

Important Notice: In accordance with Section 27 of the Public Procurement and Disposal Act 2015, as amended, (Information of Possible Forthcoming Procurement), suppliers and contractors are asked to note that the publication of this notice does not:

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Annual Schedule of Planned Procurement Activities Financial Year 2020 to 2021

No.	Strategic Projects	No.	Aligned Procurement Activities	Brief Description	UNSPSC Code	Proposed Date for Issue of Bidding Documents	Project Completion Date	Estimated Project Duration (For Works and Services)	Procurement Method	Standstill Period (If Applicable) - No. of Days	Contract Type
DIRECT PROCUREMENT ACTIVITIES											
STAKEHOLDER ENGAGEMENT: "Development and Implementation of a Comprehensive and Sustainable Awareness Program."											
1	<i>Execute Public Body and Key Stakeholder Awareness Campaign with Specific Focus on eLearning Learning Program</i>	1	RFQ No. PCD-00-21: Supply and Installation of an eLearning Management System for the Office of Procurement Regulation.	Supply and Installation of an eLearning Management System	81112501	Apr-21	Aug-21	090 Days	Selective	N/a	Fixed Price
INTERNAL PROCESSES: "Identify, Define, Develop, Approve and Operationalise Core Processes to Support Stakeholder Initiatives."											
2	<i>Develop a policy for retaining Subject Matter Experts (legal, forensic, etc.)</i>	2	ITRP 001/2020/21: Provision of Subject Matter Experts Services.	Invitation to Register and Prequalify for the provision of subject matter experts (e.g legal practitioners, forensic investigators, mediators, arbitrators)	80101500	Apr-21	Ongoing	Ongoing	Open	N/a	N/a
3	<i>Implement Comprehensive Records Management Policy, Processes, and System</i>	3	RFP No. ___/2020/21: Provision of Consultancy Services to Develop Specifications for the Implementation of a Records Management System.		80101500	Jun-21	Jan-22	120 Days	Open	N/a	Fixed Price
4	<i>Develop and Implement a Physical and Information Technology Security Management System</i>	4	RFP No. ___/2020/21: Provision of Consultancy Services to Enhance Cybersecurity Posture.		81111801	May-21	Mar-22	180 Days	Selective	N/a	Fixed Price
		5	RFP No. ___/2020/21: Provision of Penetration Testing Services.		81111801	Apr-21	Jan-22	180 Days	Selective	N/a	Fixed Price
		6	RFQ No. IT-00-21: Provision of Office 365 Licenses.		81112501	Apr-21	May-21	N/a	Selective	N/a	Fixed Price
		7	RFQ No. IT-00-21: Provision of Endpoint Detection and Response Tool.		43233205	May-21	Jun-21	N/a	Selective	N/a	Fixed Price

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LEARNING AND GROWTH: "Define and Formalise the Components of a Performance Driven and Learning Culture."											
5	<i>Develop and Implement a Performance Management System which Enables Employee Learning and Development, Records and Recognition and Employee Satisfaction Feedback</i>	8	RFP No. ___/2020/21: Expression of Interest for the Provision of Facilitation Services for Emotional Intelligence Training for the Office of Procurement Regulation.		86132101	Jul-21	Nov-21	30 Days	Open	N/a	Fixed Price
LEARNING AND GROWTH: "Develop and Implement a Reliable, Secure Information, Communication and Technology System."											
6	<i>Implement the Databases which are required by Section 13 of the Act, with special attention to developing guidelines for use of the Database</i>	9	RFP No. ___/2020/21: Provision of Consultancy Services for the Enhancement of the Office of Procurement Regulation's Database.	Provision 300 hours of Consultancy Services for the Enhancement of the OPR Database.	81162004	Jun-21	Mar-22	180 Days	Selective	N/a	Fixed Price
		10	RFQ No. IT-03-21: Transfer of Procurement Depository to new Cloud Host.		81162004	Mar-21	Jun-21	030 Days	Selective	N/a	Fixed Price
7	<i>Hardware, Network & Telecommunication Services</i>	11	RFQ No. IT-02-21: Provision of Internet Broadband Service for the Office of Procurement Regulation Main Office.	N/a	81112101	Mar-21	May-21	030 Days	Selective	N/a	Fixed Price
		12	RFQ No. IT-00-21: Provision of Wi-Fi Hotspot Service for the Office of Procurement Regulation.	N/a	81112101	May-21	Aug-21	030 Days	Selective	N/a	Fixed Price
		13	Supply and Delivery of Consumer Electronics for the Office of Procurement Regulation's Main Office.	Projector	52140000	01-Jun-21	Sep-21	N/a	Selective	N/a	Fixed Price
		14	RFQ No. IT-00-21 Supply and Delivery of Laptop Computers and Peripheral Devices for the Office of Procurement Regulation's Hearing Rooms	Supply and Delivery of Eleven (11) Laptop Computers and Eleven (11) Uninterruptible Power Supply (UPS)	43210000	Sep-21	Mar-22	N/a	Request for Quotatio	N/a	Purchase Order

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LEARNING AND GROWTH: "Develop and Implement a Talent Recruitment and Retention Plan."											
8	<i>Review Relevant Data to Improve Recruitment and Retention Plan</i>	15	RFP No. ___/2020/21: Provision of HR Research and Advisory Services.	Provision of HR Research and Advisory Services to develop a proposal/action plan to improve the office's job evaluation and talent management processes.	80101500	Mar-21	Apr-21	1 year	Selective	N/a	Fixed Price
		16	RFQ No. ADM-00-21: Provision of Employee Assistance Program (EAP) Services for the Office of Procurement Regulation.	Expression of Interest for the Provision of an EAP services for the Office of the Procurement Regulation	84131609	Apr-21	Aug-21	N/a	Open	N/a	N/a
LEARNING AND GROWTH: "Review and Update the Organisational Structure."											
9	<i>Staffing Needs, Organisational Structure and Compensation Assessment and Infrastructure Upgrade</i>	17	ITB No. ___/2020/21: Supply, Deliver, Install and Assemble Furniture and Furnishings for the Office of Procurement Regulation's Main Office.	N/a	56101700	Aug-21	Sep-21	N/a	Selective	N/a	Fixed Price
		18	RFQ No. ADM-00-21: RFP No. ___/2020/21 Provision of Security Risk Assessment Services for the Office of Procurement Regulation.	N/a	92121500	May-21	Nov-21	3 Months	Selective	N/a	Fixed Price

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INDIRECT PROCUREMENT ACTIVITIES											
1	<i>Procurement activities that are indirectly linked to the achievement of the strategic objectives</i>	1	ITB No. ___/2020/21: Provision of Janitorial and Building Maintenance Services for the Office of Procurement Regulation's Main Office.	N/a	76110000	Jun-21	Sep-21	3 years, renewal on annual basis	Open	N/a	Fixed Price
		2	Supply PDF Editor Software Licenses	N/a	81112501	N/a	Aug-21	N/a	Selective	N/a	Fixed Price
		3	Provision of Newspaper Advertising Services.	Provision of approximately 147 Newspaper Advertisements periodically	82101504	N/a	Periodically	Periodically	Selective	N/a	Variable
		4	Provision of Branded Tokens.	Provision of 910 Branded Tokens	55000000	N/a	Periodically	Periodically	Selective	N/a	Fixed Price
		5	RFQ No. CC-00-21: Provision of Catering Services.	Pre-qualification of the provision of Catering Services	90101603	May-21	Ongoing	Periodically	Open	N/a	N/A
		6	RFQ No. ADM-00-21: Provision of Stationery Supplies for a 3-year period.	N/a	14111509	Jun-21	Sep-21	3 years	Open	N/a	Framework Agreement
		7	RFQ No. ADM-00-21: Provision of Grocery items and Kitchen Supplies for a 3-year period.	N/a	50201700	Jun-21	Sep-21	3 years	Open	N/a	Fixed Price
		8	RFQ No. ADM-00-21: Supply and Delivery of Safety Gear and Equipment.	Supply and Delivery of Safety Gears and Equipment for Safety Committee	46181507	Jun-21	Jul-21	N/a	Selective	N/a	Fixed Price
		9	Servicing and Repair of Computers and Printers and the Supply and Delivery of Toners and other Consumables for a three (3) year period.	N/a	81112306	N/a	N/a	N/A	N/a	N/a	Time and Material
		10	Provision of Preventative Maintenance and Repair Services for the Office of Procurement Regulation's Vehicles.	Provision of Preventative Maintenance Services for Two (2) SUVs	25173107	N/A	Periodically	Periodically	Selective	N/a	Fixed Price