

## Melbourne Polytechnic Procurement Activity Plan 2025

This is a summary of Melbourne Polytechnic's forecast procurement activities in accordance with the Victorian Government Purchasing Board's governance policy. It is provided solely for informational purposes. It should not be relied upon for any reason. All planned procurements are subject to change at any time at Melbourne Polytechnic's discretion. All published estimated market release dates are indicative only.

This information does not represent a solicitation or invitation to supply, or a commitment by Melbourne Polytechnic to purchase the described goods and services. Procurements identified on this plan are expected to have a value greater than \$100,000.

Should you wish to express an interest in any of the procurement events, please do so by contacting [procurement@melbournepolytechnic.edu.au](mailto:procurement@melbournepolytechnic.edu.au)

Procurement Name	Description	Type of Market approach	Timing of Market Approach	Year
Copywriting	Agency for assistance with copywriting marketing publications and website content	Limited	Qtr 1	2025
ISO 27001 Gap analysis, Remediation and Certification	Engagement of a third party to complete ISO 27001 - Information Security Management System (ISMS) certification activities	Limited	Qtr 1	2025
Domain Split Services	Services to assist with the split of Staff and Student Domains to allow segregation of security controls to reduce future spend.	Limited	Qtr 1	2025
Application Control	Application Control - Essential 8 Maturity 2 (Software licenses and implementation)	Limited	Qtr 1	2025
Personal Protective Equipment (PPE)	To establish a panel for supply of Personal Protective Equipment (PPE) enterprise wide.	Limited	Qtr 1	2025
Landscaping building materials	Building and Horticulture materials	Open	Qtr 1	2025
Cleaning Waste & Pest Maintenance	Provision of cleaning waste, and pest maintenance services	Open	Qtr 1	2025
Collingwood Cafe Fit Out	Works to deliver Cafe Fit Out at Collingwood Campus	Limited	Qtr 1	2025
Construction Panel	Capital Works projects between \$500K-\$3M	Limited	Qtr 1	2025
Develop MP precinct plans	Engage specialists to support development of a distinct precinct plan for each MP campus to improve student, staff and visitor experience	Limited	Qtr 1	2025
Fire System Maintenance Services	Fire System Maintenance Services	Open	Qtr 1	2025
Food and drink vending machines	Supply and maintain food and drink vending machines across campuses	Open	Qtr 1	2025
Hardware - Switch replacement	Provision of Network Switch replacement - Heidelberg campus	Limited	Qtr 1	2025
SPC Furniture Supply Panel	Supply and delivery of furniture	Limited	Qtr 1	2025
Supplier Panels/Maintenance Agreements	Establish Supplier Panel for Maintenance services including, HVAC, Electrical, Plumbing and Building Maintenance	Open	Qtr 1	2025

Procurement Name	Description	Type of Market approach	Timing of Market Approach	Year
Video agency (OSOTYA 2025+)	Appoint a video agency to produce the OSOTYA videos. New contract required after 2024	limited	Qtr 2	2025
Facilities Photography	Appoint a Photographer to capture campuses and facilities	Limited	Qtr 2	2025
Master Agency Media Services	Paid advertising under the MAMS State Purchase contract	Limited	Qtr 2	2025
2025 International Marketing Campaign	International advertising campaign	Limited	Qtr 2	2025
Information Security Classifications	Consulting resources to assist with the implementation of Information Security Classifications across digital records at MP (M365 Sensitivity Labels)	Limited	Qtr 2	2025
Software - Time & Attendance	Provision of software to manage and monitor Time & Attendance of staff	Open	Qtr 2	2025
Marketing Material for International Program	Student marketing print material and distribution services	Limited	Qtr 2	2025
Food supplies - Dry goods	Supply and delivery of dry good food supplies for classes, restaurant and cafes	Open	Qtr 2	2025
Car Electrification Project	Car Electrification Project	Limited	Qtr 2	2025
Dust Extraction Heidelberg Project	Installation of Dust Extraction facilities at Heidelberg Campus	Open	Qtr 2	2025
Hardware - MFD & Printers	Institute multi-functional devices & printers	Limited	Qtr 2	2025
Land Sales Building Q Diversion	Land Sales Building Q Diversion	Limited	Qtr 2	2025
Asbestos Removal	Removal of Asbestos at Northern Lodge	Limited	Qtr 2	2025
Solar Array and Battery Installation	Northern Lodge Solar Array and Battery Installation	Limited	Qtr 2	2025
Physical Security Services	Physical Security Service	Limited	Qtr 2	2025
Software - ITSM	ITSM Ticketing System & Managed Service - Replace Cherwell	Limited	Qtr 2	2025
Building K Prahran Combustible Cladding	Works on to remove Combustible Cladding from Building K Prahran	Limited	Qtr 3	2025
Northern Lodge Machinery Shed	Northern Lodge Machinery Shed	Limited	Qtr 3	2025
Website Retainer and Hosting Agreement 2025 (development retainer contract)	Website hosting, development and maintenance contract (procured jointly with website hosting contract)	Limited	Qtr 4	2025
2026 SEO agency retainer	Search Engine Optimisation (SEO) retainer to improve MP website's organic search rankings and performance	Limited	Qtr 4	2025
Grad AV & Tech Production Agency 2026	Graduation AV, Lighting, Tech and Stage Production Management Agency	Limited	Qtr 4	2025
Staff Recruitment Services	Establishing a panel of recruitment agencies for the recruitment of MP staff and Board members	Limited	Qtr 4	2025
Arborist Maintenance Services	Provision of tree lopping, removal and asset tagging services	Open	Qtr 4	2025

Procurement Name	Description	Type of Market approach	Timing of Market Approach	Year
Fire Monitoring Services	Fire Monitoring Services	Limited	Qtr 4	2025
Hardware - End User Computing - laptops and desktops	Supply of laptop computers, docks, desktop computers and monitors	Limited	Qtr 4	2025
Software - Website Hosting, Development and Support	Website development support services and Umbraco Content Management Software for Website (SaaS)	Limited	Qtr 4	2025