

**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	December	Jan	1 year	Competitive R.F.Q	10	Fixed /flexible term contract
RFP# 002/2023-2024	Janitorial Services	76111501	Janitorial Services	December	Jan	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	December	Jan	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	December	Jan	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	December	Jan	2 weeks	Sole R.F.Q	-	Fixed price contract
RFP# 006/2023-2024	IT Equipment	26121609	Network cable	December	Jan	3 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 007/2023-2024	IT Equipment	43211600	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	December	Jan	8 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 010/2023-2024	Office furniture	56101700	2 chairs	Jan	Feb	3 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 011/2023-2024	Office furniture	56101702	1 horizontal filing cabinet	Jan	Feb	3 weeks	Competitive R.F.Q	10	Fixed price contract
RFP# 012/2023-2024	Office Equipment	52141501	2 refrigerators	Jan	Feb	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	Jan	Feb	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)	Jan	Feb	2 weeks	Sole R.F.Q	-	Fixed price contract
RFP# 015/2023-2024	Legal Subscriptions	80121609	Companion Corporation	April	May	3 years	Sole R.F.Q	-	Fixed price contract
RFP# 016/2023-2024	Legal Subscriptions	80121609	Industrial Court Judgment database	July	August	1 year	Sole R.F.Q	-	Fixed price contract
RFP# 017/2023-2024	Legal Subscriptions	80121609	Supreme Court Judgment database	July	Aug	1 year	Sole R.F.Q	-	Fixed price contract

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RFP# 018/2023-2024	Newspapers	55101504	Newspapers and digital newspapers Express, Newsday, Guardian	Feb	Mar	2 weeks	Select R.F.Q	-	Fixed price contract
RFP# 019/2023-2024	Stationery	14111509	Screw posts, stamps, paper, water, pens, file jackets and folders, draw dividers, desk diaries, etc.	Feb	Mar	1 week	Competitive R.F.Q	10	Fixed price contract
RFP# 020/2023-2024	Phone cards	83111603	B mobile Phone cards for drivers	Mar	April	2 weeks	Sole R.F.Q.	-	Fixed price contract
RFP# 021/2023-2024	Toner	44103103	HP Color MFP E87640 Photocopier toner 4 black, 1 yellow, 1 magenta, 1 cayenne	Mar	April	2 weeks	Competitive R.F.Q	10	Fixed price contract