

Procurement Activity Plan 2026

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 judith.leon@vit.vic.edu.au
2	Cleaning services	Additional cleaning - Weekly services on Tuesday and Thursdays Month end cleaning	Building location and accessibility	Ongoing		Selective	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au
3	Secure destruction	Secure destruction of sensitive documents and data	Building location and accessibility	Ongoing		Selective	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au
4	Furniture	Stand-up desk	Type of furniture/specifications			Selective	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au
		Office Chairs	Type of ergonomic chair specifications			RFQ	N/A	
5	Catering	Catering services for medium-large meetings, functions and events	Flexibility to delivery to multiple locations	Ongoing		RFQ	N/A	Information & Office Services Manager judith.leon@vit.vic.edu.au