The Office of Procurement Regulation

Annual Schedule of Planned Procurement Activities for the fiscal year October 2024 to September 2025

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No.	Project Number	Project Name	UNSPS 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
1*	AI-2425-8330-01	Provision of Audit & Investigation Relativity Software	43232300	Software for managing and analysing large datasets for investigations	Jan-25	Mar-25	One-Year Support	Limited	N/A	Fixed Price
2	AI-2425-8330-02	Provision of Audit Software	43231500	Software for managing audits which includes collecting and managing data during the audit of public bodies	Jul-25	Sep-25	One-Year Support	Limited	N/A	Fixed Price
3	AI-2425-8360-03	Engagement of Forensic Expert for Investigative Support	80101500	Forensic experts to provide specialised advice and guidance on various investigative matters	As Required	As Required	As Required	Limited	N/A	Fixed Price
4	ARS-2324-8330-01	Renewal of Whistle Blowing Software	43232600	Renewal of Software solution for handling active investigations and the maintenance of anonymous reporting mechanisms.	Nov-24	Jan-25	One Year	Limited	N/A	Fixed Price
5*	ARS-2425-8330-02	Provision of Case Management Software for Challenge & Ineligibility Proceedings	43232600	Case management software for digitalizing challenge and ineligibility proceedings inclusive of storing data, tracking tasks, managing documents, and facilitating collaboration.	Nov-24	Feb-25	One Year	Limited	N/A	Fixed Price
6	FA-2425-8330-01	Renewal of Accounting Software	43231600	Renewal and expansion of accounting software licenses for the Sage 50 Accounting Software	Jul-25	Sep-25	One-Year Support	Limited	N/A	Fixed Price
7*	FA-2425-8330-02	Provision of a Payroll Software	43231600	Maintenance and licensing fees for payroll solution	Nov-25	Mar-25	One-Year Support	Limited	N/A	Fixed Price
8	HR-2324-8180-03	Provision of General Insurance Services	64120000	Provision of Insurance: Workmen's Compensation, Public Liability, Computers All Risk, D&O Liability, Cybersecurity	As Required	Annual	Annual	Limited	10 Days	Fixed Price
9	HR-2324-8180-04	Supply and Delivery of Audio Visual & Office Equipment	45110000	Audio visual equipment and minor office equipment	Jul-25	Sep-25	N/A	Limited	N/A	Fixed Price

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10	HR-2425-8130-05	Supply and Delivery of Personal Protective Equipment	46181500	Personal protective equipment items, such as Hats, Safety Boots, Vest, Coats, Torchlights, etc	Aug-25	Sep-25	N/A	Limited	N/A	Fixed Price
11	HR-2425-8170-06	Supply and Delivery of Kitchen Supplies	50000000	Procurement of Tea, Coffee, Sugar, Milk and Bottled Water	Jan-25	Sep-25	N/A	Limited	N/A	Fixed Price
12	HR-2425-8170-07	Supply and Delivery of RFID Access Cards	43222500	Procurement of RFID access cards to integrate with existing access system	Jul-25	Sep-25	N/A	Single Source	N/A	Fixed Price
13	HR-2425-8170-08	Supply and Delivery of Stationery and Office Supplies	44120000	Procurement of stationery and office supplies such as paper, pens, notebooks, sticky notes, etc.	Quarterly	Sep-25	N/A	Limited	N/A	Fixed Price
14	HR-2425-8170-09	Provision of Catering Services	90101600	Catering services for meetings and events to provide food and beverages	Dec-24	N/A	RFQ	N/A	N/A	Fixed Price
15	HR-2425-8180-10	Provision of Employment Screening Services	80111700	Procurement of services for conducting background checks on potential recruits	Oct-24	As Required	As Required	Limited	N/A	Fixed Price
16*	HR-2425-8180-11	Provision of Consultancy Services for Records Management Specifications Development	80101500	Consulting services for the development of specifications for the implementation of a records management system	Feb-25	Apr-25	Three Months	Limited	N/A	Fixed Price
17	HR-2425-8180-12	Provision of Preventative Maintenance and Repair Services for Company Vehicles	78181500	Maintenance and repair services for vehicles owned by the OPR	As Required	As Required	N/A	Single Source	N/A	Fixed Price
18	HR-2425-8180-13	Provision of Ad Hoc Security Services	92121500	Procurement of on-demand off-site security Services to ensure safety and security	Oct-24	As Required	As Required	Single Source	N/A	Fixed Price
19	IT-2425-8180-14	Supply and Delivery of Laptop Computers and Peripheral Devices	43210000	Procurement of 28 Laptops and Peripherals	Jan-25	Mar-25	N/A	Open	N/A	Fixed Price
20	HR-2425-8180-15	Provision of Psychometric Services	80111700	Psychometric testing services as part of the recruitment Process	As Required	As Required	N/A	Limited	N/A	Fixed Price
21	HR-2425-8180-16	Supply of Fuel for Company Vehicles	78181700	Procurement of gas and diesel supply for OPR-owned Vehicles via Fleet Card	As Required	As Required	N/A	Single Source	N/A	Fixed Price
22*	HR-2425-8180-17	Supply and Installation of GPS Security and Tracking Systems on Company Vehicles	25173100	GPS security and tracking systems for OPR-owned vehicles to improve vehicle security and real-time location monitoring	Mar-25	May-25	One Year Subscription	Limited	N/A	Fixed Price

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23	HR-2425-8180-18	Supply of Labour and Materials for Company Vehicles	76111800	Procurement of labour and materials for corrective maintenance of vehicles owned by the OPR	As Required	As Required	N/A	Single Source	N/A	Fixed Price
24	HR-2425-8180-19	Rental of Secured Car Park Facilities	78111800	Rental of secured parking spaces to accommodate staff vehicles, ensuring safe and convenient parking facilities	Jul-25	Sep-25	Two Year Contract	Limited	N/A	Fixed Price
25	HR-2425-8210-20	Provision of Water Dispenser Maintenance Services	48101700	On-site maintenance services for one bottle-less water dispenser	Feb-25	Mar-25	One Year Service Agreement	Limited	N/A	Fixed Price
26	HR-2425-8220-21	Supply and Installation of Electronic Access Control Systems	43222500	Procurement of electronic security system to manage and monitor access to the office premises	Oct-24	Jul-25	N/A	Limited	N/A	Fixed Price
27	HR-2425-8220-22	Provision of Security Guard Services	92121500	Security guard services for OPR premises	Feb-25	Apr-25	One Year Agreement	Single Source	N/A	Fixed Price
28	HR-2425-8220-23	Supply and Installation of Security Cameras	46171600	Provision of security cameras across OPR's three (3) office locations	Aug-25	Nov-25	N/A	Limited	N/A	Fixed Price
29	HR-2425-8330-24	Provision of Human Resource and Information System Software	80111500	HRIS software/system to, track, manage and analyse employee related data into one digital platform.	Jul-25	Sep-25	Three Years	Limited	N/A	Fixed Price
30	HR-2425-8330-25	Supply and delivery of Office Furniture	56101500	50 stationery office chairs and 10 executive Chairs	Jan-25	Feb-25	N/A	Limited	N/A	Fixed Price
31	IT-2425-8180-02	Supply, Installation and Support for a Cloud Based Telephone System	72151600	Provision of all hardware and software components (including handsets) for, setting up cloud-based telephone system infrastructure	Nov-24	Jan-24	N/A	Limited	N/A	Fixed Price
32	IT-2425-8300-04	Repair and Maintenance of Office Equipment	72154000	Repair and Maintenance of Printers, Computers, and Other Office Equipment	As Required	As Required	N/A	Limited	N/A	Fixed Price
33	IT-2425-8330-07	Provision of a Bulk Emailing Tool required for the Procurement Depository	43231500	Supply of software platform for sending large volumes of emails, designing email templates, analysing and reporting on email delivery, etc.	Aug-25	Sep-25	Monthly	Limited	N/A	Fixed Price
34	IT-2425-8330-08	Provision of Microsoft Office 365 E3 Licenses	43231500	Provision of 135 Microsoft Office 365 E3 Licenses	Mar-25	Apr-25	One Year Renewal	Limited	N/A	Fixed Price
35	IT-2425-8330-10	Provision of a Helpdesk System for User Support	43231500	Upgrade the current helpdesk system with a more efficient, user-friendly feature for logging, tracking, and managing support tickets (e.g., IT issues, user requests).	Jul-25	Sep-25	Monthly	Limited	N/A	Fixed Price
36	IT-2425-8330-11	Provision of Microsoft 365 Data Back up and Recovery Tool	43233400	Software Solution for backing up and recovering Microsoft 365 data	Jul-25	Sep-25	Annual	Limited	N/A	Fixed Price

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37	IT-2425-833013	Renewal of Adobe licenses for document management and editing	43232100	Annual Renewal of Adobe licenses for document management and editing	Nov-24	Dec-25	One Year Renewal	Limited	N/A	Fixed Price
38	IT-2425-833015	Renewal of Website Plugin- WP Forms	43231500	Website Plugin- WP Forms which includes drag-and-drop form builder used to create contact forms, surveys, feedback forms, registration forms, etc.	Sep-24	May-25	One Year Renewal	Sole Source	N/A	Fixed Price
39	IT-2425-837016	Provision of Network Implementation and Troubleshooting Services	43233200	Network implementation and troubleshooting services which includes setup, configuration, and ongoing support of a computer network, including diagnosing and resolving connectivity or performance issues.	Mar-25	May-25	One Year	Limited	N/A	Fixed Price
40	IT-2425-837017	Provision of Consultancy Services to Enhance Cybersecurity Posture	81111800	Provision of Consultancy Services to Enhance Cybersecurity Posture to assess, advise, and implement strategies that will strengthen the organization's defences against cyber threats, vulnerabilities, and data breaches.	Jan-25	Mar-25	Three Months	Limited	N/A	Fixed Price
41	PCD-2425-01	Training and Development Partnership	86132200	Facilitation of training programmes in collaboration with local universities to support the development of a Public Procurement certification course focused on Procurement, Retention, and Disposal of Public Property.	Apr-25	As Required	N/A	Sole Source	N/A	Fixed Price
42*	PCD-2425-8370-04	Procurement Framework Implementation Support (PFIS) Programme	86132100	This initiative is designed to support public bodies with the implementation of the new public procurement framework by embedding trained coaches directly into their teams for a limited period. Selected individuals will receive intensive training by the OPR on inter alia, procurement processes, disposal activities, and compliance requirements under the Act and Regulations. These embedded coaches will then provide on-site mentoring and support	Feb-25	Apr-25	Monthly	Open	N/A	Fixed Price
43	HR-2425-8220-26	Installation of Physical Access Control Systems for the Office Premises	30171500	Setup of physical security system to manage and monitor access to the office	Jul-25	Sep-25	Two Months	Limited	N/A	Fixed Price
44	HR-24-25-8220-27	Flooring Renovations Services	30161700	Removal and Disposal of Existing Carpet, and Installation of Carpet Tiles and Laminate Flooring, for Level 19 and 21	Jul-25	Sep-25	One Month	Limited	N/A	Fixed Price
45	IT-2425-104019	Provision and Installation of Network Infrastructure	72151600 81111800 43223300	The Network Infrastructure includes network switches, wireless access points (WAPs), a firewall, and an uninterruptible power supply (UPS) for level 21	Jul-25	Sep-25	N/A	Limited	N/A	Fixed Price

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46	IT-2425-103020	Supply and Delivery of Hearing Room Equipment	45110000	Outfit Hearing rooms with audio, visual equipment	Jul-25	Sep-25	N/A	Limited	N/A	Fixed Price