



Dear Supplier

You are cordially invited to attend The Presidency supplier development session scheduled as follows:

Date: 03 July 2025

Start Time: 9am

Lunch Time: 12:30 – 13:30

End Time: 16:00

Venue: Microsoft Teams (please use the link below to join the session)

[Join the meeting now](#)

Meeting ID: 398 457 997 401

Passcode: 3CL2vb9m

The session will equip suppliers and service providers on how to respond to invitation to quotations and invitations to bid. The following are some of procurement needs that The Presidency might process during the financial year 2025/26

1. Laptop and trolley bags
2. Computer(MacBook)
3. Phone sets(digital & cell phone)
4. Television set and Portable radio
5. Desktop printer
6. Whiteboard
7. Printing services
8. Software system
9. Flags
10. Office Furniture
11. PPE and Office Uniform
12. Installation of DSTV
13. Office equipment
14. Newspaper Advertisement
15. Library books
16. Branded and promotional materials
17. Maintenance of safe
18. Linen
19. Loudhailer
20. Voice recorder
21. Projector screen
22. Kitchen Appliances

- 23. Cleaning material
- 24. Crockery and cutlery
- 25. Domestic equipment
- 26. Groceries
- 27 Editing and Proof reading
- 28 Professional services (Wellness, Reviews, Planning, Internal Audit, Asset Verification, etc)
- 29 Stationery

Your attendance will better your position on how to be successful in bidding for goods and services.

Kind regards
SCM: Demand and Acquisition Office
Tel: 012 300 5200