthly effect Oct 2023	Monthly effect Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
57		Motor Vehicle Expenses - Repairs	78181500	Vehicle repairs and maintenance	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	Purchase Order
58		Office Supplies	82121507	Pens, staples, rulers, calculator etc.	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
59		Printing and Stationary - Paper	14111507	Paper	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
60		Printing and Stationary - Toner/Ink	44103103	Toner & ink	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	Purchase Order
61		Professional Expenses -IR Consultancy	80101511	IR consultant	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Sole Source Selection	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
62		Professional Expenses - HR Consultancy	80101511	HR consultant	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Sole Source Selection	N/A	
63		Professional Expenses - Legal/Secretarial	80101511	Corporate Secretary	Effective Oct 2023	Effective Oct 2023	N/A	Sole Source selection	N/A	
64		Professional Expenses -Medical	80101511	Medical	As required	N/A	N/A	RFQ (Low Risk / Low Value) Single Source Selection	N/A	
65		Professional Expenses - legal	80101511	Legal	As required	N/A	N/A	Limited Bidding	N/A	
66		Professional Expenses - internal and external verifiers	86101710	Internal and external verifiers	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Limited Bidding	N/A	
67		Professional Expenses - Training Providers	86101710	Training providers and life skills: Agro-Processing, Air Conditioning and Refrigeration, Automotive Maintenance, Commercial Food Preparation, Data Operations, Draughting and	June 2024	September 2024	N/A	Limited Bidding/Single-Sole Source Tender	N/A	Fixed

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
				Construction, Grow Box, Hydroponics, Mani Padi, Music Producer, Plant Propagation, Bread, Cakes and Pastries, Editing and Advance Camera Operations, Tailoring and Woodworking.						
68		Rent - Office	80131500	Office rent	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Single Source Selection	N/A	
69		Rent - Other (yard bins)	76121500	Yard bins	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Single Source Selection	N/A	
70		Rent - Other (accommodation & car rental)	78111808/900111800	Accommodations, car rental	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
71		Rent - Other (mats, sanitary bins)		Mats, sanitary bins	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Single Source Selection	N/A	
72		Staff Training	86111604	Training and workshops	As required	As required	N/A	RFQ (Low Risk / Low Value)	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
73		Utilities - Electricity	83101800	Electricity	Cyclically effective Oct 2023	Cyclically effective Oct 2023	N/A	Sole Source Selection	N/A	
74		Utilities - Internet	81112100	Internet	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
75		Utilities - Telephone	83111600	Telephone	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	Single Source Selection	N/A	
76		Utilities - Water	83101500	Water	Quarterly effective Oct 2023	Quarterly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
		Computer Expenses - Licenses/subscription:		Microsoft, McAfee, SRM, TeamViewer, HostGator, Micropay and Firewall licenses						
77		Microsoft Volume Licenses	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	Purchase Order
78		Microsoft Cloud Server- Moodle	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) /	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
								Sole Source Selection		
79		McAfee Enterprises Licenses	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	Purchase Order
80		SRM Licenses	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	
81		TeamViewer	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	Purchase Order
82		HostGator/Website	81112501	Website	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	
83		JotForms	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	Purchase Order

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
84		Firewall Licenses	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	
85		Micropay	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	
86		Zoom	81112501	Licenses	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value) / Sole Source Selection	N/A	
87		Computer Expenses - Accessories	43211600	keyboards, cables, accessories, etc	As required	As required	N/A	RFQ (Low Risk / Low Value)	N/A	
88		Advertisement - Newspapers	82111904	Newspapers advertisements	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
89		Advertisement - Other	82131604	Photography, Videography, Flyers, Signage	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
90		Graduation Expenses	55101532	Graduation expenses, venue rental, décor and certificates	Annually effective Oct 2023	Annually effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024										
No.	Project Number	Project Name	UNSPSC Code Level 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
91		Advertisement - Media/Social	83121705	Facebook, Instagram, LinkedIn, Video Brochure, Radio, TTT, Website hosting	Monthly effective Oct 2023	Monthly effective Oct 2023	N/A	RFQ (Low Risk / Low Value)	N/A	
92		Elevator Lifts	72101506	Maintenance of elevators at ICA and IOC	July 2024	September 2024	N/A	Limited Bidding	N/A	Fixed
93		E-waste disposal	76121600	Disposal of obsolete computer equipment at Waterloo	July 2024	September 2024	N/A	Limited Bidding	N/A	Fixed
94		Auctioneer Services		Auction sale	August 2024	September 2024	N/A	Limited Bidding	N/A	Fixed