



Division of Food Security, Natural Resources, the Environment & Sustainable Development
Annual Schedule of Planned Procurement Activities
Financial Year 2023 – 2024

8th Dec. 2023

1ST AMENDMENT 31st January 2024

NO.	PROJECT NUMBER	PROJECT NAME	UNSPSC	BRIEF DESCRIPTION	PROPOSED DATE FOR ISSUE OF BIDDING DOCUMENTS	ESTIMATED DATE OF COMPLETION	ESTIMATED PROJECT DURATION (For Works and Services)	PROCUREMENT METHOD	STANDSTILL (DAYS) [if applicable]	CONTRACT TYPE
1	TBD	Provision Of Catering Services	90101600	Framework agreement for the provision of catering services for meetings and events (snack box, lunch, buffet meals) For one (1) year effective – 1 st May.	14 th March 2024	31 st April 2025	As required	Open	15 days	Fixed Price
2	TBD	Office Supplies	4412000	Acquisition of stationeries.	8 th Dec 2023	30 th Sep 2024	As required	Open	N/A	Fixed Price
3	TBD	Publicity and Campaigns	80171600	Promoting the Division works/ events on established media network, newspaper, television, radio and printed materials.	8 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price

4	TBD	Video and Photography Production Management	45110000	Purchase of video and photography equipment.	24 th Jan 2024	24 th June 2024	Once	Selective	10 days	Fixed Price
5	TBD	Training, Workshop & Conferences	86000000	Training Workshop & Conferences geared towards continuous development.	25 th Jan 2024	24 th Sep 2024	Once	Selective	N/A	Fixed Price
6	TBD	Hosting of Events	80170000	Hosting of Commemorative Event, Activities and Stakeholders Engagement.	16 th Dec 2023	30 th Sep 2024	As Required	RFX	N/A	Varied
7	TBD	Provision Of Janitorial Services	76100000	Provision of cleaning services, material & Supplies.	8 th Dec 2023	30 th Sep 2024	As required	Open	N/A	Fixed Price
8	TBD	Provision of Pest Control Services	72102100	Pest Control for rodent and other infestation for one (1) year.	13 th Feb 2024	30 th Sep 2024	Once	Selective	12 days	Fixed Price
9	TBD	Tobago Recycling Resource Initiative	24112000	Construction and installation of recycling bin in various communities.	24 th April 2024	24 th July 2024	Once	Selective	12 days	Fixed Price
10	TBD	PPE	46180000	Acquisition of PPE for execution of duties, including specialized PPE's for water environment and oil/ gas associated areas.	8 th Dec 2023	30 th Sep 2024	As required	Open	N/A	Fixed Price
11	TBD	Repair & Maintenance of Equipment	73152100	Provision for spare parts and replacement parts for equipment.	8 th Dec 2023	30 th Sep 2024	As required	RFX	12 days	Varied
12	TBD	Office Furniture	56101700	Acquisition of office furniture.	15 th March 2024	30 th Sep 2024	Once	RFX	12 days	Varied
13	TBD	Repairs & Maintenance of Vehicle	78181500	Acquisition of parts & spare parts to repair and Maintenance vehicles.	8 th Dec 2023	30 th Sep 2024	As required	RFQ	N/A	Fixed Price

14	TBD	Service Agreement for Tractor and Heavy Equipment	64130000	Long term agreement for servicing of tractor of heavy equipment/ vehicles for two (2) years at Tractor Pool Department.	19 th Feb 2024	30 th April 2024	Once	Selective	12 days	Varied
15	TBD	Repairs & Maintenance of Buildings	72101500	Acquisition of material and supplies for maintenance and repair to buildings which includes plumbing & electrical items.	16 th Dec 2023	30 th Sep 2024	As required	RFQ	N/A	Fixed Price
16	TBD	Laboratory Equipment	41100000	Acquisition of new equipment for the Laboratories, for – Agriculture & Environment Department.	15 th March 2024	8 th July 2024	Once	RFX	N/A	Varied
17	TBD	Repair & Maintenance of Marine Buoys	25111520	Acquisition of materials and supplies to repair and maintain Buoys.	8 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Varied
18	TBD	Reef Monitoring	77101604	Assessment on Coral Reefs in Tobago and Lionfish eradication in Tobago.	24 th Jan 2024	30 th Sep 2024	As required	Selective	N/A	Varied
19	TBD	Maintenance of Vessels	781820000	Acquisition of Maintenance and Supplies of Vessels.	9 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price
20	TBD	Library	55101500	Acquisition of Books and Periodicals.	9 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Fixed Price
21	TBD	Safety at Sea Training	78182000	Stakeholder Training on Communication, Navigation and Other.	2 nd Feb 2024	26 th Aug 2024	Quarterly	RFX	N/A	Varied
22	TBD	Installation of Camera	55101500	Installation of security camera system	5 th March 2024	17 th July 2024	Once	Selective	12 days	Fixed Price

23	TBD	Provision of Fuel	15100000	Acquisition of Fuel – Diesel, Gasoline, Petrol / LPG.	8 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price
24	TBD	Garbage collection & Disposal	76121501	Garbage Disposal from various Department of the Division.	8 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Fixed Price
25	TBD	Provision of Tools	27110000	Acquisition of Tools – Agriculture, Environment, and Forestry.	8 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Fixed Price
26	TBD	Repair works to Main Ridge Visitor Centre (second phase)	72100000	Upgrade the building infrastructure. This involves: carpentry, mason, electrical works etc.	24 th Feb 2024	24 th May 2024	3 months	OPEN	N/A	Fixed Price
27	TBD	Repair and upgrade to main officer at Studley Park Nurseries	72100000	Upgrade the building infrastructure. This involves: carpentry, mason, electrical works etc.	24 th Feb 2024	24 th June 2024	4 months	OPEN	N/A	Fixed Price
28	TBD	Construction of Parlatuvier Fish Facility (Second Phase)	72121100	A two storey concrete structure with fishermen lockers, cold storage, wet room, main office etc.	23 rd Dec 2023	24 th Sep 2024	9 months	Selective	N/A	Fixed Price
29	TBD	Repair and upgrade to Fish Facilities	72100000	Upgrade the building infrastructure. This involves: carpentry, mason, electrical, plumbing works etc.	23 rd Jan 2024	24 th Sep 2024	8 months	OPEN	N/A	Fixed Price
30	TBD	Development of Agricultural Access Roads	72141106	Construction of access roads involves: grading and cambering, excavation works, carpentry, mason and steel works etc.	24 th Feb 2024	24 th Sep 2024	7 months	OPEN	N/A	Fixed Price

31	TBD	Refurbishment works to Runnemedede, Blenheim and Louis D'or Demonstration	72100000	Refurbishment to building infrastructure. This involves: carpentry, mason, electrical, plumbing works etc.	24 th Jan 2024	24 th Sep 2024	7 months	OPEN	N/A	Fixed Price
32	TBD	Construction of Abattoir at Belmont and Kendal	72121100	This involves the construction of new structures, carpentry, masonry, electrical, plumbing and ancillary works etc.	23 rd Feb 2024	24 th Sep 2024	7 months	TBD	N/A	Fixed Price
33	TBD	Fire extinguisher inspection & Maintenance Repair & Services	72101516	Inspection & Maintenance of Fire extinguisher.	As required	30 th Sep 2024	As required	RFQ	N/A	Fixed Price
34	TBD	Repair works to Scarborough Abattoir	72121100	Upgrade the building infrastructure. This involves: carpentry, masonry and other ancillary works etc.	23 rd Feb 2024	24 th July 2024	6 months	TBD	N/A	Fixed Price
35	TBD	Construction of Veterinary Laboratory	72100000	This involves the construction of a new structure, carpentry, masonry, electrical, plumbing and ancillary works etc.	23 rd Feb 2024	24 th Sep 2024	7 months	TBD	N/A	Fixed Price
36	TBD	Construction of Food Hub at Mason Hall and Roxborough	72100000	This involves the construction of a new buildings, carpentry, masonry, electrical, plumbing and ancillary works etc.	23 rd Feb 2024	24 th Sep 2024	7 months	TBD	N/A	Fixed Price

37	TBD	Agriculture Equipment	21000000	Acquisition of new Agriculture, Forestry and Landscape machinery equipment.	21 st May 2024	2 nd Sep 2024	Once	Selective	N/A	Fixed Price
38	TBD	Mega Farm Projects	72100000	This involves the construction of a new structures: earthwork, carpentry, masonry, electrical, plumbing and other ancillary works etc.	25 th Mar 2024	24 th May 2024	3 months	TBD	N/A	Varied
39	TBD	Consultancy	80170000	Consultation with stakeholder/ public, private partnership/ engagement of subject matter experts for Divisional activities.	16 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Varied
40	TBD	Diplomatic Relation	93121500	Acquisition of flights, meals, accommodation and ground transportation local, regional & international.	As required	30 th Sep 2024	As required	Selective	N/A	Varied
41	TBD	Provision of Auctioneering Services	80141705	Disposal of equipment, furniture & vehicles.	23 rd April 2024	23 rd July 2024	Once	RFX	N/A	Varied
42	TBD	Provision of Travels / Linkages	90120000	Acquisition of flights, accommodation & ground transportation.	16 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Varied
43	TBD	Provision of Grocery items & Water	55000000	Acquisition of grocery items and water for Divisional use.	9 th Dec 2023	30 th Sep 2024	Month	Selective	N/A	Varied
44	TBD	Provision of Signage	55120000	Acquisition of signs and branding of the Division's property.	8 th Jan 2024	30 th Sep 2024	Month	Open	N/A	Varied

45	TBD	Dirt & Soil	11111500	Acquisition of soils for propagation and aggregate for construction.	9 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Varied
46	TBD	Livestock Production	10000000	Acquisition of Ruminant & Fowls	24 th Jan 2024	17 th July 2024	Once	RFX	N/A	Varied
47	TBD	Upgrade to Livestock Pens	72121100	Construction and Repairs to livestock pens.	16 th March 2024	30 th Sep 2024	As Required	ITB	10 day	Fixed Price
48	TBD	Website Development & Upgrades	43232400	To Develop & Maintain websites.	26 th Feb 2024	24 th April 2024	Once	RFP	12 days	Varied
49	TBD	Primary Research	80101601	Feasibility studies	24 th March 2024	24 th April 2024	Once	RFP	12 days	Varied
50	TBD	Renewable Energy	80101901	Diversification of energy supplies on Agricultural stations.	24 th April 2024	24 th June 2024	Once	ITB	10 days	Varied
51	TBD	Printer/Copier Machine Management	44103100	Repairs and servicing of printers and copying machines.	9 th Dec 2023	30 th Sep 2024	As required	RFQ	N/A	Varied
52	TBD	Installation & Repairs of Telecommunications Infrastructure	43000000	Installation of phone, Internet and wireless connections as well as repair services.	29 th Jan 2024	17 th July 2024	Once	RFX	N/A	Varied
53	TBD	Computer Upgrade & Repairs	43000000	Acquisition of computer and computer parts for repairs and maintenance	9 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price
54	TBD	Computer Software & Hardware	43210000	Installation of computer software & hardware	14 th Feb 2024	6 th July 2024	Once	Selective	N/A	Fixed Price
55	TBD	Digital Transformation	811120000	Provision for a paperless solutions system / Management	16 th May 2024	6 th Aug 2024	Once	Selective	12 days	Fixed Price

56	TBD	Crop Production	70140000	Acquisition of planting Material & Supplies	23 rd Dec 2023	24 th Sep 2024	Quarterly	RFX	N/A	Fixed Price
57	TBD	Apiaries Production	21102401	Acquisition of supplies & material for Bee keeping.	23 rd Dec 2023	24 th Sep 2024	Quarterly	RFQ	N/A	Fixed Price
58	TBD	Animal Health	70122000	Acquisition of supplements & medication.	9 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Fixed Price
59	TBD	Livestock Ration	10121500	Framework agreement for ration for one (1) year.	19 th March 2024	30 th Sep 2024	Once	RFP	12 days	Fixed Price
60	TBD	Postage	44121500	Acquisition of courier services (track pack and stamps).	9 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price
61	TBD	Upgrade to Equipment	25191700	Acquisition of Transport Services Equipment	12 th Feb 2024	21 st April	Once	Selective	12 days	Fixed Price
62	TBD	Repairs & Maintenance to Agriculture Station	72101500	Acquisition of material & supplies for repairs & maintenance.	9 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Fixed Price
63	TBD	Hosting of Conferences & Seminars	80141902	Acquisition of material & supplies for Hosting of Conferences & Seminars.	9 th Dec 2023	30 th Sep 2024	Quarterly	RFX	N/A	Fixed Price
64	TBD	Provision for servicing Laboratory Equipment	81101706	Acquisition of Material & Supplies to service & maintain Laboratory Equipment.	9 th Dec 2023	30 th Sep 2024	As required	RFX	N/A	Fixed Price
65	TBD	Construction of storage shed	72121100	Construction of storage shed at Tractor Pool Department	26 th Feb 2024	16 th August 2024	Once	Open	12 days	Fixed Price
66	TBD	Establishment of Root & Tubers Crop	70140000	Acquisition of planting material & supplies for Root & Tubers crops.	24 th Jan 2024	24 th Sep 2024	Once	Open	12 days	Fixed Price

67	TBD	Rehabilitation of Coconut Industry	10152001	Acquisition of planting material & supplies for rehabilitation of Coconut Industry.	24 th Jan 2024	24 th Sep 2024	As required	RFX	N/A	Fixed Price
68	TBD	Land Preparation	70130000	Land Preparation Services.	3 rd Dec 2023	24 th Sep 2024	As required	RFX	N/A	Fixed Price
69	TBD	Provision of supplies for planting	10150000	Acquisition of planting material & supplies which includes seed, crop, and tubers.	4 th Jan 2024	30 th Sep 2024	As required	Open	N/A	Fixed Price
70	TBD	Construction of Laboratory	72121100	Construction of Laboratory which include feasibility, Design and Construct.	24 th Feb 2024	24 th Sep 2024	Once	Open	12 days	Varied
71	TBD	Composting Facility	21100000	Acquisition of Equipment for Composting Facility.	24 th April 2024	24 th Sep 2024	Once	Open	12 days	Fixed
72	TBD	Sheep Fattening Facility	21101900	Acquisition of material, supplies & equipment for fattening facility.	9 th May 2024	24 th Sep 2024	As required	Open	N/A	Varied
73	TBD	Vulnerability Assessment Equipment	43222503	Security (GPS)	1 st April 2024	30 th Sep 2024	Once	Selective	10 day	Fixed Price
74	TBD	Sewage Treatment & Septic Cleaning	47101500	Provision of service for treatment to Sewage system & cleaning of septic tanks.	8 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price
75	TBD	Waste Management	76121500	Collection and Disposal of waste	8 th Dec 2023	30 th Sep 2024	As required	Selective	N/A	Fixed Price
76	TBD	Recycling	76122300	Provision for collection of material	10 th Feb 2024	24 th Sep 2024	As required	Selective	N/A	Fixed Price

77	TBD	Vehicle	25101507	Acquisition of new Vehicles	21 st April 2024	20 th Sep 224	Once	Open	12 days	Fixed Price
78	TBD	Irrigation System	70171700	Provision for Implementation Systems	23 rd Feb 2024	20 th Sep 2024	As required	RFX	N/A	Fixed Price
79	TBD	Upgrade to Botanic Garden	3010400	Upgrade and Repair to Botanic Garden	31 st Jan 2024	14 th Jan 2024	4 weeks	RFQ	N/A	Fixed Price
80	TBD	Communication Devices & Accessories	43190000	Provision of mobile phone with corporate plan	10 th Jan 2024	TBD	2 years	Limited	10 day	Fixed Price
81	TBD	Security Guard Services	92121500	Provision of Security Service both Armed and Baton Officer	1 st Feb 2024	26 th Jan 2024	2 years	Selective	12 days	Fixed Price

Please Note: The Publication of this Schedule of Planned Procurement Activity does not constitute a solicitation, oblige the Division of Food Security, Natural Resources, The Environment and Sustainable Development to issue a solicitation, or confer any rights on suppliers or contractors.

RFQ Request for Quotation

TBD To be Determined

N/A Not Applicable

ITB Invitation to Bid

RFP Request for Proposal

RFX The 'X' in RFX stands for Request for anything you need for your procurement processes (RFP, RFQ, etc.).