



Division of Education, Research and Technology
Annual Schedule of Planned Procurement Activities for the Fiscal Year October 2025 to September 2026

V 1.0 as at December 10th 2025

No.	PROJECT NUMBER	PROJECT NAME	UNSPSC CODE (level 3)	BRIEF DESCRIPTION	PROPOSE DATE FOR ISSUE OF BIDDING DOCUMENTS	ESTIMATED DATE OF COMPLETION	ESTIMATED PROJECT DURATION (for goods work or Service)	PROCUREMENT METHOD	STANDSTILL PERIOD (DAYS)	CONTRACT TYPE
1	TBD	Acquisition of Psychoeducational Assessment Tools	42161500	The procurement of tools and materials required to conduct psychoeducational assessments.	TBD	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
2	TBD	Procurement of Journals	14111500	The procurement of journals and logbooks used for official record-keeping purposes within the Division.	Dec-25	Dec-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
3	TBD	Acquisition of Library Material	55101500	The acquisition of diverse book types, from educational and reference materials to fiction and non-fiction, intended for use in libraries, schools, or similar collections.	Jan-26	Sep-26	As required	Selective Tendering/Limited Bidding	N/A	Fixed Price
4	TBD	Provision of Fire Extinguisher Inspection, Maintenance, and Repair Services	46191601	The provision of professional inspection, maintenance, servicing, and repair of fire extinguishers located throughout the Division's facilities.	TBD	Sep-26	TBD	Selective Tendering/Limited Bidding	N/A	Fixed Price
5	TBD	Provision of Photo Finish Services	82131600	The procurement of photo finish services to support accurate timing and verification of results for events such as races hosted by the Division's	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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6	TBD	Repair and Maintenance of Vehicles	78181500	Provision of Preventative Maintenance and Repair Services (parts and spare parts repairs) for Vehicles Owned by the Division of Education Research and Technology.	Quarterly	Sep-26	As required	Selective Tendering/Limited Bidding	N/A	Fixed Price
7	TBD	Supply of Fuel for Division's Vehicles	78181700	Provision of Fuel (Gasoline, Diesel) required for Vehicles.	As Required	Sep-26	N/A	Single Source	N/A	Fixed Price
8	TBD	Provision of Janitorial Services	76110000	Janitorial Services at various locations and facilities under the remit of the Division.	TBD	TBD	Two years	Selective Tendering/Limited Bidding	15	Fixed Price
9	TBD	Provision of Security Services	92121504	Security Service for various locations and facilities under the responsibility of the Division	TBD	TBD	Two Years	Selective Tendering/Limited Bidding	15	Fixed Price
10	TBD	Office Stationery & Supplies	50000000	Acquisition of Grocery Supplies and Water for the Division.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
11	TBD	Consultancy	80000000	Consultation with stakeholders/ public, private partnership/ engagement of subject matter experts for Divisional activities.	As required	Sep-26	As required	Selective Tendering/Limited Bidding	N/A	Fixed Price
12	TBD	Supply of Office Stationery & Supplies	44120000	Purchase of Stationery and Office Supplies.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
13	TBD	Provision of Catering Services	901010603	Provision of Catering Services for Meetings and Events.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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14	TBD	Repair and Maintenance of Office Equipment	44101700	Repair and maintenance of computers, copiers and other equipment in the Division, the schools under its remit and Library services.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
15	TBD	Event Infrastructure Rental	30241700	Rental of furniture and equipment for events, such as tables, chairs, tents, and other event-related supplies for various programmes and tournaments hosted by the Division.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	NA	Fixed Price
16	TBD	Sports and Recreation Equipment and Supplies	40000000	Provision of sporting equipment and awards, for physical education, and competitions in schools.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
17	TBD	Renewal of Software	43231512	Subscription renewal for software licenses and maintenance fees for software used at the Division, Schools and Library services.	As required	Sep-26	Annual Subscription	Single Source	N/A	Fixed Price
18	TBD	Procurement of printing consumables	44103100	Acquisition of consumables used in printers and copiers (toners, ink, printing paper).	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
19	TBD	Pest Control and Treatment Services	72102100	Provision of Pest Control Services such as management, treatment, and elimination of rodents, insects, and other pests	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
20	TBD	CCTV Installation, maintenance and upgrades at schools	46171600	Installation, maintenance, and upgrading of CCTV at School	As required	Sep-26	As required	Selective Tendering/Limited Bidding	N/A	Fixed Price
21	TBD	Acquisition of Computer Equipment and Accessories	43210000	Procurement of computer equipment and related accessories to support the Division's IT infrastructure and operational needs.	TBD	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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22	TBD	Hosting of Conferences & Seminars	80141902	Acquisition of material & supplies for the Hosting of Conferences & Seminars.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
23	TBD	Acquisition of Furniture	56000000	Acquisition of Furniture and Furnishings for the Division (main office, schools, library)	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
24	TBD	Acquisition of Tools and Machinery	2711000	Supply and Delivery of Hand Tools and equipment for varying entities (trade school, secondary schools etc..)	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
25	TBD	Installation and Commissioning of Air Conditioning Units	40101600	Supply and installation of Air Condition Units at Schools and other Spaces under the responsibility of the Division.	As required	TBD	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
26	TBD	Supply of Building Materials and Construction Components	30100000	Procurement and supply of building materials, construction components, and related supplies required for the Division's infrastructure, maintenance, and construction activities.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
27	TBD	Procurement of Courier and Postage Services	78000000	Provision of courier and postal services, including the supply of track packs, stamps, and other mailing materials required by the Division.	As required	Sep-26	N/A	Sole source	N/A	Fixed Price
28	TBD	Acquisition of Signs and Signage Products	55121700	Supply, installation, and provision of various signage and display materials, including indoor and outdoor signs, visual display items, banners, flags, and	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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				other related signage products for various events hosted by the Division.						
29	TBD	Procurement of Branded and Promotional Items	82101500	The acquisition of various promotional and branded materials, including branded items and promotional merchandise for various events.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
30	TBD	Provision of Meeting Event Services	80141902	Provision of professional services for the planning, coordination, and facilitation of meetings and events hosted by the Division. Services including venue arrangements and meeting logistics.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
31	TBD	Procurement of Publicity and Campaign Services	80171600	Promoting the Division's works/events on established media networks, newspaper, television, radio and printed materials.	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
32	TBD	Provision of Capacity Building and Training Services	86000000	The provision of capacity building and training services to enhance the skills, knowledge, and competencies of personnel within the Division	As required	Sep-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
33	TBD	Playground equipment	49151700	Acquisition and installation of Playground equipment for 12 ECCE Schools.	TBD	TBD	TBD	Selective Tendering/Limited Bidding	TBD	Fixed Price
34	TBD	Acquisition of Eyewear for Students	42141700	Acquisition of optical glasses, prescription eyewear, and related accessories such as frames and lenses for necessitous students.	As required	TBD	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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35	TBD	Provision of Air Conditioning Maintenance and Repair Services	72121100	Provision of maintenance and repair services for the Division's air conditioning systems.	As required	TBD	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
36	TBD	Procurement of Travel requirements	78111000	Purchase of Airline Tickets and Ferry Tickets Required for Traveling Regionally and Internationally for Officers and students.	As required	TBD	N/A	Single Source	N/A	Fixed Price
37	TBD	Procurement of Ground Transportation	78111800	Procurement of ground transportation services to support the safe and efficient movement of personnel on divisional business.	As required	As required	N/A	Selective/Limited Bidding	N/A	Fixed Price
38	TBD	Mobile Phones	43191500	The acquisition of mobile phones to be added to the Corporate Closed User Group Plan.	As required	As required	TBD	Single Source	N/A	Fixed Price
39	TBD	Purchase of Personal Protective Equipment	46180000	Acquisition of PPE for execution of duties, including specialized PPEs for water environment and oil/gas associated areas.	As required	TBD	TBD	Selective Tendering/Limited Bidding	N/A	Fixed Price
40	TBD	Acquisition of Emergency Management- Air Horns	25191706	Acquisition of air horns used for signaling in emergency or disaster response situations for Schools.	TBD	TBD	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price
41	TBD	Repair and Maintenance of Buildings	72101500	Repair and maintenance of buildings, including schools and the main administrative building, covering masonry, carpentry, electrical, plumbing, and MEP works.	As required	As required	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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42	TBD	Acquisition of Nutrition Learning Materials	60105600	The acquisition of food models, nutrition charts, and anthropometric assessment tools to enhance the quality of nutrition education and community health interventions.	Feb-26	Jun-26	Once	Selective Tendering/Limited Bidding	N/A	Fixed Price
43	TBD	Safe Food Training Initiative	86132101	Delivering structured Food Safety Training to enhance participants' knowledge and skills in proper food handling, hygiene, storage, and contamination prevention.	Feb-26	April-26	N/A	Selective Tendering/Limited Bidding	N/A	Fixed Price

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