

## VIT Procurement Activity Plan 2025

No.	Procurement name	The opportunity including list and description of goods and services (with estimated quantities if known)	Special requirements	Estimated contract duration (years)	Estimated invitation to supply release date	Market approach (ITS/RFQ/RFT/EOI/SPC, open/selective)	International Agreement Covered procurement? Yes/No	Point of contact
1	Laptops	Purchase of 15.6" laptops - qty of 33 annually	Technical requirements	2 + 1		SPC	N/A	Information & Office Services Manager <a href="mailto:judith.leon@vit.vic.edu.au">judith.leon@vit.vic.edu.au</a>
2	Cleaning services	Additional cleaning - Weekly services on Tuesday and Thursdays Month end cleaning	Building location and accessibility	2 + 1	Jun-26	Selective	N/A	Information & Office Services Manager <a href="mailto:judith.leon@vit.vic.edu.au">judith.leon@vit.vic.edu.au</a>
3	Secure destruction	Secure destruction of sensitive documents	Building location and accessibility	2 + 1	Jun-26	Selective	N/A	Information & Office Services Manager <a href="mailto:judith.leon@vit.vic.edu.au">judith.leon@vit.vic.edu.au</a>
4	Furniture	Stand-up desk Office chairs	Type of furniture/specifications			Selective	N/A	Information & Office Services Manager <a href="mailto:judith.leon@vit.vic.edu.au">judith.leon@vit.vic.edu.au</a>