

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
332		Acquisition of Portable, Foldable, Hand Trolleys	24101504	Supply and delivery of three (3) portable, foldable, hand trolley for RGD locations.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
333		Acquisition of Heavy-Duty Shredder Machines	44101608	Supply and delivery of three (3) heavy duty shredders	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
334		Acquisition of Auto Numbering Machines	44102402	Supply and delivery of four (4) auto numbering machines (207M)	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
335		Acquisition of Water Cooler	48101711	Supply and delivery of one (1) water cooler	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
336		Acquisition of Counter Chair	56101504	Supply and delivery of one (1) counter chair RGD.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
337		Acquisition of Cabinets (Two Door)	56101702	Supply and delivery of sixteen (16) two door cabinets with shelves RGD.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
338		Acquisition of Guillotine	60121301	Supply and delivery of two (2) guillotines RGD.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
339		Acquisition of Aluminium Shelf System	24102000	Supply and delivery of ten (10) Modular aluminum shelving systems	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
340		Acquisition of Filing Cabinets (Four Draw) (Regular metal)	56101702	Supply and delivery of twenty-four (24) standing four draw metal cabinets, with compatibility with “Green Filing Jackets” and with “Key Lock”. RGD.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
341		Acquisition of Filing Cabinets (Four Draw) (Fireproof)	56101702	Supply and delivery of twenty-four (24) fireproof cabinets RGD	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
342		Acquisition of Anti-Lock Safe	72154037	Supply and delivery of four (4) money storage safes RGD	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
343		Acquisition of Serving Trolley	24101706	Supply and delivery of one (1) serving trolley	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
344		Acquisition of 4-Drawer Lateral Filing Cabinets	56101702	Supply and delivery of two (2) cabinets.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
345		Acquisition of 30.7" Wide, 5-Drawer, Under Desk Storage File Cabinets or 5-Drawer File Cabinet Mobile Storage Cabinet w/Door & Shelf	56101702	Supply and delivery of six (6) of the under-desk storage cabinets.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
346		Acquisition of Ergonomic Chair	56101504	Supply and delivery of five (5) ergonomic RGD.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
347		Acquisition of Work Desks	56101703	Supply and delivery of work desks / tables 4x4	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
348		Acquisition of Table	56101519	Supply and delivery of three (3) 2 ½ x 4 Feet tables for Printers.	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
349		Acquisition of Super Strength Plastic Multi-Purpose Trolley	24101706	Supply and delivery of five (5) multi-purpose utility trollies with ergonomic handles containing 3 trays with 3 X 70mm deep shelves. RGD	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract
350		Acquisition of PC Repair Tool Kit & Network Tool Kit	27113203	Supply and delivery of three (3) PC repair tool kits and three (3) Network Tool Kits for ICT devices, including printers and desktops	June 2025	September 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
351		Acquisition of Refrigerators	52141501	Supply and Delivery of Four (4) refrigerators, standard size,	March 2025	July 2025	4 Months	Selective Tender	NA	Fixed Price Contract
352		Acquisition of Heavy-Duty Entrance Door Mats	52101500	Supply and delivery of seven (7) medium size heavy duty entrance door mats	March 2025	July 2025	4 Months	Selective Tender	NA	Fixed Price Contract
353		Acquisition of Compressed Air Duster Vacuum	41103305	Supply and delivery of three (3) Compressed Air Duster Vacuums. Equipped with a 90W high-power motor, delivering up to 16,000PA of suction and speeds of up to 110,000 RPM	March 2025	July 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
354		Acquisition of Cleaning Brush Kit	44102906	Supply and delivery of three (3) Cleaning Brush Kits.	March 2025	July 2025	4 Months	Selective Tender	NA	Fixed Price Contract
355		Acquisition of Spiral Binding Machine	44102803	Supply and delivery of two (2) Spiral Binding Machines.	March 2025	July 2025	4 Months	Selective Tender	NA	Fixed Price Contract
356		Acquisition of Window Blinds	52131600	Supply and delivery of one (1) set of blinds for the window in the supervisor office on the 10th floor	March 2025	July 2025	4 Months	Selective Tender	NA	Fixed Price Contract
357		Acquisition of misting machine	21101805	Supply and delivery of (1) misting machine.OM	March 2025	March 2025	1 Month	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

No	Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
358		Acquisition of disposal Services	80161702	Supply and delivery of disposal Services	March 2025	June 2025	4 Months	Selective Tender	NA	Fixed Price Contract
359		Acquisition of EAP Services	84131609	Supply and delivery of EAP Services	March 2025	June 2025	4 Months	Selective Tender	NA	Fixed Price Contract
360		Outfitting and refurbishment of RGD Tobago Caroline Building	72100000	Transport and assembly of furniture, third floor. Refurbishment and repainting of the third floor and Levels 1 and 2. Replacement of Blinds on the third floor.	March 2025	June 2025	4 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

Project number	Project Name	UPSPC Code	Brief description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (only required for works and services)	Procurement Method	Stand still period (if applicable) no of Days)	Contract Type
361	Replacement/ Installation of blinds on Levels 19 of AGLA Tower	52131600	Removal of existing blinds and installation of new blinds on Level 19.	March 2025	March 2025	1 Month	Selective Tender	NA	Fixed Price Contract
362	CCTV Installation and maintenance at RGD Arima office	46171622	Installation and annual maintenance of CCTV Cameras throughout the RGD Arima	March 2025	May 2025	3 Months	Selective Tender	NA	Fixed Price Contract
363	Tinting of glass at the District Registrar's Office in San Fernando Teaching Hospital	72154021	Tinting of glass at the District Registrar (San Fernando Teaching Hospital)	March 2025	May 2025	3 Months	Selective Tender	NA	Fixed Price Contract
364	Bank Note Counters	44111609	Acquisition of Bank Note Counters	May 2025	June 2025	2 Months	Selective Tender	NA	Fixed Price Contract

Annual Schedule of Planned Procurement

Office of the Attorney General and Ministry of Legal Affairs

2024-2025

Amendment 1

365	Tobago Accommodation	90111800	Acquisition of new accommodation in Tobago for Employees of the Ministry	May 2025	June 2025	2 Months	Selective Tender	NA	Fixed Term Contract
366	Outfit Minister’s Office	56101703	Acquisition of new furniture	June 2025	June 2025	1 Month	Selective Tender	NA	Fixed Price Contract