

Deeds and Commercial Registries Authority
Procurement Plan
For the Fiscal Year 2025
Capital Expenditure
Goods and Services

No.	Project Code	Activity Description	Estimated Budget (GS '000)		Procurement Method (OT, RT, RFP, RFQ, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Execution		Expenditure Phasing				Status	Comments
			Government	Foreign Funded		Estimated date of Advertisement	Date of Award	Start	End	Q1	Q2	Q3	Q4		
1	7011	Furniture and Equipment	50,000	NIL	OT									Pending	
2	IT	Business Names and Companies Database	4,000	NIL	RFP									Pending	
3	HR	Electronic Document Management System	2,000	NIL	RFQ									Pending	
4	IT	HR Software	14,000	NIL	OT	23/02/2025				X				In Progress	NPTAB
5	IT	Workstations	2,400	NIL	RFP									In Progress	
6	IT	15-inch Laptop	4,800	NIL	RFQ/RFP									Pending	
7	IT	Printers (Xerox Versalink)	1,250	NIL	RFQ									Pending	
8	IT	16 Channel CCTV System	1,400	NIL	RFQ		19/02/2025			X				In Progress	
9	IT	Television	2,800	NIL	RFQ					X				In Progress	
10	IT	Printers (HP 7740)	800	NIL	RFQ									Pending	
11	IT	Metro EID500 DataVac 500-Watt (Electric Duster)	700	NIL	RFQ									Pending	
12	IT	Fortigate 80F Firewall	600	NIL	RFQ									Pending	
13	IT	Tp-link Switch TL-SG1048 48 port switch	300	NIL	RFQ									Pending	
14	PRO	5 TB Secure Portable Hard Drive FIPS Level 3	138	NIL	RFQ									Pending	
15	PRO	Counter Stools	102	NIL	SS					X				In Progress	
16	PRO	Double door metal cabinets	3,600	NIL	RFQ									Pending	
17	PRO	Fireproof Cabinets	2,100	NIL	RFQ									Pending	
18	PRO	Fridge- Replacement of office fridge	2,250	NIL	RFQ									Pending	
19	HR	Chairs	1,800	NIL	RFQ									Pending	
20	ACC/BER/HR	Printer stand	240	NIL	RFQ					X				In Progress	
21	CR/SEC	Microwave	2,169	NIL	RFQ					X				In Progress	
22	PRO	Chairs (Commercial Registry)	3,600	NIL	RFQ									Pending	
23	CR	AC Units	300	NIL	RFQ					X				In Progress	
24	PRO	Lockers	2,000	NIL	RFQ									Pending	
25	IT	Office Desk	240	NIL	RFQ									Pending	
26	PRO	Battery Backup	650	NIL	RFQ									Pending	
27	ESQ	Electric Folding Scaffolding	4,000	NIL	RFQ/RFP									Pending	
28	ADM	Supply and installation of closed circuit security system	120	NIL	RFP					X				Pending	
29	ESQ	Vacuum	45,000	NIL	RFQ					X				In Progress	
		Additional furnishing for Essequibo, Mobile Shelves etc.	153,359	-	RFQ/RFP									In Progress	

Prepared By: **A.M. widall**

Andrew Murrall
Procurement Officer

Approval By:

Mrs. Azteja Batish
Registrar of Deeds

Verified By:

Ms. Anita Latchman
Finance and Accounts Manager

Approved By:

Mr. Reza Mantaj
Registrar of Commerce