

INDUSTRIAL COURT OF TRINIDAD & TOBAGO

Annual Schedule of Planned Procurement Activities – Fiscal 2023 - 2024

NO.	PROJECT NO.	Project Name	UNSPSC Code	Brief Description	Proposed Date for issuing 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	Comments
1	ICTT 001 of 2023/2024	Construction of office space	72121103	Construction of office space	October 31st 2023	January 31st 2024	One Week	Single Source	N/A	Fixed	Contract awarded to NIPDEC
2	ICTT 002 of 2023/2024	Disposal of electronics (e-waste)	76121500	Disposal of electronics (e-waste)	November 2nd 2023	December 31st 2023	One Week	Selective Tendering	N/A	Fixed	Contract to be awarded to RECYCLAGE E-WASTE MANAGEMENT LTD
3	ICTT 003 of 2023/20024	Disposal of unserviceable items by destruction/removal to the approved landfills	76121500	Disposal of unserviceable items by destruction/removal to the approved landfills.	November 2nd 2023	January 31st 2024	One Week	Single Source	N/A	Fixed	Contract to be awarded to SWMCOL
4	ICTT 004 of 2023/2024	Transportation fee for Disposal of Air conditioning units and refrigerators	76122300 and 76122400	Transportation fee for Disposal of Air conditioning units and refrigerators	November 2nd 2023	January 31st 2024	One Week	Sole Source	N/A	Fixed	Contract to be awarded to Refrigerant Recovery Recycle Association's (RRRA)
5	ICTT 005 of 2023/2024	Provision of Soft Drinks	50202306	Provision of Soft Drinks	November 29th 2023	December 15th 2023	One day	RFQ	N/A	Fixed	Contract awarded to Ramadhar's Food & Liquor Centre
6	ICTT 006 of 2023/2024	Provision of Paint and painting supplies	31211502	Provision of Paint and painting supplies	November 30th 2023	January 31st 2024	One day	Sole Source	N/A	Fixed	Contract to be awarded to Sherwin Williams
7	ICTT 007 of 2023/2024	Provision of Water Dispensers	48101711	Provision of Eight Water Dispensers	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
8	ICTT 008 of 2023/2024	Provision of 5 Gal. Blue Waters and Bottled Drinking Water	50202301	Provision of 5 Gal. Blue Waters and Bottled Drinking Water	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
9	ICTT 009 of 2023/2024	Provision of Door Mats	52101508	Provision of Door Mats	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
10	ICTT 010 of 2023/2024	Provision of Stationary	14111509	Provision of Stationary	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
11	ICTT 011 of 2023/2024	Provision of Electric Kettles	52141523	Provision of Electric Kettles	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
12	ICTT 012 of 2023/2024	Provision of four drawer filing Cabinets	56101702	Provision of four drawer filing Cabinets	Mar-24	Mar-24	One day	RFQ	N/A	Fixed	
13	ICTT 013 of 2023/2024	Provision of General Household Tool Kit	27113201	Provision of General Household Tool Kit	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
14	ICTT 014 of 2023/2024	Provision of Ladders	30191501	Provision of Ladders	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
15	ICTT 015 of 2023/2024	Provision of Stamps	44121604	Provision of Stamps	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
16	ICTT 016 of 2023/2024	Provision of extension cord	26121536	Provision of extension cord	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
17	ICTT 017 of 2023/2024	Provision of paper shredder	44101603	Provision of paper shredder	Mar-24	Mar-24	One day	RFQ	N/A	Fixed	
18	ICTT 018 of 2023/2025	Fumigation of warehouse	72102103	Fumigation of warehouse	Jan-24	Feb-24	One week	RFQ	N/A	Fixed	

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19	ICTT 019 of 2023/2024	Cleaning of Warehouse	76110000	Cleaning of Warehouse	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
20	ICTT 020 of 2023/2024	Provision of back brace/support	46182211	Provision of three back brace	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
21	ICTT 021 of 2023/2024	Provision of Mini Refrigerators	52141501	Provision of Ten Mini Refrigerators	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
22	ICTT 022 of 2023/2024	Provision of keys tags	55121504	Provision of 500 keys tags	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
23	ICTT 023 of 2023/2024	Provision of Line Conditioners	39121000	Provision of Line Conditioners	Jan-24	Jan-24	One day	Single Source	N/A	Fixed	
24	ICTT 024 of 2023/2024	Provision of Toners	44103103	Provision of Toners	Jan-24	Jan-24	One day	Single Source	N/A	Fixed	
25	ICTT 025 of 2023/2024	Provision of Nameplates	55121701 and 55121702	Provision of Nameplates for offices	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
26	ICTT 026 of 2023/2024	Provision of Office Chairs	56101720	Provision of Office Chairs	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
27	ICTT 027 of 2023/2024	Provision of drinking glasses	52152102	Provision of drinking glasses	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
28	ICTT 028 of 2023/2024	Provision of domestic mugs	52152103	Provision of domestic mugs	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
29	ICTT 029 of 2023/2024	Provision of Table cloth	52121604	Provision of Table cloth	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
30	ICTT 030 of 2023/2024	Provision of mobile phone	43191501	Provision of mobile phone	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
31	ICTT 031 of 2023/2024	Provision of Industrial Shelving for Warehouse	56111906	Provision of Industrial Shelving for Warehouse	Jan-24	Feb-24	Two weeks	RFP	N/A	Fixed	
32	ICTT 032 of 2023/2024	Provision of Office Desk	56101703	Provision of Office Desk	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
33	ICTT 033 of 2023/2024	Provision of Desktop Computer	43211500	Provision of Desktop Computer	Jan-24	Mar-24	One day	Selective Tendering	N/A	Fixed	
34	ICTT 034 of 2023/2024	Provision of Printer	43212100	Provision of Printer	Jan-24	Mar-24	One day	Single Source	N/A	Fixed	
35	ICTT 035 of 2023/2024	Provision of Bins	24112000	Provision of Bins	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
36	ICTT 036 of 2023/2024	Provision of fireproof cabinets	56101702	Provision of fireproof cabinets	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
37	ICTT 037 of 2023/2024	Provision of scanner	43211711	Provision of scanner	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
38	ICTT 038 of 2023/2024	Provision of Refrigerator	52141501	Provision of Refrigerator	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
39	ICTT 039 of 2023/2024	Provision of padlocks	46171501	Provision of padlocks	Jan-24	Jan-24	One day	RFQ	N/A	Fixed	
40	ICTT 040 of 2023/2024	Provision of security cameras, Surveillance video or audio recorders Closed circuit television CCTV system	46171610, 46171621 and 46171622	Provision of security cameras, Surveillance video or audio recorders Closed circuit television CCTV system	2024	2024	Two weeks	RFP	N/A	Fixed	
41	ICTT 041 of 2023/2024	Provision of access control system	46171619	Provision of access control system	2024	2024	Two weeks	RFP	N/A	Fixed	
42	ICTT 042 of 2023/2024	Provision of x-ray baggage scanner and full body scanner/metal detector	46171624, 46171633 and 46171643	Provision of x-ray baggage scanner and full body scanner/metal detector	2024	2024	One day	RFP	N/A	Fixed	
43	ICTT 043 of 2023/2024	Refurbishment or Replacement of elevators	72154010	Refurbishment or Replacement of elevators	2024	2024	One day	Single Source	N/A	Fixed	
44	ICTT 044 of 2023/2024	Provision of Design, layout and Printing services for "Trends in Labour and Industrial Relations Bulletin"	82121500 and 82141502	Provision of Design, layout and Printing services for "Trends in Labour and Industrial Relations Bulletin"	Jul-24	May-24	One day	Selective Tendering	N/A	Fixed	

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45	ICTT 045 of 2023/2024	Provision of photography services for annual report and special sitting of the Industrial Court	82131604	Provision of photography services for annual report and special sitting of the Industrial Court	July/August 2024	Sep-24	One day	Selective Tendering	N/A	Fixed	
46	ICTT 046 of 2023/2024	Provision of layout, design and printing services for annual report	82121500 and 82141502	Provision of layout and design services for annual report	July/August 2024	Sep-24	One day	Selective Tendering	N/A	Fixed	
47	ICTT 047 of 2023/2024	Provision of Refreshments for Special Sitting of the Industrial Court	90101600	Provision of Refreshments for Special Sitting of the Industrial Court	July/August 2024	Sep-24	One day	Selective Tendering	N/A	Fixed	
48	ICTT 048 of 2023/2024	Provision of live broadcast (television services) for Special Sitting of the Industrial Court	83110000 83111900	Provision of live broadcast (television services) for Special Sitting of the Industrial Court	July/August 2024	Sep-24	One day	Selective Tendering	N/A	Fixed	
49	ICTT 049 of 2023/2024	Provision of live broadcast (radio services) for Special Sitting of the Industrial Court		Provision of live broadcast (radio services) for Special Sitting of the Industrial Court	July/August 2024	Sep-24	One day	Selective Tendering	N/A	Fixed	
50	ICTT 050 of 2023/2024	Provision of layout, design and printing services for the invitations for the Special Sitting of the Industrial Court	82121500 and 82141502	Provision of layout, design and printing services for the invitations for the Special Sitting of the Industrial Court	July/August 2024	Sep-24	One day	Selective Tendering	N/A	Fixed	
51	ICTT 051 of 2023/2024	Provision of printing services for "Analysis of Wages and Salaries Extracted from Collective Agreements Volume"	82121500	Provision of printing services for "Analysis of Wages and Salaries Extracted from Collective Agreements Volume"	Jul-24	Jul-24	One day	Selective Tendering	N/A	Fixed	
52	ICTT 052 of 2023/2024	Provision of layout, design and printing services for "Brochures, Pamphlets, Call Cards and Complimentary Slips	82121500 and 82141502	Provision of layout, design and printing services for "Brochures, Pamphlets, Call Cards and Complimentary Slips	2024	2024	One day	Selective Tendering	N/A	Fixed	
53	ICTT 053 of 2023/2024	Provision of advertising services for Vacancies, Public Notices, Trade Disputes Notices, FOIA, Uncashed Cheques, Special events/initiatives	82101500	Provision of advertising services for Vacancies, Public Notices, Trade Disputes Notices, FOIA, Uncashed Cheques, Special events/initiatives	2024	2024	one day to one week	Selective Tendering	N/A	Fixed	
54	ICTT 054 of 2023/2024	Provision of Microwaves	52141502	Provision of Microwaves	Janaury 2024	Feb-24	One day	RFQ	N/A	Fixed	
55	ICTT 055 of 2023/2024	Maintenance of Scanners	81112306	Maintenance of Scanners	Janaury 2024	Feb-24	One day	Single Source	N/A	Fixed	
56	ICTT 056 of 2023/2024	Provision of Photography services for Judges pictures	82131604	Provision Photography services for Judges pictures	Janaury 2024	Janaury 2024	One day	Selective Tendering	N/A	Fixed	
57	ICTT 057 of 2023/2024	Provision of Ecourt management Software	43230000	Provision of Ecourt management Software	2025	2025	N/A	Single Source	N/A	Fixed	
58	ICTT 058 of 2023/2024	Provision of Heavy duty guillotine paper cutter	60121301	Provision of heavy duty guillotine paper cutter	Jan-24	Feb-24	One day	RFQ	N/A	Fixed	
59	ICTT 059 of 2023/2024	Provision of Heavy duty electronic binding machine	44102801	Provision of heavy duty electronic binding machine	2024	2024	One day	RFQ	N/A	Fixed	
60	ICTT 060 of 2023/2024	Provision of Building Maintenance services for the San Fernando Industrial Court	72101500	Provision of Building Maintenance services for the Sanfernando Industrial Court	2024	2024	N/A	RFP	N/A	Fixed	
61	ICTT 061 of 2023/2024	Provision of umbrellas	53102505	Provision of umbrellas	Jan-24	February to March 2024	One day	RFQ	N/A	Fixed	

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62	ICTT 062 of 2023/2024	Provision of Messenger and Laptop Bags	24111500 and 43211619	Provision of Messenger and Laptop Bags	Jan-24	February to March 2024	One day	RFQ	N/A	Fixed	
63	ICTT 063 of 2023/2024	Provision of File Jackets for Court Files	44122011	Provision of File Jackets for Court Files	Mar-24	May/June 2024	Two weeks	Sole Source	N/A	Fixed	
64	ICTT 064 of 2023/2024	Provision of Vote Book Covers	44122005	Provision of Vote Book Covers	Mar-24	May/June 2024	Two weeks	Selective Tendering	N/A	Fixed	
65	ICTT 065 of 2023/2024	Provision of supplies from the Government Printery (Stock ledger pages, sub voucher forms, other charges vouchers, schedule of accounts, pay record cards, vote book pages, attendance register, travelling books, correspondence register	N/A	Provision of supplies from the Government Printery (Stock ledger pages, sub voucher forms, other charges vouchers, schedule of accounts, pay record cards, vote book pages, attendance register, travelling books, correspondence register	Mar-24	May/June 2024	Two weeks	Sole Source	N/A	Fixed	
66	ICTT 066 of 2023/2024	Maintenance of Vehicle	76111801	Maintenance of Vehicle (Washing & Detailing Services)	Janaury 2024	Janaury 2024	One day	RFQ	N/A	Fixed	
67	ICTT 067 of 2023/2024	Maintenance of Vehicle	78181503	Maintenance of Vehicle (Oil, Transmission Fluid and Brakes)	2024	2024	One day	Single Source	N/A	Fixed	