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
1	Uniforms	Cooks Uniforms (aprons, hat etc)	Jan-24	Mar-24	N/A	RFQ	N/A	Purchase Order
2	Office Stationery and Supplies	Stationery (paper, pens, inks etc)	Quarterly	Quarterly	N/A	RFQ	N/A	Purchase Order
3	Books and Periodicals	Reference Books etc	Quarterly	Quarterly	N/A	RFQ	N/A	Purchase Order
4	Materials and Supplies	Safety gears (coveralls, cutlass etc) Livestock feed. Hardware and plumbing items (pad locks, pvc fittings etc) Cleaning and sanitizing supplies etc	Quarterly Quarterly	Quarterly Quarterly	N/A N/A	RFQ RFQ	N/A N/A	Purchase Order Purchase Order
5	Maintenance of Vehicles	Tyres, batteries, filters etc	Quarterly	Quarterly	N/A	RFQ	N/A	Purchase Order
6	Repairs and Maintenance - Equipment	Offie Machines (copiers, printers etc)	Quarterly	Quarterly	N/A	RFQ	N/A	Purchase Order
7	Training	Training and development of Staff	Annually	Annually	N/A	RFQ	N/A	Purchase Order
8	Repairs and Maintenance - Buildings	Repairs and maintenance of Government Buildings	Quarterly	Quarterly	N/A	RFQ	N/A	Purchase Order
9	Foods at Instituions	Food stuff for residential trainees	Monthly	Monthly	N/A	RFQ	N/A	Purchase Order

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	Postage	Stamps	Annually	Annually	N/A	RFQ	N/A	Purchase Order
	Promotions, Publicity and Printing	Printing of forms, brochures. Advertisement in newspapers, television						
		etc	N/A	As needed	N/A	RFQ	N/A	Purchase Order
	Hosting of Conferences, Seminars and							
12	other Functions	Intake function, graduation etc	N/A	As needed	N/A	RFQ	N/A	Purchase Order
		Fuel and lubricants for operation of						
13	Fuel and Lubricants	vehicles	Monthly	Monthly	N/A	RFQ	N/A	Purchase Order
				31st Ocotber,				
14	Janitorial Services	Cleaning of offices and compound	1st November, 2021	2024	N/A	RFQ	N/A	3 Year Contract
15	Security Services	Security	2021	2024	N/A	RFQ	N/A	3 Year Contract