

# Procurement Activity Plan

# Overview

This is a summary of MCET’s planned procurement activities as per the Victorian Government Purchasing Board’s governance policy. It is provided for informational purposes and should not be relied upon for any reason. All planned procurements (including market approach dates) are indicative only and subject to change. This information does not represent a solicitation or invitation to supply, or a commitment by MCET to purchase the described goods and services. Procurements identified on this plan are anticipated to have a value greater than \$100,000.

No.	Procurement Name	Procurement Opportunity	Category	Business Unit	Quarter for Market Approach	Year
1	Dry Goods	Provision of a range of dry goods food products	Food and Beverage	Kitchen	Q3	2024
2	Wine and Beer	Provision of wine and beer	Food and Beverage	Beverage	Q3	2024
3	Beverage	Provision of non-alcoholic beverages and associated equipment	Food and Beverage	Beverage	Q3	2024
4	Vision Switch Hardware	Provision of Video Mixer switch system and associated equipment	Audio Visual	Technology Services	Q3	2024
5	Flooring Materials	Supply of movable timber flooring	Event Delivery	Operational Services	Q3	2024
6	Electrical Test & Tag	Management and delivery of electrical test and tag services	Infrastructure Services	Operations	Q3	2024
7	Audit Services	Provision of audit services	Corporate Services	Finance	Q3	2024
8	Printers and Print Management	Provision of Multi-Function Devices	IT and Telecommunications	ICT	Q3	2024
9	Fruit & Vegetables	Provision of a range of fresh and frozen fruit and vegetables	Food and Beverage	Kitchen	Q4	2024
10	Dairy	Provision of a range of dairy products (milk, cream, cheese, eggs, etc)	Food and Beverage	Kitchen	Q4	2024

No.	Procurement Name	Procurement Opportunity	Category	Business Unit	Quarter for Market Approach	Year
11	Vision Projectors	Provision of projectors for Plenary Theatre	Audio Visual	Technology Services	Q4	2024
12	Kitchen Equipment	Supply of food warming equipment	Food and Beverage	Kitchen	Q4	2024
13	Car Park	Operation and delivery of Carpark management services	Infrastructure Services	Operations	Q4	2024
14	Handheld Communication Devices	Two-Way Radio System hardware and equipment	Communication Devices	Technology Services	Q1	2025
15	Recruitment	Supply of recruitment services	Recruitment	People & Culture	Q1	2025
16	Security	Delivery of Event Security Services	Security Services	Operational Services	Q2	2025
17	Uniforms	Supply of uniforms for Nyaal Banyul Geelong Convention and Event Centre	Clothing/Uniforms	Operations	Q2	2025
18	EAP	Provision of Employee Assistance Program	Corporate Services	Safety and Security	Q2	2025
19	Protein	Provision of poultry products	Food and Beverage	Kitchen	Q3	2025
20	ICT Hardware	Supply of laptops, phones and associated equipment	IT and Telecommunications	ICT	Q3	2025
21	Protein	Provision of red meat products	Food and Beverage	Kitchen	Q4	2025
22	Coffee	Provision of coffee beans, ground coffee and coffee machine maintenance	Food and Beverage	Beverage	Q4	2025
23	Labour Hire	Supply of casual staff	Event Delivery	Food and Beverage	Q2	2026

+61 3 9235 8000  
[procurement@mcec.com.au](mailto:procurement@mcec.com.au)  
1 Convention Centre Place  
South Wharf Victoria  
Australia 3006  
[mcec.com.au](http://mcec.com.au)

**MELBOURNE  
CONVENTION  
EXHIBITION  
TRUST**