

Annual Schedule of Planned Procurement Activities - Civilian Conservation Corps

No.	Goods/Works/Services	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Duration (for Goods, Works and Services)	Procurement Method	Period (If applicable) No. of days)	Contract Type
1	01 - Travelling	Travelling to and from Tobago for various meetings, events, logistical duties etc.	Throughout the duration of the cycle	Throughout the duration of the cycle	As it becomes necessary	Request for Quotation	N/A	Purchase Order
2	03 - Clothing & Equipment	Clothing & Equipment for trainees for next cycle	Jan-24	As it becomes necessary	Approx. 2 months after receipt of invoice	Request for Quotation	N/A	Purchase Order
3	09 - Rent/Lease Vehicles & Equ	Rental of five (5) vehicles			1 year	Request for Quotation	N/A	Purchase Order
4	10 - Office Stationary and Supplies	Stationary items (paper, folders, envelopes, staples)	Jan-24	Jan-24	Approx. 2 weeks after receipt of invoice	Request for Quotation	N/A	Purchase Order
5	12 - Materials & Supplies	Items for the general maintenance of HQ and all regions (Water, kitchen items, expendable items, cleaning supplies etc.)	Monthly	Monthly	Approx. 3 weeks after receipt of invoice	Request for Quotation	N/A	Purchase Order
6	13 - Maintenance of Vehicles	Maintenance upkeep and repair of programme vehicles	Throughout the duration of the cycle	Scheduled maintenance and as it becomes		Request for Quotation	N/A	Service Level Agreement
7	15 - Repair & Maintenance Equ	Minor Repairs and maintenance of equipment (chiller, freezer etc.)	Quarterly	Quarterly		Request for Quotation	N/A	Service Level Agreement
8	17 - Training	Facilitators for skill training phase	Apr - July 2024	Apr - July 2024	Approx. 4 months	Request for Quotation	N/A	Purchase Order
9	21 - Repair & Maintenance Bui	Items for the general maintenance and upkeep of the buildings	Throughout the duration of the cycle	As it becomes necessary		Request for Quotation	N/A	Purchase Order
10	28 - Other Contracted Services	Catering for meals for Induction phase (NE, SE, SW, SC, Tobago)	Jan - Mar 2024	Jan - Mar 2024	4 months	Request for Quotation	N/A	Purchase Order

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11	28 - Other Contracted Services	Rental of three (3) 12 cubic bins, Rental of sanitact bins	Monthly	Monthly	twice per week	Request for Quotation	N/A	Purchase Order
11	40 - Food at Institutions	Supply meats for regions (NW, NC, Central and for various events)	Jan - July 2024 Purchaseed quarterly	Monthly	Approx. 3 weeks after receipt of items	Request for Quotation	N/A	Purchase Order
	40 - Food at Institutions	Supply of ingredients for Internship and for various events	Monthly		Approx. 2 months	Request for Quotation	N/A	Purchase Order
12	43 - Security Services	Alarm Monitoring at Mausica Regional Compound	Monthly	Monthly		Request for Quotation	N/A	Service Level Agreement
13	61 - Insurance	Accident coverage for Trainees, ATC's, JTC's and TS's	Throughout the duration of the cycle	Throughout the duration of the cycle		Request for Quotation	N/A	Purchase Order
14	62 - Promotion, Publicity & Rec	Promotional items and various methods of advertising (Google, Facebook, Flyers, Banners	Mar-24	Mar-24		Request for Quotation	N/A	Purchase Order
	Minor Equipment Purchases							
15	01 - Vehicles	Replacement vehicles and New (25 seater buses, Troop carriers, 4x4 Pickup	Apr-24	Aug-24		Request for Quotation	N/A	Purchase Order
16	02 - Office Equipment	Photocopiers, Desktop	Jan-24	Mar - April 2024		Request for Quotation	N/A	Purchase Order
17	03 - Furniture & Furnishings	Filing cabinets, Lockers, Chairs, Desk	Jan-24	Feb-24		Request for Quotation	N/A	Purchase Order
18	04 - Other Minor Equipment	Power Washers, Trolley Jack, Compressor, Walking Trolley etc.	Apr - June 2024	Apr - June 2024		Request for Quotation	N/A	Purchase Order