

THE CEPEP COMPANY LIMITED
SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES FOR FISCAL 2024

NO.	PROJECT NUMBER	PROJECT NAME	UNSPSC CODE LVL 13	BRIEF DESCRIPTION	PROPOSED DATE FOR ISSUING BIDDING DOCUMENTS	ESTIMATED PROJECT DURATION	EXPECTED DELIVERY/COMPLETION DATE	PROCUREMENT METHOD	CONTRACT TYPE	STANDSTILL PERIOD (IF APPLICABLE)
1	TBD	Network Monitoring of Hardware and Software	43222634	Application which allows efficient monitoring of network hardware and software used by employees	Feb-24	1 month	March-24	Selective Tendering	Fixed Term	NA
2	TBD	Upgrade of Camera Systems - Software and Hardware	46171610	Upgrading of sixteen (16) cameras to wireless cameras and acquisition of modern camera management software	Mar-24	3 months	April-24	Selective Tendering	Fixed Term	NA
3	TBD	Upgrade of two (2) departmental printers	43212110	Signing of new lease for 2 modern heavy duty printers to replace current printers	Jan-24	2 months	March-24	Selective Tendering	Fixed Term	NA
4	TBD	Acquisition of ten (10) laptops	43211503	Purchase of 10 new modern laptops for employees	Jan-24	2 months	March-24	Selective Tendering	Fixed Term	NA
5	TBD	Acquisition five (5) laptops	43211503	Purchase of 5 new modern laptops for employees	Apr-24	5 months	June-24	Selective Tendering	Fixed Term	NA
6	TBD	Refurbishment of damaged laptops	81112300	Repairs and purchase of new parts for (3) damaged laptops to make them usable again	Jan-24	3 months	April-24	Selective Tendering	Fixed Term	NA
7	TBD	Acquisition of Operating System for New Server	43211501	Purchase of Windows 2023 Operation System to be installed in new server	Jan-24	1 month	February-24	Selective Tendering	Fixed Term	NA
8	TBD	Replacement of server room network switches	43222612	Replacement of 3 server room switches with new modern ones	Jan-24	2 months	March-24	Selective Tendering	Fixed Term	NA
9	TBD	Acquisition of drone accessories		Purchase of battery pack and other items for Company's drone	Jan-24	3 month	April-24	Selective Tendering	Fixed Term	NA
10	TBD	Acquisition of personal printers	43212100	Acquisition of personal printers	As required	NA	NA	Selective Tendering	Fixed Term	NA
11	TBD	Acquisition of mobile phones	43191501	Acquisition of mobile phones	Jan-24	1 month	February-24	Selective Tendering	Fixed Term	NA
12	TBD	Miscellaneous hardware	43210000	Acquisition of day to day items used by employees eg. wireless mouses, USB flashdrives and cables etc.	As required	*		Selective Tendering	Fixed Term	NA
13	TBD	Departmental Documents Digitization	81110000	Scanning of all paper documents and then uploading to secure cloud folder	Jan-24	9 months	October-24	Selective Tendering	Fixed Term	NA
14	TBD	Acquire licenses for GPS Devices	81111805	Acquisition of licenses for 70 GPS Devices	Jan-24	3 months	April-24	Selective Tendering	Fixed Term	NA
15	TBD	Upgrade of Risk Management Software	43230000	Upgrade of Risk Management Software from Access Database to Modern Webapp Database	Jan-24	2 months	March-24	Selective Tendering	Fixed Term	NA
16	TBD	VMWARE Acquisition	43230000	Acquisition of VMWare to be used in company servers		*		Selective Tendering	Fixed Term	NA
17	TBD	Payment of various Licenses	43230000	Annual renewal fee for support and services		*	Annually	Selective Tendering	Fixed Term	NA
18	TBD	Web Hosting and Maintenance	43230000	Web Hosting and Maintenance of online page			Annually	Selective Tendering	Fixed Term	NA

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19	TBD	Various Training for various Departments	90121502	Procurement of a firm to host online training modules which deals with all expenses associated with the training and development of staff.			Annually	Selective Tendering	Fixed Term	NA
20	TBD	Communication Enhancement		Acquisition of communication Enhancement - Microsoft Teams			Annually	Selective Tendering	Fixed Term	NA
21	TBD	Retention of a HR Consultant	80101511	Procurement of a HR Consultant for the Company	Feb-24	NA		Selective Tendering	Fixed Term	NA
22	TBD	To procure toners	44103100	Supply and delivery of toners for all the Company's printers and copiers for the employees to discharge their duties	As required		NA	Selective Tendering	Fixed Term	NA
23	TBD	To procure toiletries		Supply and delivery of toilet tissue, hand towels, napkins, and other toiletries needed by the Company	As required		NA	Selective Tendering	Fixed Term	NA
24	TBD	To procure stationery	14111509	Stationery and office supplies	As required		NA	Selective Tendering	Fixed Term	NA
25	TBD	To procure grocery and kitchen items		Supply and delivery of hand towels, napkins, liquid soap, and various kitchen items including but not limited to milk, juice and water.	As required		NA	Selective Tendering	Fixed Term	NA
26	TBD	Acquisition of Trash Bags	47121701	Procurement of Cases of Garbage Bags For Core Contractors	As required		NA	Selective Tendering	Fixed Term	NA
27	TBD	Acquisition of Safety Boots	46181604	Procurement of Safety Boots	Feb-24	1 month		Selective Tendering	Fixed Term	NA
28	TBD	Acquisition of Vests	46181507	Procurement of branded safety vests to be worn by Field Workers	As required	NA	NA	Selective Tendering	Fixed Term	NA
29	TBD	Acquisition of Road Signs	55121700	Supply and delivery of Road Signs for Field Workers of the Core Contractors	As required	NA	NA	Selective Tendering	Fixed Term	NA
30	TBD	Acquisition of Cleaning and Janitorial Supplies	47130000	Supply and delivery of numerous cleaning supplies which would include brooms, mops, disinfectant, sanitizers and other items needed	As required	NA	NA	Selective Tendering	Fixed Term	NA
31	TBD	Acquisition of Signage	55121700	Supply and installment of signage at certain areas throughout Trinidad	As required	NA	NA	Selective Tendering	Fixed Term	NA
32	TBD	Repairs To Heavy Equipment	72154501	Servicing of heavy equipment inclusive of trucks, and backhoes, repairs to air-conditioning, replace batteries and other parts in heavy equipment as needed	As required	NA	NA	Selective Tendering	Fixed Term	NA
33	TBD	Maintenance of vehicles	43223206	The upkeep and maintenance of the Company's fleet	As required	NA	NA			NA
34	TBD	Lease of Vehicles	78111808	Leasing Company vehicles	As required	NA	NA	Selective Tendering	Fixed Term	NA
35	TBD	Acquisition of Raincoats		Procurement of Raincoats	As required	NA	NA	Selective Tendering	Fixed Term	NA
36	TBD	Acquisition of Umbrellas		Procurement of Umbrellas	As required			Selective Tendering	Fixed Term	NA

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37	TBD	Purchase of Heavy Equipment	22100000	Procurement of Heavy Equipment	Jun-24	4 months	Oct-24	Selective Tendering	Fixed Term	NA
38	TBD	Purchase of Minor Equipment		Procurement Minor Equipment Purchase	Jul-24	1 month	Aug-24	Selective Tendering	Fixed Term	NA
39	TBD	Repairs To Minor Equipment		Procurement Minor Equipment Repairs	As required	NA	NA	Selective Tendering	Fixed Term	NA
40	TBD	Acquisition of items for the DART Team	46181500	Procurement of Disposable Suits, face masks, long gloves, safety glasses, face shields, cartridges	As required	NA	NA	Selective Tendering	Fixed Term	NA
41	TBD	Acquisition of Cutlasses		Procurement of of Cutlasses	Aug-24	1 month	Sep-24	Selective Tendering	Fixed Term	NA
42	TBD	Acquisition of office furniture	56101700	Procurement of office Furniture	As required	NA	NA	Selective Tendering	Fixed Term	NA
43	TBD	Rental of office Space		Procurement of office Space Rental				Sole Source	Fixed Term	NA
44	TBD	Servicing of Air conditioning	72101511	Servicing of Air Conditioning at the Head Office of the CEPEP Company Limited	As required	NA	NA	Selective Tendering	Fixed Term	NA
45	TBD	Plumbing Servicing	72101510	Servicing of plumbing at the Head Office	As required	NA	NA	Selective Tendering	Fixed Term	NA
46	TBD	Electrical Servicing	72151500	Procurement of Electrical Services	As required	NA	NA	Selective Tendering	Fixed Term	NA
47	TBD	Promotional Items		Purchase of various Promotional Items for the Company	As required	NA	NA	Selective Tendering	Fixed Term	NA
48	TBD	Printing of brochures	55101500	Recruitment of firm for Printing services including brochures	As required	NA	NA	Selective Tendering	Fixed Term	NA
49	TBD	Repair and Maintenance of Head Office	72100000	Repairs and maintenance to building housing the Head Office inclusive of generators, furnishing and pest control	As required	NA	NA	Selective Tendering	Fixed Term	NA
50	TBD	Publicity	55101500	Advertisement in Newspapers, and radio for information on services events and initiatives of the Company	As required	NA	NA	Selective Tendering	Fixed Term	NA
51	TBD	Décor	55120000	Procurement of Décor inclusive of signage etc	Aug-24	NA	Annually	Selective Tendering	Fixed Term	NA
52	TBD	Refreshment		Provision of refreshments for various events hosted by the Company	As required	NA	NA	Selective Tendering	Fixed Term	NA