

Appendix A

Annual Schedule of Planned Procurement Activities – Youth Aquaculture Project Unit

| No. | Good/Works/Services | Brief Description | Proposed date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Duration (for Goods, Works and Services) | Procurement Method | Standstill Period (if applicable) No. of days | Contract Type |
|------------|---|---|---|---|---|---------------------------|--|----------------------|
| 1 | Aquaculture Merchandise | For 100 Aquaculture Students: Dri Fit T-Shirts Bucket Hats Baseball Caps | 30/11/23 | One month | Annually | Request for Quotation | N/A | Purchase Order |
| 2 | Rent/Lease - Vehicle and Equipment | Purchasing of office supplies and materials (California Youth Facility office) Purchasing and maintaining of recirculating systems Construction of Ponds at UWI Field Station | 03/03/24 | Monthly | Monthly | Request for Quotation | 10 days | Purchase Order |
| 3 | Office Stationery and Supplies | Stationery (note pads, file jackets, pens, pencils etc.) Grocery Items (toilet paper, water coffee, milk etc.) | 02/01/24 | Quarterly | Quarterly | Request for Quotation | N/A | Purchase Order |
| 4 | Training | Caribbean Fisheries Training and Development Institute Cipriani College of Labor | 01/02/24 | N/A | Annually | Request for Quotation | N/A | Purchase Order |
| 5 | Other Contracted Services | Event Planning Services | 20/02/24 | N/A | Monthly | Open Tender | N/A | Purchase Order |
| 6 | Promotions, Publicity and Printing | Promotional Material, Newspaper and Newsletters, Printing of Banners, Junior Co-operative Enterprise Programme | 02/02/24 | Monthly | Monthly | Request for Quotation | N/A | Purchase Order |
| 7 | Hosting of Conferences, Seminars and Social Functions | Conducting public awareness programmes Hosting of meetings, conferences etc. | 01/04/24 | Annually | Annually | Request for Quotation | N/A | Purchase Order |

