

Appendix A

Annual Schedule of Planned Procurement Activities -C.D.D

No.	Project Number	Project Name	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for Works and Services)	Procurement Method	Standstill Period (if applicable) No. of days	Contract Type
1	0900414 D024	Institutional Strengthening of the Co-operative Development Division: Conduct Training for Staff	<p>The Project aims to strengthen the regulatory and administrative functions of the Co-operative Development Division- Engage Training Providers for the following areas:</p> <ul style="list-style-type: none"> (i) Data Analytics (ii) Emotional Intelligence (iii) Procurement (iv) Interpretation of Financial Statements (v) Forensic Auditing (vi) Presentation and Public Speaking (vii) Microsoft Office 	<p>December, 2023</p> <p>December, 2023</p> <p>January, 2024</p> <p>January, 2024</p> <p>December, 2023</p> <p>December, 2023</p> <p>January, 2024</p>	<p>January 2024- February 2024</p> <p>February 2024</p> <p>February 2024- March 2024</p> <p>February 2024- March 2024</p> <p>January 2024- February 2024</p> <p>January 2024</p>	<p>10 Sessions(Once Weekly)</p> <p>Two (2) Days</p> <p>Two (2) Days</p>	<p>Sole Select</p> <p>Sole Select</p> <p>Sole Select</p> <p>Sole Select</p> <p>Sole Select</p> <p>Sole Select</p>	N/A	Purchase Order

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2	0900414 D024	Institutional Strengthening of the Co-operative Development Division: Policy Proposal Document for the Independent Co-operative Authority	<p>The Project aims to strengthen the regulatory and administrative functions of the Co-operative Development Division- Consultation Meetings to be conducted with stakeholders-</p> <ul style="list-style-type: none"> (i) Rental of Venue (ii) Purchase of Refreshments (iii) Travel to Tobago (iv) Rental of Venue in Tobago (v) Refreshments for Attendees in Tobago (vi) Rental of Vehicle in Tobago (vii) Hotel Accommodation in Tobago (viii) Tokens (ix) Stationery 	<p>January, 2024 January, 2024 January, 2024 January, 2024</p> <p>January, 2024 January, 2024</p> <p>January, 2024</p> <p>January, 2024 January, 2024</p>	<p>February, 2024 February, 2024 February, 2024 February, 2024</p> <p>February, 2024 February, 2024</p> <p>February, 2024</p> <p>February, 2024 February, 2024</p>	<p>2 Day 2 Day 1 Day 1Day</p> <p>1 Day 2 Days</p> <p>2 Days</p> <p>3 Days 3 Days</p>	RFQ	N/A	Purchase Order
3	0900414 D024	Institutional Strengthening of the Co-operative Development Division: Risk Based Supervisory Framework	<p>The Project aims to strengthen the regulatory and administrative functions of the Co-operative Development Division:</p> <ul style="list-style-type: none"> (i) Engage Facilitator (ii) Rental of Venue (iii) Purchase of Refreshments (iv) Tokens (v) Stationery 	<p>April, 2024 April, 2024 April, 2024</p> <p>April, 2024 April, 2024</p>	<p>May, 2024 May, 2024 May, 2024</p> <p>May, 2024 May, 2024</p>	<p>1 Day 1 Day 1 Day</p> <p>1 Day 1 Day</p>	RFQ	N/A	Purchase Order

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7	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Quarterly Assessments of the financial operations	This project aims to ensure a stronger, more resilient Co-operatives emphasizing youth entrepreneurship- Purchase of Software	December, 2023	August, 2024	9 months	RFP	N/A	Purchase Order
8	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Develop Established Prudential Standards for Non-Financial Co-operatives	This project aims to ensure a stronger, more resilient Co-operatives emphasizing youth entrepreneurship- (i) Engage Consultant (ii) Validation Prudential Standards	January, 2024 January, 2024	January, 2024 March, 2024	1 month 3 months	RFP	N/A	
9	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Audit Accounts of Non-financial Co-operatives	This project aims to ensure a stronger, more resilient Co-operatives emphasizing youth entrepreneurship- (i) Engage Accounting Personnel to update books of accounts for audit and prepare the financial statements	January, 2024	March, 2024	3 months	RFP	N/A	Purchase Order
10	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Develop an Incubator Programme for Non-financial Co-operatives	This project aims to ensure a stronger, more resilient Co-operatives emphasizing youth entrepreneurship- (i) Engage Consultant to develop Incubator Programme (ii) Develop Incubator Programme	January, 2024 February, 2024	January, 2024 April, 2024	1 month 3 months	RFP	N/A	Purchase Order

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11	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Develop Cluster Development Programme for Non-financial Co-operatives	This project aims to ensure a stronger, more resilient Co-operatives emphasizing youth entrepreneurship-	January, 2024	January, 2024	1 month	RFP	N/A	Purchase Order
			(i) Engage Consultant to develop Cluster Development Programme						
			(ii) Develop Cluster Development Programme	February, 2024	April, 2024	3 months			
12	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Develop Networking Platform for Non-financial Co-operatives	This project aims to ensure a stronger, more resilient Co-operatives emphasizing youth entrepreneurship-	January, 2024	January, 2024	1 month	RFP	N/A	Purchase Order
			(i) Engage Consultant to develop Networking Platform						
			(ii) Develop Networking Platform	February, 2024	April, 2024	3 months			
13	09004-14D027	Strengthening of the Co-operative Sector in Trinidad and Tobago- Junior Co-operative Entrepreneurship Programme in Junior Co-operatives in Primary and Secondary Schools in Fiscal 2023-2024	Emphasizing youth entrepreneurship- Host Recognition and Reward Ceremony-	June, 2024	July, 2024	1 month	RFQ	N/A	Purchase Order
			(i) Rental of Venue						
			(ii) Purchase or Refreshments for Attendees						
			(iii) Awards						
			(iv) Tokens						
			(v) Prizes						
			(vi) Stationery						
(vii) Promotional Material									
			March, 2024	July, 2024	4 months				
			March, 2024	July, 2024	4 months				
			January, 2024	July, 2024	4 months				
			January, 2024	July, 2024	4 months				

