



ONGWEDIVA TOWN COUNCIL

ANNUAL PROCUREMENT PLAN – 2019/20 FINANCIAL YEAR

| Description of Procurement | Procurement Method | Duration | Estimated Value | Scheduled Date for Invitation of Bids | Scheduled Date for Award of Contract | Responsible Division/Unit | Remarks | |
|----------------------------|---|------------------|-----------------|---------------------------------------|--------------------------------------|---------------------------|---------|--|
| 1. | Refreshments for Council | ONB - goods | 2 Years | 50,000.00 | 24/04/2019 | 31/07/2019 | ESS | |
| 2. | Cleaning Services – OTC Offices & SNMPC | ONB - NCS | 3 Years | 217,391.00 | 24/04/2019 | 31/07/2019 | ESS | |
| 3. | Repair and Maintenance – Gardening | Informal -NCS | 1 Year | 5,000.00 | - | | ESS | Continuous |
| 4. | Training for Councilors | ONB -SC/RP | Ones-Off | 50,000.00 | Jan 2020 | March 2020 | ESS | |
| 5. | Provision of Legal Services | ONB SC/RP | 3 Years | 350,000.00 | 21/06/2019 | 30/08/2019 | ESS | |
| 6. | Supply of Trophies and Medals – OJC | Informal -Goods | Ones-Off | 7,000.00 | 14/09/2019 | 30/09/2019 | ESS | |
| 7. | Refreshment during training | Informal - Goods | | 10,000.00 | 03/07/2019 | 10/07/2019 | ESS | |
| | Quiz competition | | | | 14/09/ 2019 | 30/09/2019 | | |
| 8. | Items for destitute learners - OJC | Informal -Goods | Ones-Off | 10,000.00 | 27/09/2019 | 15/11/2019 | ESS | |
| 9. | Supply, Design and Printing of T-Shirts | Informal -Goods | Ones-Off | 20,000.00 | 26/07/2019 | 16/08 2019 | ESS | |
| 10. | Badges - OJC | Informal - Goods | Ones-Off | | 26/07/2019 | 16/08/2019 | ESS | |
| 11. | Leadership Training & Team Building - OJC | Sealed – SC/RP | Ones-Off | 5,000.00 | 24/04/2019 | 28/06/2019 | ESS | |
| | | | | 21,000.00 | | | | |
| 12. | Year End Function | Informal - Goods | Once-off | 40,000.00 | 06/09/2019 | 20/09/2019 | ESS | Individuals procurement from different suppliers |

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| 13. | Swimming Classes – OTC//Lommel | ONB – SC/RP | Annual | 60,600.00 | 02/09/2019 | 26/11/2019 | ESS | |
| 14. | Supply of Equipment's- Donations | Informal - goods | Ones-Off | 15,000.00 | 10/01/2020 | 31/03/2020 | ESS | |
| 15. | Procurement of Computer Equipment and Software (PC/LAP/UPS) | ONB/G | Ones-off | 56,521.00 | 06/09/2019 | 26/11/2019 | ICT | Bid to be advertised |
| 16. | Installation of IP Cameras in Town House building | ONB/W | Once-Off | 34,783.00 | 06/09/2019 | 26/11/2019 | ICT | Bid to be advertised |
| 17. | Supply of Software Licenses Renewal (OTC) | Direct/ Sealed Quotation/NCS | Once-off | 41,304.35 | 06/09/2019 | 26/11/2019 | ICT | Renewal in March 2020 |
| 18. | Telephone and PABX System, Fiber and ADSL Internet System | Direct Procurement/NCS | Annual Fee | 650,000 | | | ICT | Exemption |
| 19. | Repair and Maintenance of Computer Equipment's | Informal/ Direct/ Sealed Quotation/W | Annual Fee | 102,500 | | | ICT | Ad hoc basis |
| 20. | Photocopier - Maintenance Agreement | Direct Procurement/W | Annual Fee | | | | ICT | Service Level Agreement – as per copy charge |
| 21. | NBC-TV Licences (Two Tv sets) 2019/2020 | Direct Procurement/NCS | Once-off | 382.61 | | | ICT | Renewal October 10 2019/2020 |
| | CRAN Land Mobile Frequency urban area Repeater (Private and Exclusive) Licences | Direct Procurement/NCS | Once-off | 2,132.00 | | | ICT | Renewal November 2019 |
| 22. | Domain Registration Renewal (Email) | Direct Procurement/NCS | Once-off | 400.00 | | | ICT | Renewed December 2019 |
| 23. | Domain Registration Renewal (Website) | Direct Procurement/NCS | Annual Fee | 4,486.92 | | | ICT | Exemption |
| 24. | Email Account (Africa Online) | Direct Procurement/NCS | Annual Fee | 13,608.00 | | | ICT | Exemption |
| 25. | Unlimited 24/7 Static IP ADSL (Emails) | Direct Procurement/NCS | Annual Fee | 23,988.00 | | | ICT | Exemption |
| 26. | Website Service Level Agreement | Direct Procurement/NCS | Annual Fee | 15,652.20 | | | ICT | Exemption |
| 27. | MTC Service Agreement (Emergency & Standby Cellphones) | Direct Procurement/NCS | Annual Fee | 22,500.00 | | | ICT | Renewed August 2020 |

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| 28. | Finstel License fees | Direct Procurement/ G | Annual Fee | 101,640 | | | ICT/Finance | Contractual Agreement |
| 29. | Finstel Back up Services | Direct Procurement/ NCS | Annual Fee | 79,200 | | | ICT/Finance | One-year contract renewable (2019/2020) with /AE/Gams Networks (Pty) Ltd |
| 30. | MTC SMS Connect | Direct Procurement/NCS | Annual Fee | 3000.00 | | | ICT/Finance | Exemption |
| 31. | Printing, Supply and Delivery of OTC newsletter "Ongwediva News" | Informal/ Goods | 1 Year | 20, 000.00 | | | CC | Throughout the year |
| 32. | Printing of OTC Brochures/Leaflets/Flyers | Informal/Goods | Once-off | | 10/04/2020 | 26/05/2020 | CC | Once a year |
| 33 | Advertising | Direct/Service | 1 Year | 200,000.00 | | | CC | Throughout the year |
| 34 | Supply and Delivery of Promotional Items | ONB/Goods | 1 Year | | 10/ 04/ 2020 | 26/05/2020 | CC/LED | Once a year |
| 35 | Marketing & Exhibitions | Direct Procurement | 1 Year | 80, 000.00 | - | - | CC/LED | Throughout the year |
| 36 | Provision of Security Services | ONB/NCS | 2 Years | 739 130.00 | 23/08/ 2019 | 26/11/2019 | CC/EH | Contract Expires 30 April 2020 |
| 37 | Public Relations Functions and Events | Informal/NCS | 1 Year | 10, 000.00 | - | - | CC | Functions throughout the year |
| 38 | Procurement of custom made diaries & Calendars | Sealed Quotations/Goods | Ones-off | 30 000.00 | 02/08/ 2019 | 22/10 2019 | CC | Funds drawn from Marketing and Exhibitions |
| 39 | Supply of office furniture – store keeper | Informal quotations/G | Once off | 4 348.00 | 01/08/2019 | 20/08/2019 | Finance | Supply and delivery expected in Sept/Oct 2019 |
| 40 | Provision of short term insurance on OTC Properties | ONB/NCS | Three Years 2019-2022 | 500 000.00 | 21/06/2019 | 30/08/2019 | Finance | Current Contract expires in October 2019 |
| 41 | SMS-based communication | Direct procurement/NCS | Once per quarter | 3,000.00 | Acquire data from MTC when a need arises | Acquire data from MTC when a need arises | Finance | Continues as need arises |
| 42 | Finstel license fees | Direct Procurement/NCS | One year | 101 640.00 | Monthly | Monthly | Finance | Contractual Agreement with /AE/Gams Networks (Pty) Ltd |

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| 43. | Finstel back up services | Direct procurement/SC/RP | One year | 79 200.00 | Monthly | Monthly | ICT | One year contract renewable (2019/2020) with /AE/Gams Networks (Pty) Ltd |
| 44. | Supply and Delivery of Pipes & pipe fittings (Store materials; sewer reticulation; water reticulation & water loss management) | ONB/Goods | One Year | 250 000.00 | 02/08/2019 | 22/10/2019 | Finance | One year bid |
| 45. | Supply and Delivery of office Cleaning Materials (Store materials) | ONB/Goods | One Year | 100 000.00 | 08/11/2019 | 20/01/2020 | Finance | One year bid |
| 46. | Supply and Delivery of kitchen items (Store materials) | Informal quotation/Goods | As the need arises | 2 000.00 | 01/11/2019 | 14/01/2020 | Finance | One year bid |
| 47. | Supply and Delivery of Toilet Papers (Store materials) | ONB/Goods | One Year | 50 000.00 | Procurement process underway | 20/07/2020 | Finance | One year bid |
| 48. | Supply and Delivery of refuse bins (Stores materials) | ONB/Goods | Once off | 150 000.00 | 02/08/2019 | 22/10/2019 | Environmental Health | Delivery expected in Oct/Nov 2019 |
| 49. | Supply and Delivery of Office Stationery (Printing & Stationery) | ONB/Goods | One Year | 100 000.00 | 08/11/2019 | 14/01/2020 | Finance | One year bid |
| 50. | Supply and Delivery of printing cartridges (Printing & stationery) | ONB/Goods | One Year | 200 000.00 | Procurement process underway | 20/07/2019 | Finance | One year bid |
| 51. | Supply and Delivery of Personal Protective Clothing and Equipment | ONB/Goods | One off | 70 000.00 | 06/09/2019 | 26/11/2020 | Finance | One year bid |
| 52. | Supply and Delivery of water meters (water meters) | ONB/Goods | One Year | 200 000.00 | 02/08/2019 | 22/10/2019 | Finance | One year bid |
| 53 | Short term training interventions | ONB/SC/RP | As the need arises | 70,000.00 | 07/02/2020 | 15/05/2020 | HR | As per training need analysis to be developed during 2019/2020 financial year |
| 54 | Short Courses & tailor made interventions | Direct procurement/SC/RP | As the need arises | 30,000.00 | N/A | End of November 2019 | HR | |

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| | | | | | | | | As per training need analysis With institutions (UNAM, NUST and VVTC) that we have running MoU with |
| 55 | Social Security yearly assessment | Direct procurement/NCS | Once off | 70,000.00 | N/A | March/April 2020 | HR | Social Security Commission |
| 56 | Medical Examination for Staff Members | Direct Procurement/SC/RP | Once off | 35,000.00 | N/A | September 2019 | HR | As per standing arrangements with Ongwediva Medi-Park |
| 57 | Staff farewell | Informal quotations/Goods | Once off | 10,000 | 16/08/2019 | 25/09/2019 | HR | September 2019 |
| 58 | Supply & Delivery of One New S/C, 4x4 | ONB - Goods | Once - off | 434,783.00 | 11/10/2019 | 07/01/2020 | TS | Bid to be advertised |
| 59 | Refurbishment of Pump station | ONB- works | 4 Months | 173,913.00 | 11/10/2019 | 07/01/2019 | TS | Bid to be advertised |
| 60 | Expansion & Rehabilitation of the Oxidation Ponds – Phase 4 (Construction of the Waste water Treatment Plant). | ONB/Works | 8 Months | 5,000,000.00 | 05/07/2019 | 30/09/2019 | TS | Bid to be advertised |
| 61 | Construction of Sewer Reticulation at the Reception Area – Phase 3 in Ongwediva | ONB/works | 6 Months | 2,500,000.00 | 08/03/2019 | 12/07/2019 | TS | Bid has been advertised and is with the Procurement Committee. |
| 62 | Sewer Reticulation at Extension 15 in Ongwediva Consultancy services | ONB/SC/RP | 8 Months | 250,000.00 | 05/07/2019 | 30/09/2019 | TS | Bid to be advertised. |
| 63 | Construction of Sewer Reticulation at Extension 15 in Ongwediva | ONB/Works | 4 Months | 2,250,000.00 | 08/11/2019 | 14/01/2020 | | |
| 64 | Provision of Electricity at Efidi Ext 3, 4 & 5 in Ongwediva. | Direct | 4 Months | 3,500,000.00 | 03/02/2020 | 17/02/2020 | TS | Bid to be advertised Project to be undertaken by Nored |
| 65 | Upgrading of Gravel Roads (Ehenge Street) to Bitumen Standards | ONB/Works | 8 Months | 13,800,000.00 | 22/06/2018 | 06/11/2018 | TS | Continues 2018/2019 Project |

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| 66 | Upgrading of Gravel Roads (Church Street) to Bitumen Standards Consultancy Services | ONB/SC/RP | 5 Months | 500,000.00 | 05/07/2019 | 30/09/2019 | TS | Bid to be advertised |
| 67 | Upgrading of Gravel Roads (Church Street) to Bitumen Standards | ONB/Works | 3.5 Months | 4,500,000.00 | 08/11/2019 | 14/01/2020 | TS | |
| 68 | Repair and maintenance of Council vehicles and equipment | ONB/NCS | 2 Years | 600,000.00 | | | TS | Current contract expires on 31/10/2020 |
| 69 | Supply, Delivery, Repair and Fitment of Tyres | Sealed Quotation | Once – off | | | | TS | Done once need arises and budget allows |
| 70 | Supply and Delivery of Batteries | Sealed Quotation | Once - off | | | | TS | Done once need arises and budget allows |
| 71 | Cleaning Services – OTC vehicles & equipment | Sealed Quotation-NCS | 1 year | | 05/07/2019 | 27/08/2019 | TS | Bid to be advertised |

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| 72 | Supply and Delivery of one new Submersible Pump | Direct | Once - off | 173,913.00 | 06/09/2019 | 26/11/2019 | TS | Bid to be advertised Only one agent specific for the type of pumb. |
| 73. | Supply, Repair and Servicing of Air conditioners | ONB/NCS | 2Years | 478,261.00 | | | TS | Current contract expires on 31/10/2020 |
| 74. | Repair and Maintenance of Buildings – Painting, Plumbing, Carpentry, Civil & Structural. | Sealed Quotation/works | Once – off | | | | TS | Done once need arises |
| 75. | Repair and Maintenance of Buildings - Electrical | Sealed Quotation/works | Once - off | | | | TS | Done once need arises |
| 76 | Repairs and maintenance of SNMPC Painting, Plumbing, Carpentry, Civil & Structural | Sealed Quotation/works | Once-off | 200,000.00 | 05/07/2019 | 27/08/2019 | TS | |
| 77. | Maintenance of Surfaced and Gravel Roads. Category 1: Unsealed Roads | ONB/works | 2 Years | 4,500,000.00 | | | TS | |

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| | Category 2: Sealed Roads Category 3: Road Markings Category 4: Road Signs & Street Names | ONB/works ONB/works ONB/works | 2 Years 2 Years 2 Years | | | | | Contract expires on 31/10/2020. Contract expires on 31/10/2020. Contract expires on 31/10/2020. Contract expires on 31/10/2020. |
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| 78. | Provision of Professional & Consultancy Services – Town Planning (Oshiko) | ONB/SC/RP | 3 years | 786,250.00 | 29/09/2016 | 29/11/2016 | UP&DC | It was done under ad-hoc |
| 79. | Ad-hoc planning and becon replacement and identification | ONB/SC/RP | 3 years | Adhoc | 15/12/2017 | 22/02/2018 | UP&DC | Contract expires 22/03/2021 |
| 80. | Provision of Valuation Services on all Rate able Properties within the Municipal Area of Ongwediva and the Preparation of a Valuation Roll and Interim Valuation. | ONB/SC/RP | 5 years | 540,000.00 | 25/01/2019 | 15/04/2019 | UP&DC | Contract in progress |
| 81. | Provision of Professional Services – Environmental Impact Assessment. | ONB/SC/RP | Ad hoc | 50,000.00 | Ad hoc | Ad hoc | UP&DC | EIA services are advertised on an adhoc basis |
| 82. | Printing of Maps | Informal Quotation/Goods | Ad hoc | 10,000.00 | Ad hoc | Ad hoc | UP&DC | Maps are printed when need arises |

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| 83 | Appointment of Consultant for the construction of Fire Station Phase 3 (Govt Subsidy 2018/2019) & Security Guard House | ONB/SC-RP | | 300,000.00 | 05/07/2019 | 30/09/2019 | ES | |
| 84 | Construction of Fire Station Phase 3 (Govt Subsidy 2018/2019) & Security Guard House | ONB (Works) | Once-off | 1,634,784.00 | 08/11/2019 | 14/01/2020 | ES | |
| 85 | Installation of Fire Hydrants | ONB (Works) | Once-off | 75,000.00 | 06/09/2019 | 26/11/2019 | ES | |
| 86 | Procurement Fire Fighting Foam | Informal Quotations (Goods) | Once-off | 8,696.00 | 06/09/2019 | 26/11/2019 | ES | |
| 87 | Procurement Personal Clothing Protective Equipment | ONB (Goods) | Once-off | 43,478.00 | 08/11/2019 | 14/01/ 2020 | ES | |
| 88 | Firefighting PPE | ONB (Goods) | Once-off | 52,174.00 | 08/11/2019 | 14/01/ 2020 | ES | |
| 89 | Servicing and repair of OTC fire Extinguishers | ONB (Works) | 3 Years | 173,913.00 | 07/02/2020 | 15/05/2020 | ES | Buildings Sub vote: 013 3101 00 1 |
| 90 | Fire Station Building Renovations | ONB (Works) | Once -off | | 07/02/2020 | 15/05/2020 | ES | Buildings Sub vote: 013 3101 00 1 |
| 91 | Parking Bay Doors Maintenance & Repair (Service Level Agreement) | ONB (Works) | 3 Years | | 07/02/2020 | 15/05/2020 | ES | Buildings Sub vote: 013 3101 00 1 |
| 92 | Supply and Delivery of Animal Feed and Fodder | Informal Quotation/Goods | 1 Year | 50,000.00 | | | EH | Ad hoc basis |
| 93 | De-bushing and cleaning of Side Walks, Open Spaces and Public Places | Informal Quotation/Works | 3 months | 40,000.00 | 07/02/2020 | 10/03/2020 | EH | |

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| 94 | Refreshments for World Aid Day Celebration | Informal Quotation/Goods | Once-off | 200,000.00 | 05/09/2019 | 12/10/2019 | EH | |
| 95 | Supply and Delivery of Shirts for World Aids Day | Sealed Quotation/Goods | Once-off | | 02/08/2019 | 30/09/2019 | EH | |
| 96 | Promotional Material for World Aids Day | Sealed Quotation/Goods | Once-off | | 02/08/2019 | 30/09/2019 | EH | |
| 97 | Transport to Participation to NALASRA | Sealed Quotation/NCS | Once-off | | 06/12/2019 | 28/02/2020 | EH | |
| 98 | Accommodation & Meals to participation to NALASRA | Sealed Quotation/NCS | Once-off | | 06/12/2019 | 28/02/2020 | EH | |
| 99 | Levelling of Landfill Sites, Solid Waste Disposal (Bulldozer) | ONB/Works | 2 Years | 434,783.00 | 05/07/2019 | 30/09/2019 | EH | |
| 100 | Provision of Safety, Cleaning and Maintenance of General Environmental Hygiene: | ONB/NCS | 3 Years | 52,174.00 | 05/07/2019 | 30/09/2019 | EH | Contract expires 31/10/2019 |
| | Service Area A: Ongwediva Open Market | | 3 Years | 62,609.00 | 05/07/2019 | 30/09/2019 | EH | Contract expires 31/10/2019 |
| 101 | DOMESTIC/GENERAL WASTE COLLECTION: Service Area A: Waste Collection and Removal from Service Area: A (West of Mandume Ndemufayo Road- Abraham Nyambali Street to Ext 19 | ONB/NCS | 3 Years | 313,043.00 | 11/10/2019 | 31/01/2020 | EH | Contract expires 30/04/2020 (New) |
| | Service Area B: Waste Collection and Removal from Service Area: A (West of Mandume Ndemufayo Road- Abraham Nyambali Street to the border of Oshakati including Ext 14; 15; Efidi Ext 1; Efidi Proper; AMTA and Oshiko | | 3 Years | 313,043.00 | 11/10/2019 | 31/01/2020 | EH | Contract expires 30/04/2020 |
| 102 | Service Area B: Waste Collection and Removal from Service Area: A (West of Mandume Ndemufayo Road- Abraham Nyambali Street to the border of Oshakati including Ext 14; 15; Efidi Ext 1; Efidi Proper; AMTA and Oshiko | ONB/NCS | 3 Years | 313,043.00 | 11/10/2019 | 31/01/2020 | EH | Contract expires 30/04/2020 |

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| 103 | Services Area C: Eastern Mandume Ndemufayo Road, Ondangwa/Ongwediva Main Road to Oshiko | ONB/NCS | 3 Years | 521,739.00 | - | - | EH | Contract expires 31/12/2020 |
| 104 | Service Area D: Omatando including Onambiba Area | ONB/NCS | 3 Years | 76,866.00 | 23/08/2019 | 31/10/2019 | EH | |
| 105 | GARDEN REFUSE REMOVAL/COLLECTION Service Area A: Western Side of Mandume Ndemufayo Road. Abraham Nyambali Street to the border with Oshakati | ONB/NCS | 3 Years | 250,435.00 | 11/10/2019 | 13/12/2019 | EH | Contract expires 28/02/2020 |
| 106 | Service Area: B Western Mandume Ndemufayo Road- Abraham Nyambali Street to Ext 19 | ONB/NCS | 3Years | 250,435.00 | 11/10/2019 | 13/12/2019 | EH | Contract expires 28/02/2020 |
| 107 | Service Area C: (Western Side of Mandume Ndemufayo Road- Extension 14, 15, Efid Ext 1; Efid Proper, AMTA and Oshiko Area | ONB/NCS | 3 Years | 208,696.00 | 13/03/2020 | 15/05/2020 | EH | Contract expires 30/06/2020 |
| 108 | Service Area: D (Northern of Dr. Libertine Amadhila Street to Ext 18 | ONB/NCS | 3 years | 229,565.00 | 13/03/2020 | 15/05/2020 | EH | Contract expires 30/06/2020 |
| 109 | Services Area E: Dr. Libertine Amadhila Street to Oshiko Area | ONB/NCS | 3 years | 271,304.00 | 13/03/2020 | 15/05/2020 | EH | Contract expires 30/06/2020 |
| 110 | Driving and Impounding of Stray Animal | ONB/NCS | 3 Years | 343,174.00 | 13/03/2020 | 15/05/2020 | EH | Contract expires 28/02/2020 |
| 111 | Contractual Labour (Bush clearing and grass removal around town) | Informal Quotations/Works | 3 Months | 160,000.00 | 07/02/2020 | 10/03/2020 | EH | Project ends 30/06/2020 |
| 112 | Acquiring of Tree Cutting Machine | Informal Quotation/Goods | Once - off | 5 652.00 | 23/07/2019 | 30/08/2019 | EH | |
| 113 | Renovation of Tennis Court | ONB/Works | Once-off | 695 692.00 | 06/09/2019 | 26/11/2019 | EH | |
| 114 | Renovation and construction of the Pounding Kraal | ONB/Works | Once-off | 135,000.00 | 02/08/2019 | 30/09/2019 | EH | |

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| 115 | Provision of Cleaning and Maintenance Services Ongwediva Trade Centre. | ONB/NCS | 3 Years | 156,496 / year | 26/11/2017 | 12/01/2018 | LED | Appointed in 2018 Expires 2021 |
| 116 | Provision of Renovation Services at the Car Wash and at Ongwediva Open Market | ONB/Works | Once-off | 434,783.00 | 05/07/2019 | 30/09/2019 | LED | |
| 117 | Renovation of Open Market Building (Stalls) | ONB/Works | Once-off | 434,783.00 | 05/07/2019 | 30/09/2019 | LED | |
| 118 | Repair and Maintenances (Gardening at Trade Centre) | IQ/NCS | 1 year | 120,000.00 | Maintenance | | LED | Continuous |
| 119 | Renovation of buildings(Trade Centre) | ONB/Works | Once -off | | 06/09/2019 | 26/11/2019 | LED | |
| 120 | Repair & Maintenances Provision of Office Blinds (Trade Centre) | ONB/Goods | Once -off | | 06/09/2019 | 26/11/2019 | LED | |
| 121 | Participation at Expos | Direct/RFQ | 1 year | 95,652.00 | - | - | LED | Participation at selected Expos |
| 122 | LED Promotion & SME Development | ONB/SC/RP | 1 year | 65,000 | 11/10/2019 | 13/12/2019 | LED | |