

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024

No.	Project Number	Project Name	UNSPSC code	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
	001	Endpoint Protection License Renewal		Leasing of New licenses for Endpoint Protection for Devices of the OTP	5 September 2023	15 October 2023	1 week	Request for Quotations	None	Provision of Software licences
	002	Upgrade of Backend Server Infrastructure Phase 2		Procurement of Network for the Expansion and redundancy of operations at the Office of the President and President’s House	15 October 2023	15 December 2024	8 weeks	Request for Quotations		Provision of Equipment and Warranty Service

003	ICT Computer and Laptop Upgrade – Phase 4		Systematic and Incremental upgrade of Computers and Laptops of the OTP	3 November 2023	15 January 2023	10 weeks	Request for Proposals		Provision of Equipment and Warrant Service
004	Portable Web Conferencing Equipment – Phase 2		Procurement of Audio Mixer and Speakers, Viewing Television and Stands and peripheral equipment	2 January 2023	31 March 2023	8 Weeks	Request for Quotations		Provision of Equipment and Warranty Service
005	Completion of Cabling and Networking at the Cottage		Procurement of Cabling, trunking and endpoints and physical labour	16 October 2023	31 January 2023	6 weeks	Request for Quotations for each segment		Provision of Equipment
006	Provision of Digital		Analysis and Procurement of a digital procurement	15 December 2023	30 April 2023	18 weeks	Expression of Interest, Consultation		Consultancy and Provision of Licenses

		Procurement System		system for the Office of the President				and Request for Proposals		
	007	Procurement of Multifunction Printers	43212110	Procurement of Printers for the OTP	16 October 2023	15 November 2023	8 weeks	Request for Quotations		Provision of Equipment and Warranty