

**SCHEDULE OF PLANNED PROCUREMENT FOR FISCAL YEAR 2023/2024**

Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable) No. of days	Contract Type
RFP# 001/2023-2024	Security Services	92121504	Security Services	May	June	1 year	Competitive R.F.Q	10	Fixed /flexible term contract
RFP# 002/2023-2024	Janitorial Services	76111501	Janitorial Services	May	June	1 year	Competitive R.F.Q	10	Fixed/Flexible term contract
RFP# 003/2023-2024	Pest Control Services	72102104	Pest Control for Telly Paul and Grace Buildings	May	June	1 year	Competitive R.F.Q	10	Fixed term contract
RFP# 004/2023-2024	Sanitary Bins	47131703	Provision and Maintenance of Six (6) Sanitary Bins for Female Washrooms	May	June	1 year	Competitive R.F.Q	10	Fixed term contract

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RFP# 005/2023-2024	Licences	81111803	Renewal of licence For the Record Equipment	May	June	2 weeks	Sole R.F.Q	-	Fixed price contract
RFP# 006/2023-2024	IT Equipment	26121609	Network cable	May	June	3 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 007/2023-2024	IT Equipment	43201402	Computer and server memory	December	Jan	8 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 008/2023-2024	IT Equipment	44000000	Document camera	December	Jan	3 weeks	Competitive Competitive	10	Fixed price contract

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RFP# 009/2023-2024	IT Equipment	43211507	2 laptops, 1 desk top screen Lot 2 – 1 executive laptops	December May	Jan June	8 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 010/2023-2024	Office furniture	56101720	2 chairs	April	May	3 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 011/2023-2024	Office furniture	56101702	1 lateral filing cabinet	April	June	3 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 012/2023-2024	Office Equipment	52141501	2 refrigerators	April	June	2 weeks	Competitive R.F.Q	10	Fixed price contract

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RFP# 013/2023-2024	Office Equipment	54111601	6 12"-15" inch wall clocks	April	May	2 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 014/2023-2024	Books	55101509	A-Z of Contract clause 7 <sup>th</sup> ed. (2022)	April	May	2 weeks	Sole R.F.Q	-	Fixed price contract
RFP# 015/2023-2024	Legal Subscriptions	80121609	LexisNexis Legal Search Engine	March	April	3 years	Sole R.F.Q	-	Fixed price contract
RFP# 016/2023-2024	Legal Subscriptions	80121609	Companion Corporation	April	May	3 years	Sole R.F.Q	-	Fixed price contract
RFP# 017/2023-2024	Legal Subscriptions	80121609	Caribbean Association of Law Libraries	March	April	1 year	Sole R.F.Q	-	Fixed price contract

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RFP# 018/2023-2024	Legal Subscriptions	80121609	Industrial Court Judgment database	July	August	1 year	Sole R.F.Q	-	Fixed price contract
RFP# 019/2023-2024	Legal Subscriptions	80121609	Supreme Court Judgment database	July	Aug	1 year	Sole R.F.Q	-	Fixed price contract
RFP# 020/2023-2024	Legal Subscriptions	80121609	Caribbean Association of Judicial Officers	Mar	April	1 year	Sole R.F.Q	-	Fixed price contract
RFP# 021/2023-2024	Newspapers	55101504	Newspapers and digital newspapers Express, Newsday, Guardian	April	MaY	2 weeks	Select R.F.Q	-	Fixed price contract
RFP# 022/2023-2024	Stationery	14111509	Screw posts, stamps, paper, water, pens, file jackets and folders, draw dividers, desk diaries, office refreshmentsetc.	April	May	1 week	Competitive R.F.Q	10	Fixed price contract

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RFP# 023/2023-2024	Phone cards	83111603	B mobile Phone cards for drivers	Mar	April	2 weeks	Sole R.F.Q.	-	Fixed price contract
RFP# 024/2023-2024	Toner	44103103	HP Color MFP E87640 Photocopier toner 4 black, 1 yellow, 1 magenta, 1 cayenne	Mar	April	2 weeks	Sole R.F.Q.	-	Fixed price contract
RFP# 025/2023-2024	Postal /Delivery Services	78102203	Local deliveries	April	May	1 week	Competitive R.F.Q.	-	Service Level Agreement Contract
RFP# 026/2023-2024	Special Stationery	14111502 14111519	Specialised printing paper and associated envelopes	April	May	2 weeks	Competitive R.F.Q.	-	Fixed price contract

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RFP# 027/2023-2024	Tyres	25172504	Off road tyres for SUVs	March	April	1 week	Competitive R.F.Q	10	Fixed price
RFP# 028/2023-2024	GPS	25173107	Vehicle GPS	March	April	1 week	Competitive R.F.Q	10	Fixed price
RFP# 029/2023-2024	VEHICLE TOWING	78141505	Towing of 1 SUV	March	March	1 week	Competitive R.F.Q	-	Fixed price contract
RFP# 030/2023-2024	HANDYMAN SERVICES	78141505	Lot 1- PARTITION REMOVAL Lot 2 -MOVING OF FURNITURE Lot 3 -WAREHOUSE LABOUR	April	May	2 weeks 1 week 2weeks	Competitive RFQ	10	Fixed price contract

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RFP# 031/2023-2024	TRAINING	86101704 86132201	Procurement Training	April	June	1 week	Competitive RFQ	10	Fixed Price Contract
RFP# 032/2023-2024	PUBLICATIONS		Lot 1- Freedom of Information Act (FOIA) Public Print  Lot 2- Freedom of Information Act (FOIA) Government Gazette Publication	May	June	2 weeks	Competitive RFQ  Single source		Fixed Price Contract