



Annual Schedule of Planned Procurement Activities

Financial Year 2024 to 2025

No.	Project Number	Project Name	UNSPS C 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	Contract Type
1	CCE-01	Consultant Strategic Project-Stakeholder Consultation Framework	80172000	Procurement of Consultancy Services for Stakeholder Communication/Consultation Framework	Feb-25	Sep-25	Six Months- One Year	Limited Bidding	N/A	Fixed Price Contract
2	CCE-02	Website Redesign	81112100	Contracted services to update and redesign the TTSEC website	Oct-24	Jan-25	4 Months	Single Source	N/A	Fixed Price Contract
3	CCE-03	Hosting of Events	90111600	Hosting of Conference, Seminars and Stakeholder Sessions- All-inclusive Venue-Catering, Audio Visual Equipment, Parking	As Required based on event approval	N/A	N/A	Limited Bidding/Single Source	N/A	Purchase Order
4	CS-01	Solution- Replacement of the ERMS	43232200	Procurement of a replacement solution for the current Electronic Records Management Software	Jan-25	May-26	18 months	Limited Bidding	10 Days	Fixed Price Contract
5	CS-02	Travel & Subsistence	90121500	Travel agency for airfare and hotel	As Required	As Required	As Required	Single Source	N/A	Purchase Order
6	CS-03	Conference, Functions, Meetings	90101700	All-inclusive venue for the hosting of events	As required- Based on approval to host the event	As Required	As Required	RFQ Method	N/A	Purchase Order
7	CS-04	Insurance for vehicle	84131600	Renewal of Motor Vehicle Insurance	Jan-25	One Year Renewal	One Year Renewal	Single Source	N/A	Fixed Price Contract
8	CS-05	Janitorial services	76111500	Janitorial - office cleaning	Dec-24	Mar-25	One year contract	Limited Bidding	N/A	Fixed Price Contract
9	CS-06	Security	92121500	Security service	Oct-24	One Year Renewal	One Year Renewal	Single Source	N/A	Fixed Price Contract
10	CS-07	Uniforms	53102700	Female Staff uniforms (required)	Oct-24	Mar-25	N/A	Single Source	N/A	Purchase Order
11	CS-10	Motor Vehicles	25101500	Purchase of New Motor Vehicles for the Commission	Dec-24	Feb-25	N/A	Limited Bidding	N/A	Purchase Order
12	CS-11	Indoor Air Quality	81171900	To conduct an indoor air quality assessment for the Commission	Jul-25	Sep-25	6-8 Weeks	Limited Bidding	N/A	Purchase Order
13	CS-12	Office Upgrade	56101500	Office Renovations, Furniture and Equipment	Dec-24	Mar-25	6-8 Weeks	Limited Bidding	N/A	Purchase Order
14	CS-13	IOSCO Membership	94101500	Annual IOSCO Membership Fees	Jan-25	Jan-25	One year membership	Sole Source	N/A	Purchase Order

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15	CS-14	Hospitality Services	80161500	One-year contract for hospitality/ office attendant services	Dec 2024	One Year Contract	One Year Contract	Limited Bidding	N/A	Fixed Price Contract
16	HR-01	Recruiting- Temporary	80111600	Recruitment services for temporary Staff	Jun-25	N/A	As Required	Limited Bidding	N/A	Framework Agreement
17	HR-02	Training & Seminars	86132000	Training facilitator/institute, registration fees	As Required	As Required	As Required	RFQ Method/Single Source/ Sole Source	N/A	Purchase Order
18	HR-03	Temporary Engagement	80101500	Contract for Service	As Required	As Required	6 Months	Limited Bidding	N/A	Fixed Price Contract
19	IT-01	IM services - Leasing contracts	44101501	Renewal of leasing contract for two Photocopiers	Jun-25	N/A	Three-year renewal	Single Source	N/A	Leasing Contract
20	IT-02	Project- Computer hardware	43211500	Purchase of new laptop hardware and peripherals	Jun-25	TBD	N/A	Limited Bidding	N/A	Fixed Price Contract
21	IT-03	Software Renewal	43231500	Renewal of Fortinet Networking Software Licenses	Aug-25	One year renewal	One year renewal	Limited Bidding	N/A	Purchase order
22	IT-04	Software Renewal	43231500	Renewal of Lantaria Service Level Agreement - Effective Staff HRIS	Oct-24	One year renewal	One year renewal	Sole Source	N/A	Purchase order
23	IT-05	Software Renewal	43231500	Veritas Netbackup - Backup and Recovery Software	Mar-25	One year renewal	One year renewal	Limited Bidding	N/A	Purchase order
24	IT-06	Project-Servers	26111700	Renewal of UPS maintenance/support and battery replacement	Nov-24	One year support	One year support	Single Source	N/A	Purchase order
25	IT-08	Software Renewal	43231500	Microsoft Open Value Agreement/Software Assurance	Mar-25	One year renewal	One year renewal	Limited Bidding	N/A	Purchase order
26	IT-09	Software Renewal	43231500	Nitro PDF Licences	Jul-25	One year renewal	One year renewal	Single Source	N/A	Purchase order
27	IT-10	Software Renewal	43231500	Convence Board Management Software	Sep-25	One year renewal	One year renewal	Single Source	N/A	Purchase order
28	IT-11	Software Renewal	43231500	Logic Manager Software	Jul-25	One year renewal	One year renewal	Single Source	N/A	Purchase order
29	IT-12	Software Renewal	43231500	Vulnerability management solution	Jul-25	One year renewal	One year renewal	Single Source	N/A	Fixed Price Contract
30	IT-13	Consultant- Cyber Security	80101500	Consultant to do a cyber security assessment	Jan-25	Jun-25	N/A	TBD	N/A	Fixed Price Contract

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31	IT-14	Solution- IT security, monitoring and management	43231500	Endpoint Detection and Response (EDR) software and Managed Detection and Response (MDR)	Nov-24	Mar-25	N/A	Limited Bidding	N/A	Fixed Price Contract
32	IT-16	Solution- Backup solution	43231500	Replacing backup solution	Jan-25	Jun-25	N/A	Limited Bidding	N/A	Fixed Price Contract
33	IT-17	Project- Intranet	81111500	Consultancy for the intranet redesign	Nov-24	Mar-25	6 Months	Limited Bidding	N/A	Fixed Price Contract
34	Fin-01	Solution- Accounting	43231500	Replacement of the Accounting Solution used by the Commission	Jan-25	Mar-25	3 Months	Limited Bidding	N/A	Fixed Price Contract
35	SPP-01	Solution- Project Management	43232400	Acquisition of a collaborative project management solution	Mar-25	May-25	3 Months	Limited Bidding	N/A	Purchase Order
36	PRP-01	Solution-Liquidity and risk-based capital	43232400	Software Purchase- Data Solution	Jan-25	Sep-25	6-9 Months	Limited Bidding	N/A	Fixed Price Contract
37	C&I-01	Solution-Know Your Customer Screening Solution	43232401	Subscription Purchase- KYC Screening	Jan-25	Dec-25	1 year	Single Source	N/A	Fixed Price Contract

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