

Procurement Activity Plan 2024

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)	Is this an International Agreement Covered procurement?	Point of contact
Laptops	Purchase 33 x 15.6" laptops annually	Technical requirements	2 + 1	N/A	SPC	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au
Cleaning services	Additional cleaning: 1. Weekly services on Tuesdays and Thursdays 2. Month-end cleaning	Building location and accessibility	2 + 1	June 2026	Selective	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au
Secure destruction	Secure destruction of sensitive documents	Building location and accessibility	2 + 1	June 2026	Selective	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au
Furniture	1. Stand-up desk 2. Office chairs	Type of furniture and specifications	N/A	N/A	Selective	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au