

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Entity	Higher Education Loans and Scholarships Board					HELSB 2026 Annual Procurement Plan - Publication								
2	Procurement Plan for year	2026													
3	Version	1													
4	Date Last Updated	1/7/2026													
5	Comments														
6															
7											Estimated dates				
8	Class	UNSPSC	Description	Ref No	Project Code	Unit of Measure	Quantitv	Source of Funds	Pregualification (Y/N)	Procurement Method	Publication	Award	Start	Comments	Type of Entry
9	non consulting services	90110000	Conference facilities	HELSB/2026		PersonDays	3.00	GRZ	N	sb	1/29/2026	2/6/2026	2/10/2026		
10	non consulting services	43212111	Two Return Air ticket	HELSB/2026		Each	2.00	GRZ	N	sb	5/26/2026	5/30/2026	6/1/2026		
11	non consulting services	43212105	Three in one printer	HELSB/2026		Each	1.00	GRZ	N	sb	1/27/2026	2/8/2026	2/10/2026		
12	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	3.00	GRZ	N	sb	3/12/2026	3/30/2026	3/31/2026		
13	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	1.00	GRZ	N	sb	7/1/2026	7/15/2026	7/16/2026		
14	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	1.00	GRZ	N	sb	9/7/2026	9/25/2026	9/28/2026		
15	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	1.00	GRZ	N	sb	2/2/2026	2/5/2026	2/6/2026		
16	non consulting services	82121500	Printing of Annual Re	HELSB/2026		Each	1.00	GRZ	N	sb	6/1/2026	6/3/2026	6/10/2026		
17	non consulting services	43212111	Return Air tickets (res	HELSB/2026		Each	3.00	GRZ	N	sb	2/2/2026	2/5/2026	2/6/2026		
18	non consulting services	43212111	Return Air tickets(Ma	HELSB/2026		Each	1.00	GRZ	N	sb	6/1/2026	6/6/2026	6/7/2026		
19	non consulting services	43212111	Return airfare (gradu	HELSB/2026		Person	1.00	GRZ	N	sb	9/14/2026	9/15/2026	9/18/2026		
20	non consulting services	90110000	Accommodation (Sta	HELSB/2026		Person	1.00	GRZ	N	sb	9/14/2026	9/15/2026	9/18/2026		
21	non consulting services	43212111	Return airfare (Stake	HELSB/2026		Each	3.00	GRZ	N	sb	7/7/2026	7/10/2026	7/12/2026		
22	non consulting services	90110000	Accommodation (Sta	HELSB/2026		Person	1.00	GRZ	N	sb	6/7/2026	6/11/2026	7/12/2026		
23	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	20.00	GRZ	N	sb	2/2/2026	2/10/2026	2/12/2026		
24	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	20.00	GRZ	N	sb	5/5/2026	5/13/2026	5/14/2026		
25	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	35.00	GRZ	N	sb	6/6/2026	6/16/2026	6/18/2026		
26	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	20.00	GRZ	N	sb	6/22/2026	6/24/2026	6/25/2026		
27	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	20.00	GRZ	N	sb	8/8/2026	8/13/2026	8/14/2026		
28	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	20.00	GRZ	N	sb	8/19/2026	8/20/2026	8/21/2026		
29	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	20.00	GRZ	N	sb	9/9/2026	9/15/2026	9/17/2026		
30	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	40.00	GRZ	N	sb	10/10/2026	10/14/2026	10/15/2026		
31	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	35.00	GRZ	N	sb	10/14/2026	10/16/2026	10/19/2026		
32	non consulting services	90110000	Conference Facilities	HELSB/2026		PersonDays	60.00	GRZ	N	sb	10/19/2026	10/21/2026	10/23/2026		
33	non consulting services	90110000	Accommodation (Pro	HELSB/2026		Night	10.00	GRZ	N	sb	2/6/2026	2/10/2026	2/12/2026		
34	non consulting services	43212111	Return airfare (Stake	HELSB/2026		Each	9.00	GRZ	N	sb	3/16/2026	3/17/2026	3/20/2026		
35	non consulting services	43212111	Return airfare (AAHE	HELSB/2026		Each	1.00	GRZ	N	sb	3/16/2026	3/17/2026	3/31/2026		
36	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	7/25/2026	8/1/2026	8/8/2026		
37	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	8/15/2026	8/22/2026	8/29/2026		
38	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
39	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	3/7/2026	3/21/2026	3/28/2026		
40	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	11/21/2026	11/28/2026	12/5/2026		
41	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
42	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	8/8/2026	8/22/2026	8/29/2026		
43	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	7/11/2026	7/18/2026	7/25/2026		
44	non consulting services	43212111	Air Tickets (Scholarsh	HELSB/2026		Various	1.00	GRZ	N	obn	1/7/2026	3/11/2026	4/1/2026		
45	non consulting services	84000000	Comprehensive Stud	HELSB/2026		Month	12.00	GRZ	N	obn	3/3/2026	5/5/2026	6/9/2026		
46	non consulting services	90110000	Conference Facilities	HELSB/2026		Various	1.00	GRZ	N	sb	3/27/2026	3/30/2026	3/31/2026		
47	non consulting services	90110000	Conference Facilities	HELSB/2026		Various	1.00	GRZ	N	sb	5/21/2026	5/27/2026	6/5/2026		
48	non consulting services	90110000	Conference Facilities	HELSB/2026		Various	1.00	GRZ	N	sb	4/3/2026	4/15/2026	4/18/2026		
49	non consulting services	82121507	Scholarship Agreeem	HELSB/2026		Each	31.111	00	GRZ	N	sb	1/25/2026	2/5/2026		
50	goods	80141611	HELSB Brochures ar	HELSB/2026		various	1.00	GRZ	N	sb	3/27/2026	3/30/2026	3/31/2026		
51	non consulting services	90110000	Media Breakfast (Cor	HELSB/2026		Each	1.00	GRZ	N	sb	10/10/2026	10/24/2026	10/31/2026		
52	non consulting services	83111900	Radio Programs (Cor	HELSB/2026		Each	1.00	GRZ	N	sb	5/5/2026	5/16/2026	5/23/2026		
53	non consulting services	82101500	Sensitisation and Aw	HELSB/2026		Each	1.00	GRZ	N	sb	11/11/2026	11/14/2026	11/21/2026		
54	non consulting services	50192100	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	6/13/2026	6/20/2026	6/27/2026		
55	goods	82101501	Signage and Billboar	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/11/2026	7/18/2026		
56	non consulting services	82100000	Advertisements (Cor	HELSB/2026		Each	1.00	GRZ	N	sb	7/25/2026	1/8/2026	8/8/2026		
57	non consulting services	82100000	Exhibitions (Corporat	HELSB/2026		Each	1.00	GRZ	N	sb	8/15/2026	8/22/2026	8/29/2026		
58	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
59	goods	82100000	Branded Materials (s	HELSB/2026		Each	1.00	GRZ	N	sb	3/3/2026	3/21/2026	3/28/2026		
60	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	1/25/2026	2/1/2026	2/5/2026		
61	non consulting services	90110000	Conference Facilities	HELSB/2026		person	1.00	GRZ	N	sb	3/27/2026	3/30/2026	3/31/2026		
62	non consulting services	90110000	Conference Facilities	HELSB/2026		person	1.00	GRZ	N	sb	5/26/2026	5/27/2026	6/5/2026		
63	non consulting services	90110000	Conference Facilities	HELSB/2026		person	1.00	GRZ	N	sb	3/3/2026	3/6/2026	3/9/2026		
64	non consulting services	90110000	Conference Facilities	HELSB/2026		Person	1.00	GRZ	N	sb	1/23/2026	2/1/2026	2/3/2026		
65	non consulting services	90110000	Conference Facilities	HELSB/2026		Person	1.00	GRZ	N	sb	3/27/2026	3/30/2026	3/31/2026		
66	non consulting services	90110000	Conference Facility	HELSB/2026		Person	1.00	GRZ	N	sb	10/10/2026	10/24/2026	10/31/2026		
67	non consulting services	90110000	Conference Facilities	HELSB/2026		Person	1.00	GRZ	N	sb	5/5/2026	5/16/2026	5/23/2026		
68	non consulting services	90110000	Conference facilities	HELSB/2026		Each	1.00	GRZ	N	sb	11/5/2026	11/14/2026	11/21/2026		
69	non consulting services	82101600	Radio program (Corp	HELSB/2027		Each	1.00		N	sb	3/3/2026	3/10/2025	3/12/2025		
70	non consulting services	90110000	Conference facilities	HELSB/2026		Each	1.00	GRZ	N	sb	7/11/2026	7/11/2026	7/18/2026		
71	non consulting services	90110000	Conference facilities	HELSB/2026		Each	8.00	GRZ	N	sb	6/13/2026	6/20/2026	6/27/2026		
72	non consulting services	90110000	Conference facilities	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/11/2026	7/18/2026		
73	non consulting services	90110000	Conference facilities	HELSB/2026		Person	1.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
74	non consulting services	90110000	Conference facilities	HELSB/2026		Each	1.00	GRZ	N	sb	3/3/2026	3/21/2026	3/28/2026		
75	non consulting services	90110000	Conference facilities	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/16/2026	6/18/2026		
76	non consulting services	82100000	Awareness and Sens	HELSB/2026		Each	1.00	GRZ	N	sb	6/22/2026	6/24/2026	6/25/2026		
77	non consulting services	45111600	Radio and Television	HELSB/2026		Each	1.00	GRZ	N	sb	8/8/2026	8/13/2026	8/14/2026		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
78	non consulting services	45111600	Video shooting of Te	HELSB/2026		Each	1.00	GRZ	N	sb	8/12/2026	8/20/2026	8/21/2026		
79	non consulting services	82121507	Outsourcing Services	HELSB/2026		Each	1.00	GRZ	N	sb	1/11/2026	1/25/2026	2/2/2026		
80	non consulting services	84101704	Outsourcing of Tracit	HELSB/2026		Each	1.00	GRZ	N	obn	1/7/2026	3/8/2026	3/12/2026		
81	non consulting services	90110000	Catering Services (Bo	HELSB/2026		Each	24.00	GRZ	N	sb	1/11/2026	1/25/2026	2/2/2026		
82	non consulting services	82101504	Board Evaluation (Bo	HELSB/2026		Each	1.00	GRZ	N	sb	10/10/2026	10/24/2026	10/31/2026		
83	consulting services	84000000	Board Training (Boar	HELSB/2026		Each	1.00	GRZ	N	sb	3/3/2026	3/23/2026	3/26/2026		
84	non consulting services	90110000	Accommodation (Liv	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
85	non consulting services	90110000	Customer Service W	HELSB/2026		Each	1.00	GRZ	N	sb	5/5/2026	5/15/2026	5/25/2026		
86	non consulting services	43212110	General Insurance H	HELSB/2026		Each	1.00	GRZ	N	sb	11/7/2026	11/14/2026	11/21/2026		
87	non consulting services	25100000	DSTV Subscription H	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/11/2026	7/18/2026		
88	non consulting services	43191504	Procurement of clear	HELSB/2026		Each	1.00	GRZ	N	sb	6/13/2026	6/20/2026	6/27/2026		
89	non consulting services	76111500	Office Repairs and M	HELSB/2026		Quarter	1.00	GRZ	N	sb	7/7/2026	7/15/2026	7/18/2026		
90	non consulting services	78102200	Postage and Courier	HELSB/2026		Month	12.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
91	non consulting services	84131500	Insurance Motor Veh	HELSB/2026		Each	8.00	GRZ	N	sb	3/3/2026	3/21/2026	3/28/2026		
92	non consulting services	78180100	Motor Vehicle Repair	HELSB/2026		Each	8.00	GRZ	N	sb	6/6/2026	6/16/2026	6/18/2026		
93	goods	43220000	Office Refreshments	HELSB/2026		GB	1.00	GRZ	N	sb	6/22/2026	6/24/2026	6/25/2026		
94	non consulting services	90110000	Labour Day Awards	HELSB/2026		PersonDays	1.00	GRZ	N	sb	8/8/2026	8/13/2026	8/14/2026		
95	goods	80141611	Office Furniture HCA	HELSB/2026		Each	1.00	GRZ	N	sb	8/19/2026	8/20/2026	8/21/2026		
96	non consulting services	84130000	Group Life Assuranc	HELSB/2026		Person	65.00	GRZ	N	obn	1/7/2026	3/11/2026	3/20/2026		
97	non consulting services	84131602	Insurance Medical H	HELSB/2026		Person	65.00	GRZ	N	obn	3/21/2026	5/28/2026	5/4/2026		
98	non consulting services	80131500	Office Rental HCA	HELSB/2026		Month	12.00	GRZ	N	obn	1/11/2026	3/15/2026	3/22/2026		
99	non consulting services	80131500	Electricity Bills HCA	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/18/2026	7/25/2026		
100	non consulting services	80131500	Water Bills HCA	HELSB/2026		Each	1.00	GRZ	N	sb	11/11/2026	11/14/2026	11/21/2026		
101	non consulting services	80131500	Telephone Bills HCA	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/17/2026	7/18/2026		
102	goods	80131500	Dispenser water HCA	HELSB/2026		Each	1.00	GRZ	N	sb	6/13/2026	6/20/2026	6/27/2026		
103	goods	80131500	Cleaning Materials H	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	11/7/2026	7/18/2026		
104	goods	80131500	Fuel and Lubricants	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/20/2026	6/27/2026		
105	non consulting services	80131500	Corporate Subscripti	HELSB/2026		Each	1.00	GRZ	N	sb	3/21/2026	3/21/2026	3/28/2026		
106	goods	80131500	Stationery HCA	HELSB/2026		Each	1.00	GRZ	N	sb	6/6/2026	6/16/2026	6/18/2026		
107	non consulting services	80131500	Computer Consumab	HELSB/2026		Each	1.00	GRZ	N	sb	6/22/2026	6/24/2026	6/25/2026		
108	non consulting services	80131500	Womens Day HCA	HELSB/2026		Each	1.00	GRZ	N	sb	8/8/2026	8/13/2026	8/14/2026		
109	non consulting services	80131500	Youth Day HCA	HELSB/2026		Each	1.00	GRZ	N	sb	8/8/2026	8/13/2026	8/14/2026		
110	non consulting services	80131500	Public Service Day H	HELSB/2026		Each	1.00	GRZ	N	sb	8/19/2026	8/20/2026	8/21/2026		
111	non consulting services	80131500	Independence Day C	HELSB/2026		Each	1.00	GRZ	N	sb	1/11/2026	1/25/2026	12/2/2026		
112	goods	50192100	Student Loan Forms	HELSB/2026		Each	1.00	GRZ	N	sb	6/13/2026	6/20/2026	6/27/2026		
113	non consulting services	90110000	Conference Facilities	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/17/2026	7/18/2026		
114	non consulting services	90110000	Group Personal Acco	HELSB/2026		Each	1.00	GRZ	N	sb	7/7/2026	7/18/2026	7/19/2026		
115	non consulting services	90110000	Staff Wellness	HELSB/2026		Each	1.00	GRZ	N	sb	7/8/2026	7/19/2026	7/20/2026		
116	consulting services	90110000	Core System Review	HELSB/2026		Each	1.00	GRZ	N	osn	1/9/2026	3/15/2026	3/21/2026		
117	goods	90110000	Licenses: Windows S	HELSB/2026		Each	1.00	GRZ	N	sb	7/10/2026	7/21/2026	7/22/2026		
118	goods	90110000	Software Licences: F	HELSB/2026		Each	1.00	GRZ	N	sb	7/11/2026	7/22/2026	7/23/2026		
119	goods	90110000	Licences: Microsoft	HELSB/2026		Each	1.00	GRZ	N	sb	7/12/2026	7/23/2026	7/24/2026		
120	goods	90110000	Software Licences: M	HELSB/2026		Each	1.00	GRZ	N	sb	7/13/2026	7/24/2026	7/25/2026		
121	goods	90110000	Licences: Adobe Des	HELSB/2026		Each	1.00	GRZ	N	sb	7/14/2026	7/25/2026	7/26/2026		
122	non consulting services	90110000	Zamtel LandLine and	HELSB/2026		Each	1.00	GRZ	N	sb	7/15/2026	7/26/2026	7/27/2026		
123	consulting services	90110000	Governance Framew	HELSB/2026		Each	1.00	GRZ	N	osn	7/16/2026	9/27/2026	9/30/2026		
124	non consulting services	90110000	Cybersecurity (IT)	HELSB/2026		Each	1.00	GRZ	N	sb	7/17/2026	7/28/2026	7/29/2026		
125	non consulting services	90110000	E-registry Enhancem	HELSB/2026		Each	1.00	GRZ	N	sb	7/18/2026	7/29/2026	7/30/2026		
126	non consulting services	90110000	Gateways -SMS and	HELSB/2026		Each	1.00	GRZ	N	sb	7/19/2026	7/30/2026	7/31/2026		
127	non consulting services	90110000	Technical Support S	HELSB/2026		Each	1.00	GRZ	N	sb	7/20/2026	7/31/2026	8/1/2026		
128	non consulting services	90110000	Microsoft Dynamics S	HELSB/2026		Each	1.00	GRZ	N	sb	7/21/2026	8/1/2026	8/2/2026		
129	non consulting services	90110000	Server Colocation H	HELSB/2026		Each	1.00	GRZ	N	sb	7/22/2026	8/2/2026	8/3/2026		
130	works	90110000	Power Backup (HQ u	HELSB/2026		Each	1.00	GRZ	N	sb	7/23/2026	8/3/2026	8/4/2026		
131	goods	90110000	Hardware (Laptops, S	HELSB/2026		Each	1.00	GRZ	N	obn	7/24/2026	9/4/2026	9/5/2026		
132	consulting services	90110000	Traning (COBIT, ITIL	HELSB/2026		Each	1.00	GRZ	N	sb	7/25/2026	8/5/2026	8/6/2026		
133	non consulting services	90110000	Internet Services (H	HELSB/2026		Each	1.00	GRZ	N	obn	7/26/2026	9/6/2026	9/7/2026		