

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN							
Goods and Related Services(CCS)							
1 January, 2019- 31 December, 2019							
DESCRIPTION OF ACTIVITY	Source of Funding	Procurement Method	Expected Start Date(Date by which goods/services are required)	EXPENDITURE PHASING			
				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Contracted Services - CARICOM Secretariat, Headquarters							
Generator	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
Intrusion Alarm System	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Air Conditioning Unit	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Glass Doors	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
CCTV System	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Canon photocopiers and faxes	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
Lexmark Photocopiers	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
HP Copiers	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Xerox Copiers	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
Pest Control Treatment	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Fire Alarm System	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
<u>Location - Annexe</u>							
Air Conditioning Units	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Elevator	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Intrusion Alarm System	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Automatic Gates/barrier	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
CCTV System	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Generator/Automatic Transfer Switch	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
Pest Control Treatment	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Location - Secretary-General's Residence							
CCTV	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Swimming pool	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
Pest Control Services	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Generator	CCS	Direct Award	Jan - Dec 2019	*****	*****	*****	*****
AC unit	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Garage doors/sliding gate - SG's residence	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Intrusion Alarm System	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Deputy Secretary General's Residence							
Pest Control Services	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
All three locations				*****	*****	*****	*****
Fire Extinguishers at HQ/Annexe/SG's residence	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
General Maintenance Supplies				*****	*****	*****	*****
Electrical Supplies	CCS	Shopping	April 1, 2019	*****	*****	*****	*****
Plumbing/Chlorine Supplies	CCS	Shopping	April 30, 2019	*****	*****	*****	*****
AC Spares/ Supplies/Repairs	CCS	Shopping	March 30, 2019	*****	*****	*****	*****
Injectors of generator - CCS HQ	CCS	Shopping	June 30, 2019	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Painting Supplies	CCS	Shopping	March 15, 2019	*****	*****	*****	*****
Photocopier Maintenance Spares	CCS	Shopping	Ongoing	*****	*****	*****	*****
Maintenance Work Projects (Contracted)				*****	*****	*****	*****
Painting of Chain Link Fence of CCS HQ	CCS	Shopping	11-Apr-19	*****	*****	*****	*****
Repairs to Roof And Sealing of Air Spaces CCS HQ	CCS	Shopping	12-Apr-19	*****	*****	*****	*****
Painting of front Fence of CCS HQ	CCS	Shopping	13-Apr-19	*****	*****	*****	*****
Painting and Repair of Guard Huts	CCS	Shopping	14-Apr-19	*****	*****	*****	*****
Installation of Lighting Fixtures (Parking Lot)	CCS	Shopping	15-Apr-19	*****	*****	*****	*****
Design of New Elevator Shaft	CCS	Shopping	16-Apr-19	*****	*****	*****	*****
Painting of Green Rails and Facade	CCS	Shopping	17-Apr-19	*****	*****	*****	*****
Repairs and repainting of external corridors ground floor and first floor	CCS	Shopping	18-Apr-19	*****	*****	*****	*****
Painting of CCS Building Exterior	CCS	Shopping	19-Apr-19	*****	*****	*****	*****
Removal of existing Elevator	CCS	Shopping	Jan 15,2019	*****	*****	*****	*****
Demolition of Existing Elevator Shaft	CCS	Shopping	15-Feb-19	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Removal of rusted steel grills and replacement with vent blocks - CCS Service Building	CCS	Shopping	21-Apr-19	*****	*****	*****	*****
Extension of Gardeners Hut	CCS	Shopping	22-Apr-19	*****	*****	*****	*****
Repairs to ceiling in Air Handler Rooms	CCS	Shopping	23-Apr-19	*****	*****	*****	*****
Extension of Concrete Drains	CCS	Shopping	23-Apr-19	*****	*****	*****	*****
Servicing of Generator Alternator and Starting Motor	CCS	Shopping	24-Apr-19	*****	*****	*****	*****
Road marking and repainting of parking signs	CCS	Shopping	25-Apr-19	*****	*****	*****	*****
Replacement of one main Panels for AC Units	CCS	Shopping	26-Apr-19	*****	*****	*****	*****
Cleaning and Vaccuuming of Air Ducts	CCS	Shopping	26-Apr-19	*****	*****	*****	*****
Replace Injectors and seals on CCS HQ/Annex Gen Sets	CCS	Shopping	26-Apr-19	*****	*****	*****	*****
Mintenance and Operation of Motor Vehicles							
Fuel and Lubricants for motor vehicle	CCS	Direct Award	Jan - Dec 19	*****	*****	*****	*****
Servicing of Motor vehicles	CCS	Direct Award	Jan - Dec 19	*****	*****	*****	*****
Repairs and Spares for motor vehicle	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Cleaning of Motor Vehicles	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****

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1 January, 2019- 31 December, 2019

DESCRIPTION OF ACTIVITY	Source of Funding	Procurement Method	Expected Start Date(Date by which goods/services are required)	EXPENDITURE PHASING							
				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$				
				General Admin Services							
				Scrubbing and polishing of floors - HQ	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Shampooing of carpets at HQ	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Scrubbing and polishing of floors - Annexe	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Shampooing of carpets at Annexe	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Routine Repairs/Refurbishing of furniture	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Refurbishing of chairs in the large conference room are to be refurbished	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Gardening Services - Remuneration for Head Gardener	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Gardening Services - Remuneration for L. Johnson	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Gardening Services - Remuneration for A. Mc Kenzie	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Gardening Services - Remuneration for L Rolston	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				
Gardening Services - Remuneration for F. Blair	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****				

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Purchase of Gardening Implements (TOOLS)	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Purchase of Gardening supplies (incl an irrigation sys for automated watering of hedges and burms)	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Purchase of Gardening spares	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Fuel for Gardening equipment	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Servicing of Gardening equipment	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Repairs to gardening equipment	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Recarpeting of Large Conference Room & Q7	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Work study Interns - Stipend	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Improvement of lawns	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Sanitac Services - HQ	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Sanitac Services - Annex	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Garbage Disposal Service - HQ	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Garbage Disposal Service - Annex	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Miscellaneous Purchases	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Garbage Disposal Service - SG's Residence	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Gardening/Handyman services - at the SGs residence	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Gardening supplies - SG's Residence	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Security				*****	*****	*****	*****
Security Services	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Escort Services	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Documenttion Center							
Newspapers (3 Local), Gazettes, Membership Subscriptions (dLOC, ACURIL, CARBICA, ASLIB)	CCS	Direct Award	January	*****	*****	*****	*****
EBSCO Electronic Databases, Periodical subscriptions	CCS	Direct Award	February	*****	*****	*****	*****
Monographs	CCS	Direct Award	March	*****	*****	*****	*****
Monographs	CCS	Direct Award	April	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Monographs	CCS	Direct Award	May	*****	*****	*****	*****
Library supplies & equipment	CCS	Direct Award	June	*****	*****	*****	*****
Monographs	CCS	Direct Award	July	*****	*****	*****	*****
Monographs	CCS	Direct Award	August	*****	*****	*****	*****
Monographs	CCS	Direct Award	September	*****	*****	*****	*****
Monographs	CCS	Direct Award	October	*****	*****	*****	*****
Monographs	CCS	Direct Award	November	*****	*****	*****	*****
Periodical subscriptions	CCS	Direct Award	December	*****	*****	*****	*****
Jamaica Offices							
Internal Cleaning Services	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Hygiene Services (Both)	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Cleaning Supplies	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Stationery & Office Supplies	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Printer Spares and accessories	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Maintenance of Offices - Gardening	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Maintenance of Offices - Security	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Maintenance of Computers	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Courier Services	CCS	Direct Award	Jan - Dec 2018	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$				
				CSME and OTN Barbados Offices				*****	*****	*****	*****
				Cleaning Services	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Hygiene Services (Both)	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Drinking Water	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Cable & Wireless (Barbados) - Yellow Pages Listing	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Cable & Wireless (Barbados) - Landline & mobile	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Cable & Wireless (Jamaica) - Office	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Digicel (Barbados) - Internet et al	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Stationery & Office Supplies	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Maintenance of Computers including Printer Spares and accessories	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Maintenance of Computers - Alfresco Software	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Maintenance of Vehicle (Insurance et al)	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Maintenance of Offices - Insurance	CCS	Shopping	Apr - Sept 2018	*****	*****	*****	*****				
Maintenance of Offices - Repairs, Cleaning supplies et at	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Maintenance of Offices - Security	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****				
Courier Services	CCS	Shopping	Jul - Dec 2018	*****	*****	*****	*****				

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Subscriptions	CCS	Shopping	Jan - Dec 2018	*****	*****	*****	*****
Headquarters and Annexe - IIS							
Computer spares	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance of HP printers	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance tools	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance of power infrastructure	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Software maintenance	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Workfront software maintenance	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
HRIS software maintenance	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance of firewall systems and software	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Hosted mail service	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Hosting of web services	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Hosting of external servers	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Domain name renewal and management	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
CARICOM-India ICT Project	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Extended warranty for servers	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance and support for telephone system	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Extended warranty for videoconferencing equipment	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Technical reference material and subscriptions	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Miscellaneous	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Barbados and Jamaica Offices - IIS							

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Computer spares	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Printer maintenance	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance tools	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance of power infrastructure	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Software maintenance	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Extended warranty for servers	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Maintenance of firewall	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Technical reference material	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Miscellaneous	CCS	Shopping	Jan - Dec 2019	*****	*****	*****	*****
Communications Unit							
Procurement of Memorabilia	CCS	Shopping	1-Jan-19	*****	*****	*****	*****
Subscriptions and Licence (New and Renewal)	CCS	Drect Award	1-Jan-19	*****	*****	*****	*****
InfoKits (New and Reprint)	CCS	Shopping	1-Feb-19	*****	*****	*****	*****
SG's Annual Report	CCS	Shopping	1-Sep-19	*****	*****	*****	*****
PR Initiatives	CCS	Shopping	1-Jan-19	*****	*****	*****	*****
Internal Audit							
Attendance at locally organised training courses	CCS	Shopping	Jan - Aug 19	*****	*****	*****	*****
Purchase of reference materials	CCS	Shopping	Apr-19	*****	*****	*****	*****
Subscription to IIA	CCS	Direct Award	Dec-19	*****	*****	*****	*****
Subscription to online database (knowledgeleader)	CCS	Direct Award	Sep-19	*****	*****	*****	*****
Annual Maint. Fee - IDEA Data Analysis Software	CCS	Direct Award	Jan-19	*****	*****	*****	*****
Annual Maint. Fee - TeamMate Audit Management Software	CCS	Direct Award	Jan-19	*****	*****	*****	*****

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TeamMate Audit Management Software - 1 additional License	CCS	Direct Award	Jan-19	*****	*****	*****	*****
Store Supplies							
Replenishment of General Office Supplies for the CCS Stores	CCS	Shopping	Jan - Jun 2018	*****	*****	*****	*****
Replenishment of Tea Supplies for the CCS Stores	CCS	Shopping	Jan - Jun 2018	*****	*****	*****	*****
Replenishment of Cleaning Supplies for the CCS Stores	CCS	Shopping	Jan - Jun 2018	*****	*****	*****	*****
Human Resources Management							
Repatriation	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Resettlement Grant	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
First Appointment (inclusive of advertisements, interviews& on-boarding)	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Employee Relations	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Employee Health and Wellness Support Fund	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Long Service Awards	CCS	Shopping	Oct - Dec 19	*****	*****	*****	*****
End-of-Year Function	CCS	Shopping	Oct - Dec 19	*****	*****	*****	*****
Staff Talent Celebration	CCS	Shopping	Oct - Dec 19	*****	*****	*****	*****
4 Easels (to accommodate flip chart paper for training)	CCS	Shopping	Jan - Mar 19	*****	*****	*****	*****
2 visitors chair	CCS	Shopping	Jan - Mar 19	*****	*****	*****	*****
Global Fund							
One (1) HP Laser Jet Print Cartridges 90 A		Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Cartridge for HP Laser Jet Pro 400	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Bottle of Color Toner for Xerox 6605 Multifunctional Machine	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****

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One (1) Bottle of Black Toner for Xerox 6605 Multifunctional Machine	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Bottle of Waste Toner Bottle for Xerox 6605 Multifunctional Machine	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Large Bulldog Clips	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Medium Bulldog Clips	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Small Bulldog Clips	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Packet of Pocket Folders	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Packet of Quarto Printing Paper	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Packet of Legal Printing Paper	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Blue Ink	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Black Ink	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Red Ink	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
One (1) Box of Highlighter	Global Fund	Shopping	Jan - Mar 19	*****	*****	*****	*****
Finance							
Implementation of HRIS module for Position Budgeting	Kingdom of Spain	Restricted	Jan - Dec 19	*****	*****	*****	*****
Renewal of Annual Support for Dynamics SL	CCS	Direct Award	Jan - Dec 19	*****	*****	*****	*****
Renewal of Service Desk Support for Dynamics SL	CCS	Direct Award	Jan - Dec 19	*****	*****	*****	*****
Capital Expenditure							
One (1) Desktop Computer	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (10) PRTG Network Monitor	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Sofa Leafter	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Three (3) Leather Club Chairs	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****

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Three (3) Leather Guest Chairs	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Customised Computer Desk hutch	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Customised Computer Desk	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) PA Mixing Amplifier -73519 AMP NRS 480 + 480# HF908	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Bench grinder (120 VAC), 8" VARIABLE SPEED	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Refrigerant reclaiming machine -Robinair RG3 Twin-Cylinder Portable Refrigerant Recovery Machine - 115V AC, 60 Hz	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Two (2) SMART TV (Monitor) 32" FOR CCTV	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) BAGLESS UPRIGHT VACUUMS		Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) FS250 BRUSH CUTTER-STIHL		Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) 3 SHELF STAINLESS STEEL TROLLEY	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) BR600 STIHL BLOWER	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Five (5) EXECUTIVE OFFICE CHAIRS	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Flat 50" 4K UHD Smart TV with Wall mount brackets	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Mobile TV Stand TV Cart with Mount fits 32 to 65-inch Flat Screens	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
One (1) Double-Sided Magnetic Mobile Whiteboard, Aluminium Frame and Stand 48 x 36 inches	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****

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				Q1 EC \$	Q2 EC \$	Q3 EC \$	Q4 EC \$
Three (3) Ergonomic Stenographic chairs	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Two (2) Document cases. Hard cover - pulleys	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Log Monitoring and Analyzer - Software	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****
Multi -Function Printer	CCS	Shopping	Jan - Dec 19	*****	*****	*****	*****

Guidelines and Procedures Manual (GPM)
Procurement method
Direct Award
Shopping
Restricted Tendering

EU Pratical Guide
Procurement method
Single Tender Procedure