

Annual Schedule of Planned Procurement Activities - Youth Affairs

No.	Goods/Works/Services	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Duration (for Goods, Works and Services)	Procurement Method	Standstill Period (if applicable) No. of days	Contract Type
	Postage	Stamps	Annually	Annually	N/A	RFQ	N/A	Purchase Order
11	Promotions, Publicity and Printing	Printing of forms, brochures. Advertisement in newspapers, television etc	N/A	As needed	N/A	RFQ	N/A	Purchase Order
12	Hosting of Conferences, Seminars and other Functions	Intake function, graduation etc	N/A	As needed	N/A	RFQ	N/A	Purchase Order
13	Fuel and Lubricants	Fuel and lubricants for operation of vehicles	Monthly	Monthly	N/A	RFQ	N/A	Purchase Order
14	Janitorial Services	Cleaning of offices and compound	1st November, 2021	31st October, 2024	N/A	RFQ	N/A	3 Year Contract
15	Security Services	Security	2021	2024	N/A	RFQ	N/A	3 Year Contract