

PROCUREMENT PLAN 2025-2026

Description/Activity Name	PROCUREMENT METHOD (RFQ/Open/Selective/Direct Appointment/Restrictive)	DISCIPLINE (Works/Supplies/Services)	COST ESTIMATE/BUDGET	(Preparation of ITT's TOR and Market Research)	Submission of ITT to POU for Vetting	(Date of intended publication of tender (where applicable))	TENDER ISSUE DATE/PERIOD (Issuing of ITT)	TENDER CLOSURE DATE	EVALUATION COMPLETION (Evaluation of tender by Evaluation Committee)	VERIFICATION OF EVAL REPORT BY PU	SUBMISSION OF EVALUATION REPORT TO POU	PRE ADJUDICATION BY POU	AWARD DECISION BY AO	COOL OFF AND DEBRIEF
Board Governance training	RFQ	Service	BWP 250,000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
QMS Certification Services	Direct Appointment	Service	BWP 175,000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Business Continuity Consultancy	RFQ	Service	BWP 300,000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Handheld HD Camera, Camera Bags, Video Camera Lights, Lifestreaming Device (Yolo Box), Lights	RFQ	Supplies	BWP 180,000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Promotional Materials for PR Office	RFQ	Supplies	BWP 150,000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Regular preventative maintenance of BEC building and Electrical	Open Bidding Domestic	Service	BWP 1,487,244	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
Quarterly service for 13 BEC vehicles	Direct Appointment	Service	BWP 476,100	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Materials for maintenance of Public schools for JCE & BGCSE marking	RFQ	Supplies	BWP 152,933	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
CheckPoint firewall Subscription	Request For Quotation	Service	BWP 160,038.81	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Adobe Creative Cloud Suite	Request For Quotation	Supplies	BWP 281 047	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Sage 300 ERP Support and License Renewal	Open Domestic Tender	Service	BWP 381 047	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Maintenance and Support of E-marking scanners and Guillotines	Direct Procurement	Service	BWP 800000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Panda Adaptive Defence 360 License Renewal	Request For Quotation	Supplies	BWP 150 865	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Specialised Stationery for Special Educational Needs (SEN) printing, zyfuse machine, zytex paper, braille paper.	Open Tender	Supplies	BWP 500000	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4	Q4
Special Needs Training (Chief Invigilators, Audio Verifiers, Reviewers, Braillists) - Venue, meals	RFQ	Supplies	BWP 300000	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
PSLE Chief Invigilators' training- Conduct of Examinations (venues, meals)	Restrictive Tender	Supplies	BWP 814 860	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
Request for Cambridge International May Exam venues	Request For Quotation	Supplies	BWP 250000	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Request for Venues for Cambridge International October Exams	Restrictive Tender	Supplies	BWP 500000	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
Request for 2025 JCE & BGCSE Exam venues	Direct Procurement		BWP 4 000 000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Request for 2025 JCE & BGCSE and furniture	Open Domestic Tender	Supplies	BWP 3, 044, 326.40	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Printing and packaging of PSLE, JCE and BGCSE stationery for three(3) years	Open Domestic Tender	Service	BWP 600 000	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Procurement of Tamper evident envelopes 2025	RFQ	Service	BWP 300,000.00	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
BGCSE Grade Review -Venue & Meals	Selective Tender	Service	BWP 524 554.47	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
Packaging Boxes –containers	Open Tender	Supplies	BWP 400,000.00 annually	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Evaluation meetings for conduct, marking, REAS Venue	RFQ	Service	BWP 200, 000.00	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
Marking preparatory meetings Venue and Meals	RFQ	Service	BWP 150 000,0	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3	Q3
Procurement of BGCSE and JCE Standardisation venues	Open Domestic Tender	service	BWP 1 496 934	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2