

Entity: Ministry of Justice
Procurement Plan for year 2013- 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates			Status & Comments[2]
						Publication	Award	Start	
	1. Goods								
	Stationery and Office Supplies (Including Copy Paper, Ink Cartridges, Toners, Pens, Note Pads, Bleach, Disinfectants, Soap Air fresheners etc.)		Batch 1	No	LT	May 15, 2013	June 06, 2013	June 20, 2013	Awarded
			Batch 2	No	LT	July 15, 2013	August 06, 2013	August 20, 2013	Processing
			Batch 3	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Pending
			Batch 4	No	LT	November 08, 2013	November 30, 2013	December 14, 2013	Pending
	Electrical Materials and Fittings/Construction Materials (Major electrical upgrades at court facilities and the Office of the DPP)		Batch 1	No	LCB	July 15, 2013	August 12, 2013	November 10, 2013	Processing
	Computer Parts, Supplies and Cabling (Hard Drive, Key Board Mouse, Desk Top Computers & Cabling of new facilities)		Batch 1	No	LT	July 15, 2013	August 06, 2013	August 20, 2013	Pending
			Batch 2	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Pending
			Batch 3	No	LT	November 08, 2013	November 30, 2013	December 14, 2013	Pending
			Batch 4	No	LT	February 03, 2014	February 25, 2014	March 11, 2014	Pending

	Toilet Articles (soap, tissue, towel, disinfectant Ironmongery, Crockery Utensils & General Stores etc.)		Batch 1	No	LT	May 15, 2013	June 06, 2013	June 20, 2013	Awarded
			Batch 2	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Pending
			Batch 3	No	LT	November 08, 2013	November 30, 2013	December 14, 2013	Pending
			Batch 4	No	LT	February 03, 2014	February 25, 2014	March 11, 2014	Pending
	Furniture		Batch 1	No	LT	May 15, 2013	June 06, 2013	June 20, 2013	Awarded
			Batch 2	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Pending
			Batch 3	No	LT	November 11, 2013	December 03, 2013	December 17, 2013	Pending
	Repair to Furniture, machinery and Equipment		Batch 1	No	LT	May 15, 2013	June 06, 2013	June 20, 2013	Awarded
			Batch 2	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Pending
			Batch 3	No	LT	November 08, 2013	November 30, 2013	December 14, 2013	Pending
			Batch 4	No	LT	February 03, 2014	February 25, 2014	March 11, 2014	Pending

	Small Equipment and Appliance (Printers, Fax Machines, Binders, Shredders)		Batch 1	No	LT	May 15, 2013	June 06, 2013	June 20, 2013	Awarded
			Batch 2	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Processing
			Batch 3	No	LT	November 08, 2013	November 30, 2013	December 14, 2013	Pending
			Batch 4	No	LT	February 03, 2014	February 25, 2014	March 11, 2014	Pending
	Computer Hardware		Batch 1	No	LT	July 15, 2013	August 06, 2013	August 20, 2013	Awarded
			Batch 2	No	LT	August 01, 2013	August 23, 2013	September 06, 2013	Processing
			Batch 3	No	LT	November 08, 2013	November 30, 2013	December 14, 2013	Pending
			Batch 4	No	LT	February 03, 2014	February 25, 2014	March 11, 2014	Pending
	Computer Software (Wind		Batch 1	no	LT	May 27, 2013	June 17, 2013	July 08, 2013	Awarded
			Batch 2	no	LT	August 01, 2013	August 22, 2013	September 12, 2013	Processing
			Batch 3	no	LT	November 08, 2013	November 29, 2013	December 20, 2013	Pending

	Purchase of Judges Vehicles		5	no	LT	April 01, 2013	April 22, 2013	May 13, 2013	Awarded
			2	no	LT	July 15, 2013	August 06, 2013	August 27, 2013	Processing
			1	no	LT	September 15, 2013	October 07, 2013	October 28, 2013	Pending
	2. Works - Construction and improvement of Court Houses								

	- Black River			no	LCB	May 01, 2013	May 15, 2013	May 29, 2013	Processing
	- Justice Square (Construction, Furniture and Equipment & Software)			no	LCB	July 15, 2013	August 12, 2013	September 11, 2013	Processing
	- 2 Hagley Park Road			no	LCB	July 15, 2013	August 12, 2013	October 11, 2013	Processing
	- St. James Civil Registry (Fixture and Fittings)			no	LCB	July 30, 2013	August 27, 2013	September 26, 2013	Processing
	- All other courthouse repairs			no	LCB	July 30, 2013	August 27, 2013	September 26, 2013	Processing
	3. Non-consulting services								
	Insurance		28	No	LCB	n/a	n/a	April 01, 2013	Awarded
	4. Consulting Services (Structural Engineer, Quantity Surveyor & Architect)			No	LT	July 30, 2013	August 27, 2013	September 26, 2013	Processing
	Consultancy Fee - JRIU (Communication Strategy Consultancy, Review of the Role & Functions of JPs in Jamaica, Development of a Citizens' Scorecard)			No	LCB	July 01, 2013	July 29, 2013	August 28, 2013	Processing

	Gender/ Youth/Environmental Specialist, Human Resource Expert, Legislative research team, Policy Development Plan Classification, Review Fines & Penalties, Develop Legislative Policy Manual, Legislative Drafters Desk Book, Legal Education Campaign, Project Specialist to work with JBA, Production of Process Map (criminal), Production of Process Map (civil), Development of vision 2030 materials), Review criminal Justice System			No	LCB	July 30, 2013	August 27, 2013	September 26, 2013	Awarded
	Development of Justice Reform Policies, Development of training Plan, implement RBM System, Develop comprehensive statistics/data capture & reporting system, Develop & implement Comprehensive Court Management System, Policy Plan for Legislative fines, implement PMAS Scope of Works, Review criminal Justice System, Develop modern Criminal Practice & Procedure for Jamaica, Review Legislation for social justice consideration			No	LCB	October 01, 2013	October 29, 2013	November 28, 2013	Processing
	Prepare integrated development Plan for social justice functions, Develop & implement Comprehensive Court Management System, Fully institutionalise Case Management & Case Flow Management, Review and Complete Victim's Charter, implement PMAS Scope of Works, Develop an online performance management & reporting system, Human Rights Expert, Revise and Modernize Rules of Court for the RM Courts, Develop Rules of Court for the Petty Sessions Court			No	LCB	January 01, 2014	January 29, 2014	February 28, 2014	Pending
	National Child Diversion Programme - Consultancy Fee			No	LCB	April 01, 2013	April 29, 2013	May 29, 2013	Processing

				No	LCB	July 30, 2013	August 27, 2013	September 26, 2013	Pending
				No	LCB	October 01, 2013	October 29, 2013	November 28, 2013	Pending
	National Child Diversion Programme - (Furnish and equip four (4) centre's in Kgn and St. Andrew, St. James, Clarendon and St.Catherine)			No	LCB	July 15, 2013	August 12, 2013	September 11, 2013	Pending
	National Child Diversion Programme - Develop a Case Management Software			No	LCB	April 01, 2013	April 22, 2013	May 13, 2013	Pending
	CSJP - Refurbishing facilities in Russia, August Town & Trench Town			No	LCB	April 01, 2013	April 22, 2013	May 13, 2013	Processing

Entity: The Independent Commission of Investigations
 Procurement Plan for year 2013- 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
				Y / N				
	1. Goods							
	Filing Cabinets: 4 Drawer, Vertical		8	N	RFQ	Q1	Q1	Q1
	Desks		8	N	RFQ	Q1	Q1	Q1
	Chairs; Executive & Visitor's		14	N	RFQ	Q1	Q1	Q1
	Shredders; Cross cut Shredders		8	N	RFQ	Q1	Q1	Q1
	Scanners		4	N	RFQ	Q1	Q1	Q1
	Single Bed		3	N	SS	Q1	Q1	Q1

	Tables; Side tables, waiting room tables		7	N	RFQ	Q1	Q1	Q1
	Storage Unit: Stationery Cabinet		4	N	RFQ	Q1	Q1	Q1
	Food & Drink; Tea supplies, catering for functions etc.			N	SS	Q1-Q4	Q1-Q4	Q1-Q4
	Stationery; Pens, Pencils, Paper etc			N	RFQ	Q1 -Q4	Q1 -Q4	Q1 -Q4
	Toilet Articles; Cleaning Chemicals, Disinfectants, Air Fresheners, Paper Towel, Tissue			N	RFQ	Q1 -Q4	Q1-Q4	Q1-Q4
	Computer Parts, Supplies, Toners & Cartridges			N	RFQ	Q1 -Q4	Q1-Q4	Q1-Q4
	General Stores; Crockery, Utensils, Tools etc.			N	SS	Q1-Q4	Q1-Q4	Q1-Q4
	Computers & Laptops		25	N	RFQ	Q2	Q2	Q2
	Text & Reference Books			N	SS	Q2-Q4	Q2-Q4	Q2-Q4

	1. Goods							
	Tyres & Tubes			N	RFQ	Q2-Q4	Q2-Q4	Q2-Q4
	Drugs & Medical Supplies			N	SS	Q3	Q3	Q3
	Forensic Equipment; Disposables,small tools,body Bags, Trajectory Kits, Fingerprinting kits,Evidence Marking Kits, Evidence Storage supplies and other consumables			N	RFQ	Q1-Q3	Q1-Q3	Q1-Q3
	Information Technology Equipment & Supplies;Data Switches, Telephone & Licences, Networking, Electrical Work, Data Backup, Dta Recvoery, Server, Projector, 3g Internet Access, UPS, External Harddrives etc.			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Motor Vehicles - SUVs		2	N	RFQ	Q1-Q2	Q1-Q2	Q1-Q2
	Videoconferencing Solution		1	N	RFQ	Q1-Q2	Q1-Q2	Q1-Q2
	Computer Software; database software, Adobe Pro X, Photoshop, Analysis Software, Remote Control Software, Winisis Database			N	RFQ	Q1-Q2	Q1-Q2	Q1-Q2

	Photographic Equipment			N	RFQ	Q1-Q2	Q1-Q2	Q1-Q2
	Electronic Security System; DVRs, Monitors, Metal Detector, Intruder Alarm System etc.			N	RFQ	Q1-Q2	Q1-Q2	Q1-Q2
	Fire Extinguishers			N	SS	Q1	Q1	Q1
	2. Works							
	Light Construction: Grilling of offices, tinting, Security Booth, Drop Down Boom etc.			N	RFQ	Q2	Q2	Q2
	Light Construction: Renovations of Regional office to include drywall partitioning etc.			N	RFQ	Q1	Q1	Q1
	3. Non-consulting services							
	Public Relations - Advertising;Television, Radio, Print Media			N	SS	Q1-Q4	Q1-Q4	Q1-Q4
	Public Relations - Printing; Annual Report, Brochures, Posters etc.			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4

	Repairs: Furniture & Equipment including AC servicing			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Repairs: Motor Vehicles			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Janitorial, Waste Disposal and Sanitary Disposal Services			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Maintenance of Computer Software & Renewal Licence			N	RFQ	Q2-Q4	Q2-Q4	Q2-Q4
	Repair and Maintenance of Computer Hardware			N	SS	Q3	Q3	Q3
	Security Services: Unarmed Guards for three (3) Regional offices			N	LCB	Q1-Q4	Q1-Q4	Q1-Q4
	Maintenance of Forensic Vehicle			N	SS	Q1-Q4	Q1-Q4	Q1-Q4
	Maintenance of Forensic Equipment			N	RFQ	Q3-Q4	Q3-Q4	Q3-Q4
	Courier Services			N	SS	Q1-Q4	Q1-Q4	Q1-Q4

	4. Consulting Services							
	Ballistic Consultancy			N		Q1-Q4	Q1-Q4	Q1-Q4
	Local Consultancy including Information Technology Consultancy			N		Q1-Q4	Q1-Q4	Q1-Q4
	Legal Services			N		Q1-Q4	Q1-Q4	Q1-Q4

Entity: Attorney General's Chambers
Procurement Plan for year 2013 - 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	Stationery and Office Supplies	Packs		N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Printing and Photocopying Services			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Drugs and Medical Supplies	Boxes & Bottles		N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Food and Drink	Cases		N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Motor Vehicles Expenses			N		Q1-Q4	Q1-Q4	Q1-Q4
	Motor Vehicle (Solicitor General)			Y	RFP-D	Q1-Q4	Q1-Q4	Q1-Q4

Entity: Attorney General's Chambers
 Procurement Plan for year 2013 - 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	Furniture and Equipment			Y	RFP	Q1-Q4	Q1-Q4	Q1-Q4
	Toilet Articles	cases		N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4
	Courier Services			N	Sole Source	Q1-Q4	Q1-Q4	Q1-Q4
	Library			N	RFQ & RFP	Q1-Q4	Q1-Q4	Q1-Q4
	Subscription to Newspapers	Units		N	Sole Source	Q1-Q4	Q1-Q4	Q1-Q4
	Information Technology Expenses			Y	RFP-D	Q1-Q4	Q1-Q4	Q1-Q4
	Internet Services			N	RFQ	Q1-Q4	Q1-Q4	Q1-Q4

Entity: Attorney General's Chambers
Procurement Plan for year 2013 - 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	Maintenance of Photocopier and Fax Machines			N	Sole Source	Q1-Q4	Q1-Q4	Q1-Q4
	Official Entertainment			N	RFP-D	Q1-Q4	Q1-Q4	Q1-Q4
	Foreign Consultancy Services			Y	Sole Source	Q1-Q4	Q1-Q4	Q1-Q4
	Local Consultancy Services			Y	RT	Q1-Q4	Q1-Q4	Q1-Q4
	Training and Conferences			Y	RFP-D	Q1-Q4	Q1-Q4	Q1-Q4
	Public Utilities			N	Sole Source	Q1-Q4	Q1-Q4	Q1-Q4
	Discretionary Payment			N		Q1-Q4	Q1-Q4	Q1-Q4

Entity: Attorney General's Chambers
 Procurement Plan for year 2013 - 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	Contingencies			N		Q1-Q4	Q1-Q4	Q1-Q4
	Travel and Subsistence			N		Q1-Q4	Q1-Q4	Q1-Q4
	Awards and Indemnities			N		Q1-Q4	Q1-Q4	Q1-Q4
	Salaries and Allowances			N		Q1-Q4	Q1-Q4	Q1-Q4
	Rental of Property			N		Q1-Q4	Q1-Q4	Q1-Q4

Entity: Family Court
Procurement Plan for year: 2013 to 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	1. Goods							
	Official Publications			No	LT	Qtr 2	Qtr 2	Qtr 2
	Drugs and Medical Supplies			No	LT	Qtr 1	Qtr 1	Qtr 1
	Food and Drink			No	LT	Qtr 2	Qtr 2	Qtr 2
	Bedding, Clothing (Including Uniform)			No	LT	Qtr 3	Qtr 3	Qtr 3
	Stationery and Office Supplies			No	LT	Qtr 2 - 4	Qtr 2 - 4	Qtr 2 - 4
	Electrical Materials & Fittings			No	LT	Qtr 4	Qtr 4	Qtr 4
	Plumbing Materials & Fittings			No	LT	Qtr 4	Qtr 4	Qtr 4
	Construction Material			No	LT	Qtr 3	Qtr 3	Qtr 3
	Computer Parts and Assessoris			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
	Toilet Articles			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
	Ironmongery, Crockery, Utensils & General Stores			No	LT	Qtr 3	Qtr 3	Qtr 3
	2. Works							
	Repairs to Furniture, Machinery & Equipment			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4

	Repairs & Maintenance to Computer Hardware			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
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Entity: Family Court
 Procurement Plan for year : 2013 to 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	3. Non Consulting Services			Y / N				
	Printing & Photocopying Services			No	LT	Qtr 1 - 4	Qtr 1 -4	Qtr 1 - 4
	Janitorial, Pest Control and Waste Disposal Services			No	LT	Qtr 4	Qtr 4	Qtr 4
	Fire Protection Supplies and Services			No	LT	Qtr 2	Qtr 2	Qtr 2
	Other Purchase of Goods & Services			No	LT	Qtr 3	Qtr 3	Qtr 3

Entity: Supreme Court
Procurement Plan for year: 2013 to 2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification	Proc. Method [1]	Estimated dates		
						Y / N	Publication	Award
	1. Non - Consulting Services							
	Printing & Photocopy Services			No	LT	Qtr 4	Qtr 4	Qtr 4
	Repair to Govt. Office/Buildings			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
	Repairs to Furniture, Machinery & Equipment			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
	Repair & Maintenance to Computer Hardware			No	LT	Qtr 3	Qtr 3	Qtr 3
	Repair of Computer Software & Renewal Licence			No	LT	Qtr 2	Qtr 2	Qtr 2
	Training Expenses			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
	Janitorial Pest Control and Waste Disposal Services			No	LT	Qtr 1 - 4	Qtr 1 - 4	Qtr 1 - 4
	Laundry & Cleaning			No	LT	Qtr 2	Qtr 2	Qtr 2
	Fire Protection Supplies and services			No	LT	Qtr 3	Qtr 3	Qtr 3

	Insurance			No	LT	Qtr 4	Qtr 4	Qtr 4
	Technical and Scientific equipment & Instruments			No	LT	Qtr 2 - 4	Qtr 2 - 4	Qtr 2 - 4
	3. Consulting Services							
	Local Consultancy services				LT	Qtr 4	Qtr 4	Qtr 4

Entity : Court Management Services
Procurement Plan for Period 2013-2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification	Proc. Method [1]	Estimated dates			Status & Comments[2]
				Y / N		Publication	Award	Start	
	<u>1.GOODS</u>								
	Office Supplies				LT	QTR 1			
	Stationery and Office Supplies				LT	QTR 2			
	Drugs and Medical Supplies				LT	QTR 2			
	Food and Drink				LT	QTR 2			
	Fuel,Oil and Lubricant				LT	QTR 1-4			
	Text and Reference Books				LT	QTR 4			
	Computer Parts, Supplies and Cabling				LT	QTR 1-4			
	Tools				LT	QTR 2			
	Office Furniture				LT	QTR 4			
	Small Equipment and Appliance				LT	QTR 1-4			
	Fixtures and Fittings				LT	QTR 1-4			
	Technical and Scientific Equipment Instrument				LT	QTR 1-4			
	Motor Vechiles and Cycles				LT	QTR 1-4			
	Heavy Machinery and Equipment				LT	QTR 1-4			
	Computer Hardware				LT	QTR 1-4			
	Computer Software				LT	QTR4			
	<u>2. SERVICE</u>								
	Printiong and Photocopying Services				LT	QTR 1-4			
	Official Entertainment				LT	QTR 1-4			
	Repair to Gov't Office Building				LT	QTR 1-4			

	Repairs to Furnitures, Machinery and Equipment				LT	QTR 1-4			
	Repair and Service to Vechiles, Boats and Aircrafts				LT	QTR 1-4			
	Repairs and Maintenance to Computer Hardware				LT	QTR 1-4			
	Repair to Computer Software and Renewal Licence				LT	QTR 1-4			
	Licences and Taxes				DC	QTR 4			
	Legal Services				LT	QTR 1-4			
	Bank and Other Financial Institution Charges				LT	QTR 1-4			
	Security Services				LT	QTR 1-4			
	Locksmith Services				LT	QTR 1-4			
	Fire Protection Supplies and Services				LT	QTR 4			
	<u>TOTAL</u>								
	3. Non-consulting services								
	4. Consulting Services								

Entity: Resident Magistrate's Court
 Procurement Plan for year 2013/2014

Ref. No.	Description	Unit of Measure	Quantity	Prequalification Y / N	Proc. Method [1]	Estimated dates		
						Publication	Award	Start
	1. Goods							
	Stationery and Office Supplies				LT	QTR 1-4		
	Toilet Articles				LT	QTR 1-4		
	Drugs and Medical Supplies				LT	QTR 2		
	Food and Drink				LT	QTR 1-4		
	Offical Publications				LT	QTR 4		
	Subscriptions				LT	QTR 4		
	Printing & Photocopying Services				LT	QTR 1-4		
	Furniture				LT	QTR 1-4		
	Small Equipment & Appliance				LT	QTR 1-4		
	Fixtures & Fittings				LT	QTR 1-4		
	Computer Hardware				LT	QTR 1-4		
	TOTAL							

Entity: ADMINISTRATOR GENERAL'S DEPARTMENT
Procurement Plan for year : 2013/14

Ref. No.	Description	Unit of Measure	Quantity	Prequalification	Proc. Method [1]	Estimated dates		
				Y / N		Publication	Award	Start
25	Stationery			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Advertising & Public Relations			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Food and Drink			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Subscription to Newspaper			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Software Maintenance			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Other Asset Maintenance			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Official Entertainment-CEO			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Petrol, Oil and Lubricants			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Insurance			N	LT	Q1	Q1	Q1
25	Security Services			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Refund of Tuition Cost			N	n/a	Q1-Q4	Q1-Q4	Q1-Q4
25	Training			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Other Purchases of Goods and Services			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Armoured Security Service			N	LT	Q1	Q2	Q2
25	Postage			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Estate Backlog Project			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
25	Executive Board Fees			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Risk Management Consultant			N	LT	Q1	Q2	Q2
25	Audit Committee			N	LT	Q1-Q4	Q1-Q4	Q1-Q4

25	Legal fees/ Consultation			N	LT	Q1-Q4	Q1-Q4	Q1-Q4
25	Performance Appraisal Consultant			N	LT	Q1	Q2	Q2
25	Printing			N	DC	Q1-Q4	Q1-Q4	Q1-Q4
31	Development of Estate Administration Software			Y	LT	Q1	Q3	Q4
31	Scanner		1	N	LT	Q2	Q3	Q3
31	Computer Equipment		5	N	LT	Q1	Q2	Q2
31	Refurbishing			N	DC	Q2	Q3	Q3
31	Furniture and Office Equipment			N	LT	Q1-Q4	Q1-Q4	Q1-Q4