

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Entity	Higher Education Loans and Scholarships Board													
2	Procurement Plan for year	2025													
3	Version	1													
4	Date Last Updated	02-01-2025													
5	Comments														
6															
7											Estimated dates				
8	Class	UNSPSC	Description	Ref No	Project Code	Unit of Measure	Quantity	Source of Funds	Prequalification (Y/N)	Procurement Method	Publication	Award	Start	Comments	Type of Entry
9	goods	43191501	Procurement of Printer and scanner	HELSB/2025		Each	1.00	GRZ	N	sb	11-05-2025	15-05-2025	25-05-2025		M
10	goods	56101806	Procurement of Office water HRA	HELSB/2025		Each	1.00	GRZ	N	db	11-01-2025	25-01-2025	12-02-2025		M
11	non consulting services	43212110	Asset Insurance HRA	HELSB/2025		Each	1.00	GRZ	N	sb	18-01-2025	01-02-2025	08-02-2025		M
12	goods	22101511	Procurement of Office Furniture, Compactors, Fridges, Microwave and Shredder - HRA	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
13	non consulting services	25100000	DSTV Subscription HRA	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	07-03-2025	28-03-2025		M
14	non consulting services	25100000	Digitisation of records HRA	HELSB/2025		Each	1.00	GRZ	N	sb	07-03-2025	02-05-2025	06-06-2025		M
15	non consulting services	43191504	Procurement of cleaning and sanitary services HRA	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
16	non consulting services	76111500	Office Repairs and Maintanance HRA	HELSB/2025		Quarter	1.00	GRZ	N	sb	07-03-2025	21-03-2025	04-04-2025	Quarter 1	M
17	goods	76111501	Procurement of Cleaning Materials HRA	HELSB/2025		Month	1.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
18	goods	82101504	Newspapers and Periodicals HRA	HELSB/2025		Month	12.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
19	non consulting services	78102200	Postage and Courier Services HRA	HELSB/2025		Month	12.00	GRZ	N	sb	11-01-2025	25-01-2025	01-02-2025	Monthly	M
20	non consulting services	84131500	Insurance Motor Vehicles HRA	HELSB/2025		Each	8.00	GRZ	N	sb	11-01-2025	01-02-2025	08-02-2025		M
21	goods	15000000	Procurement of Fuel and Lubricants HRA	HELSB/2025		Litres/Kgs	4.00	GRZ	N	sb	11-01-2025	25-01-2025	08-02-2025	Running Contract	M
22	non consulting services	78180100	Motor Vehicle Repair and Servicing Q1 Q2 Q3 Q4 HRA	HELSB/2025		Each	8.00	GRZ	N	sb	11-01-2025	25-01-2025	01-02-2025	Quarter 1	M
23	goods	14111509	Office Stationery and Computer Consumables CEO OPs HRA FIN ARC and PSU	HELSB/2025		Lot	4.00	GRZ	N	sb	11-01-2025	25-01-2025	01-02-2025	Quarterly purchase	M
24	goods	43220000	Office Refreshments HRA	HELSB/2025		GB	1.00	GRZ	N	sb	11-01-2025	18-01-2025	25-01-2025		M
25	non consulting services	90110000	Conference Facilities Labour Day Award Giving Ceremony HRA	HELSB/2025		PersonDays	65.00	GRZ	N	sb	15-05-2025	22-05-2025	30-05-2025		M
26	goods	49101700	Labour Day Plaques HRA	HELSB/2025		Each	10.00	GRZ	N	sb	20-03-2025	07-04-2025	15-04-2025	one off purchase	M
27	goods	80141611	Labour Day Attire HRA	HELSB/2025		Each	20.00	GRZ	N	sb	20-03-2025	07-04-2025	15-04-2025	one off purchase	M
28	non consulting services	80141611	Staff Wellness HRA	HELSB/2025		Each	60.00	GRZ	N	sb	24-02-2025	07-03-2025	11-03-2025		M
29	non consulting services	84130000	Group Life Assurance, Group Personal Accidents, Funeral Cover HRA	HELSB/2025		Person	65.00	GRZ	N	obn	02-01-2025	17-02-2025	03-03-2025		M
30	non consulting services	84131602	Insurance Medical HRA	HELSB/2025		Person	65.00	GRZ	N	obn	10-03-2025	10-05-2025	19-05-2025	Renewal of existing contract	M

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31	non consulting services	80131500	Office Rental HRA	HELSB/2025		Month	12.00	GRZ	N	obn	20-05-2025	11-07-2025	01-08-2025	Renewal of Running Contract	M
32	consulting services	81111700	Procurement of Workflow System (Strategy and Partnerships)	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
33	consulting services	81111700	BCP (Strategy and Partnerships)	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025	One off purchase	M
34	non consulting services	90110000	Conference Facilities: Data consolidation and reconciliation (Loan Recoveries)	HELSB/2025		Person	10.00	GRZ	N	sb	15-08-2025	22-08-2025	29-08-2025		M
35	non consulting services	90110000	Conference: Strategic Plan Review and Implementation Plan (Partnerships)	HELSB/2025		Person	40.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
36	non consulting services	90110000	Process Flow Charts (partnerships)	HELSB/2025		Each	1.00	GRZ	N	sb	07-03-2025	21-03-2025	28-03-2025		M
37	non consulting services	90110000	Conference facilities 2026 Budget Preparation (Partnerships)	HELSB/2025		Person	1.00	GRZ	N	sb	21-11-2025	28-11-2025	05-12-2025	One off purchase	M
38	non consulting services	50192100	Printing: Development and Publishing of 2024 Annual Report (Partnerships)	HELSB/2025		Each	1.00	GRZ	N	sb	05-09-2025	12-09-2025	19-09-2025		M
39	non consulting services	50192100	Publishing of 2023, 2022, 2021 and 2020 Annual Reports (Partnerships)	HELSB/2025		Each	1.00	GRZ	N	sb	10-10-2025	24-10-2025	31-10-2025		M
40	non consulting services	50192100	Stakeholder Engagement (Partnerships)	HELSB/2025		Person	1.00	GRZ	N	sb	28-02-2025	14-03-2025	21-03-2025		M
41	non consulting services	50192100	Conference Facilities (3) - GRZ Beneficiaries Reconciliation (Loan Recoveries)	HELSB/2025		Person	3.00	GRZ	N	sb	07-03-2025	21-03-2025	28-03-2025		M
42	non consulting services	50192100	Conference Facilities (2) Ministry of Local Government reconciliation (Loan Recoveries)	HELSB/2025		Person	2.00	GRZ	N	sb	07-03-2025	21-03-2025	28-03-2025		M
43	non consulting services	50192100	Conference Facilities (2) Loan Book Construction Loan Recoveries	HELSB/2025		Person	2.00	GRZ	N	sb	11-04-2025	18-04-2025	25-04-2025		M
44	non consulting services	50192100	Conference Facilities Loan Beneficiaries Tracing (Lusaka Employer Engagements)	HELSB/2025		Person	2.00	GRZ	N	sb	02-05-2025	09-05-2025	16-05-2025		M
45	non consulting services	50192100	Loan Recovery Awareness and Sensitisations Campaigns (Provincial conference facilities)	HELSB/2025		Each	1.00	GRZ	N	sb	23-05-2025	30-05-2025	06-06-2025		M
46	non consulting services	50192100	Air tickets Loan Recovery Awareness and Sensitisations Campaigns (Diaspora)	HELSB/2025		Each	6.00	GRZ	N	sb	13-06-2025	20-06-2025	27-06-2025		M
47	non consulting services	50192100	Loan Recoveries Six months discount campaign Branded Materials (Flyers, Billboard, Tshirts, Capes, Certificates)	HELSB/2025		Each	1.00	GRZ	N	sb	04-07-2025	11-07-2025	18-07-2025		M
48	non consulting services	50192100	Loan Recoveries Six months discount campaign Advertising services (Social Media, Radio and TV)	HELSB/2025		Each	1.00	GRZ	N	sb	25-07-2025	01-08-2025	08-08-2025		M
49	non consulting services	50192100	Talktime and bundles (Loan Recoveries)	HELSB/2025		Each	8.00	GRZ	N	sb	15-08-2025	22-08-2025	29-08-2025		M
50	goods	81112202	IT Windows Server 2022, Windows 10/11 Licenses	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	22-02-2025	21-03-2025	One off purchase	M
51	goods	14111509	Stationery and bundles for Student files and selection Mulungushi UNZA KMU CHAUKNU MKUCBU PU	HELSB/2025		Various	9.00	GRZ	N	sb	25-01-2025	08-02-2025	22-02-2025		M

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52	non consulting services	43212105	Scholarship Administration (Selection and RFP for Aptitude Tests)	HELSB/2025		Various	1.00	GRZ	N	sb	28-02-2025	14-03-2025	21-03-2025		M
53	non consulting services	90110000	Scholarship Administration (Conducting Undergraduate Provincial Aptitude Tests)	HELSB/2025		Each	1.00	GRZ	N	sb	07-03-2025	21-03-2025	28-03-2025		M
54	non consulting services	90110000	Scholarship Administration (Conducting Postgraduate Interviews)	HELSB/2025		Each	1.00	GRZ	N	sb	07-03-2025	21-03-2025	28-03-2025		M
55	goods	14111509	Scholarships Administration Consumables (Printing forms, stationery, advertisements)	HELSB/2025		Each	1.00	GRZ	N	sb	11-04-2025	18-04-2025	25-04-2025		M
56	non consulting services	90110000	Loan Administration Student Records Reconciliation (Backfiling) for all Universities	HELSB/2025		Person	1.00	GRZ	N	sb	02-05-2025	09-05-2025	16-05-2025		M
57	non consulting services	90110000	Loan Administration Catering Services Extra-ordinary Board Committee Meetings	HELSB/2025		Each	9.00	GRZ	N	sb	23-05-2025	30-05-2025	06-06-2025		M
58	non consulting services	90110000	Scholarship Administration Catering Services Extra-ordinary Board Committee Meetings	HELSB/2025		Each	14.00	GRZ	N	sb	13-06-2025	20-06-2025	27-06-2025		M
59	non consulting services	90110000	Conference Facilities Core System Review and Enhancements (Project Noah) IT	HELSB/2025		each	1.00	GRZ	N	sb	04-07-2025	11-07-2025	18-07-2025		M
60	non consulting services	81112202	Gateways - SMS and Email Notifications IT	HELSB/2025		Each	1.00	GRZ	N	sb	25-07-2025	01-08-2025	08-08-2025		M
61	consulting services	81111803	Cybersecurity Consultancy and Governance Framework (COBIT and ISO270001) IT	HELSB/2025		Each	1.00	GRZ	N	sb	15-08-2025	22-08-2025	29-08-2025		M
62	goods	81112202	Software Licences: Cisco Router IT	HELSB/2025		Each	1.00	GRZ	N	sb	05-09-2025	12-09-2025	19-09-2025		M
63	non consulting services	81111504	Server Colocation Hosting IT	HELSB/2025		Each	1.00	GRZ	N	sb	26-09-2025	03-10-2025	10-10-2025		M
64	goods	81112202	Licences: Microsoft SQL Server IT	HELSB/2025		Each	1.00	GRZ	N	sb	17-10-2025	24-10-2025	31-10-2025		M
65	goods	81112202	Licences: Adobe Design Software IT	HELSB/2025		Each	1.00	GRZ	N	sb	07-11-2025	14-11-2025	21-11-2025		M
66	goods	81112202	Fortinet FortiGate FG (5) IT	HELSB/2025		Each	1.00	GRZ	N	sb	28-11-2025	05-12-2025	12-12-2025		M
67	goods	43231502	Software Licences: Microsoft Basic Office 365 and Emails IT	HELSB/2025		Each	1.00	GRZ	N	sb	05-09-2025	12-09-2025	19-09-2025		M
68	goods	81112202	Board Meeting Management software and Minute Taking software	HELSB/2025		Each	2.00	GRZ	N	sb	15-01-2025	27-01-2025	10-01-2025		M
69	goods	43211507	Tablets for Board and Committee Members	HELSB/2025		Each		GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
70	non consulting services	90110000	Internet Services IT	HELSB/2025		Each	1.00	GRZ	N	obn	10-02-2025	24-03-2025	18-04-2025		M
71	non consulting services	90110000	Conference Facilities Annual Procurement Planning PSU	HELSB/2025		Person	1.00	GRZ	N	sb	02-05-2025	16-05-2025	23-05-2025		M
72	non consulting services	90110000	Conference Facilities Annual Procurement Review PSU	HELSB/2025		Person	1.00	GRZ	N	sb	07-11-2025	14-11-2025	21-11-2025		M
73	goods	43191501	Lockable Filing Cabinet PSU	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	18-01-2025	25-01-2025		M
74	non consulting services	90110000	Technical Support-Services	HELSB/2025		Each	1.00	GRZ	N	sb	04-07-2025	11-07-2025	18-07-2025		M
75	goods	50192100	Student Loan Forms for all universities	HELSB/2025		Each	9.00	GRZ	N	sb	13-06-2025	20-06-2025	27-06-2025		M
76	non consulting services	90110000	Conference Facilities UNZA Selection	HELSB/2025		person	20.00	GRZ	N	sb	04-07-2025	11-07-2025	18-07-2025		M
77	non consulting services	90110000	Conference Facilities CBU Selection	HELSB/2025		person	20.00	GRZ	N	sb	25-07-2025	01-08-2025	08-08-2025		M
78	non consulting services	90110000	Conference Facilities Mulungushi Selection	HELSB/2025		person	14.00	GRZ	N	sb	15-08-2025	22-08-2025	29-08-2025		M

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79	non consulting services	90110000	Conference Facilities Mukuba Selection	HELSB/2025		person	10.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
80	non consulting services	90110000	Conference Facilities Palabana Selection	HELSB/2025		person	5.00	GRZ	N	sb	07-03-2025	21-03-2025	28-03-2025		M
81	non consulting services	90110000	Conference Facilities Kapasa Makasa Selection	HELSB/2025		person	5.00	GRZ	N	sb	21-11-2025	28-11-2025	05-12-2025		M
82	non consulting services	90110000	Conference Facilities Kwame Nkrumah Selection	HELSB/2025		person	10.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
83	non consulting services	90110000	Conference Facilities ZUT Selection	HELSB/2025		person	5.00	GRZ	N	sb	08-08-2025	22-08-2025	29-08-2025		M
84	non consulting services	90110000	Conference Facilities Chalimbana Selection	HELSB/2025		person	10.00	GRZ	N	sb	11-07-2025	18-07-2025	25-07-2025		M
85	non consulting services	90110000	Conference Facilities Orient China, India Cuba	HELSB/2025		Person	100.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
86	non consulting services	90110000	Conference Facilities Orient Morocco, Zanzibar and Mauritius	HELSB/2025		Person	40.00	GRZ	N	sb	08-08-2025	22-08-2025	29-08-2025		M
87	non consulting services	90110000	Conference Facilities Orient Egypt, Algeria and Tunisia	HELSB/2025		Person	300.00	GRZ	N	sb	11-07-2025	18-07-2025	25-07-2025		M
88	non consulting services	90110000	Conference Facilities Orient Russia, Serbia and Azerbaijan	HELSB/2025		Person	215.00	GRZ	N	sb	05-09-2025	12-09-2025	19-09-2025		M
89	non consulting services	90110000	Air Ticket Mauritius - Orientation and Monitoring	HELSB/2025		Each	1.00	GRZ	N	sb	10-10-2025	24-10-2025	31-10-2025		M
90	non consulting services	90110000	Air Ticket China - Orientation and Monitoring	HELSB/2025		Each	1.00	GRZ	N	sb	02-05-2025	16-05-2025	23-05-2025		M
91	non consulting services	90110000	Air Ticket Russia - Orientation and Monitoring	HELSB/2025		Each	8.00	GRZ	N	sb	11-01-2025	18-01-2025	25-01-2025		M
92	non consulting services	43212111	Procurement of Airtickets for students abroad	HELSB/2025		Each	600.00	GRZ	N	obn	11-01-2025	07-03-2025	21-03-2025		M
93	goods	43211507	Corporate Gifts Comms	HELSB/2025		Each	22.00	GRZ	N	sb	11-01-2025	01-02-2025	15-02-2025		M
94	goods	81112100	HELSB Brochures and Prospectus (IEC Materials)	HELSB/2025		Each	1.00	GRZ	N	sb	11-01-2025	22-02-2025	21-03-2025		M
95	non consulting services	90110000	Conference Facilities Media Breakfast Comms	HELSB/2025		Person	1.00	GRZ	N	sb	29-08-2025	19-09-2025	03-10-2025		M
96	non consulting services	81112202	Radio Programmes Comms	HELSB/2025		Each	1.00	GRZ	N	sb	15-01-2025	25-01-2025	12-02-2025	One off purchase	M
97	non consulting services	81112202	Sensitisation and Awareness Campaigns Comms	HELSB/2025		Each	1.00	GRZ	N	sb	08-01-2025	15-01-2025	18-01-2025		M
98	non consulting services	81112202	Community Sensitisation Programmes Comms	HELSB/2025		Each	1.00	GRZ	N	sb	04-01-2025	18-01-2025	25-01-2025		M
99	non consulting services	45111600	Brand awareness campaigns Comms	HELSB/2025		Each	1.00	GRZ	N	sb	18-01-2025	08-02-2025	15-02-2025		M
100	non consulting services	90110000	Conference Facilities Provincial Outreach and Stakeholder Engagements COMMS	HELSB/2025		Each	1.00	GRZ	N	sb	18-01-2025	08-02-2025	15-02-2025		M
101	non consulting services	43211501	Air tickets Russian Payment Disbursements Finance	HELSB/2025		Each	3.00	GRZ	N	sb	11-01-2025	25-01-2025	12-02-2025		M
102	non consulting services	82101504	Advertisements - Comms	HELSB/2025		Each	1.00	GRZ	N	sb	21-03-2025	28-03-2025	11-04-2025		M
103	non consulting services	90110000	Conference Facilities - Audit fees and Verifications - Financial Statements Finance	HELSB/2025		Each	2.00	GRZ	N	sb	11-01-2025	25-01-2025	01-02-2025		M
104	goods	50192100	Printing of Prospectus and Brochures - Finance	HELSB/2025		Each	1.00	GRZ	N	sb	25-07-2025	01-08-2025	08-08-2025		M
105	goods	50192100	Printing of Application Forms - Finance	HELSB/2025		Each	1.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
106	goods	50192100	Branded materials ie notebooks, mugs and tshirts - Finance	HELSB/2025		Each	1.00	GRZ	N	sb	08-08-2025	22-08-2025	29-08-2025		M
107	non consulting services	90110000	Air tickets for Education Saving Scheme - Finance	HELSB/2025		person	2.00	GRZ	N	sb	11-07-2025	18-07-2025	25-07-2025		M
108	non consulting services	90110000	Catering Services for Board and Committee Meetings (Legal)	HELSB/2025		Each	14.00	GRZ	N	sb	11-01-2025	25-01-2025	01-02-2025		M

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109	consulting services	81111700	Board Training Consultancy (Legal)	HELSB/2025		Each	2.00	GRZ	N	osn	10-03-2025	10-05-2025	19-05-2025		M
110	consulting services	81111700	Board Evaluation (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	21-03-2025	28-03-2025	11-04-2025		M
111	non consulting services	90110000	Air tickets for Board Benchmarking (Legal)	HELSB/2025		Each	6.00	GRZ	N	sb	15-05-2025	22-05-2025	30-05-2025		M
112	goods	81111700	Board Meeting Management software (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	02-05-2025	16-05-2025	23-05-2025		M
113	goods	81111700	Minute Taking software (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	05-09-2025	12-09-2025	19-09-2025		M
114	goods	43211507	Tablets for Board and Committee Members (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	11-05-2025	15-05-2025	25-05-2025		M
115	goods	90110000	Annual Corporate Gifts for Board and Committee (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	28-11-2025	05-12-2025	12-12-2025		M
116	consulting services	81111700	External Counsel Fees (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	18-01-2025	01-02-2025	08-02-2025		M
117	non consulting services	90110000	Conference Facilities for Legal Review Stakeholder Engagements (Legal)	HELSB/2025		Each	2.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
118	non consulting services	90110000	Conference Facilities for Development of a Statutory Instrument (Legal)	HELSB/2025		Each	3.00	GRZ	N	sb	11-07-2025	18-07-2025	25-07-2025		M
119	non consulting services	82101504	Publication of SI (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	10-10-2025	24-10-2025	31-10-2025		M
120	goods	50192100	Printing of Legal Policies and Legislation (Legal)	HELSB/2025		Each	1.00	GRZ	N	sb	04-07-2025	11-07-2025	18-07-2025		M
121	non consulting services	84000000	Comprehensive Student Loan Insurance	HELSB/2025		Month	12.00	GRZ	N	obn	06-03-2025	01-05-2025	02-06-2025		M
122	non consulting services	90110000	Conference Facilities for Collaboration Meetings (partnership establishment, lobbying) (Legal)	HELSB/2025		Each	2.00	GRZ	N	sb	06-06-2025	20-06-2025	27-06-2025		M
123	non consulting services	90110000	Conference Facilities for Partnership Reviews/Meetings (Legal)	HELSB/2025		Each	3.00	GRZ	N	sb	11-05-2025	15-05-2025	25-05-2025		