

Appendix A

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES – GENERAL ADMINISTRATION

NO.	PROJECT NUMBER	GOODS/WORKS/SERVICES	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.	N/A	TRAVELLING AND SUBSISTENCE 81/02/001/01	AIRFARE TO TOBAGO	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
2.	N/A	UNIFORM ALLOWANCE 81/02/001/03	MATERIAL AND SEWING COST FOR SKIRT, SHIRT, PANTS AND DRESS. SHOE	January 31ST 2024	MARCH 31ST 2024	N/A	RFQ	N/A	Purchase Order
3.	N/A	ELECTRICITY 81/02/001/04	SUPPLY TO BUILDING AT #2 ELIZABETH STREET ST. CLAIR	N/A	MONTHLY	N/A	RFQ	N/A	Purchase Order
4.	N/A	TELEPHONE 81/02/001/05	PHONE CARDS, LAND LINES PAYMENT, CELL PHONE PURCHASES AND BILL PAYMENT, CABLE, WIFI	N/A	MONTHLY	N/A	RFQ	N/A	Purchase Order
5.	N/A	RENT/LEASE- OFFICE ACCOMODATION AND STORAGE 81/02/001/08	MONTHLY RENTAL OF BUILDING AND OFF SITE STORAGE	N/A	MONTHLY	N/A	RFP	N/A	Purchase Order

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6.	N/A	OFFICE STATIONERY AND SUPPLIES 81/02/001/10	STATIONERY WATER GROCERY ITEMS PAPER ,TONER, INK CARTRIDGES	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
7.	N/A	BOOKS AND PERIODICALS 81/02/001/11	SUBSCRIPTIONS NEWS PAPERS	N/A	AS THE NEED ARISES	DAILY/MONTHLY	RFQ	N/A	Purchase Order
8.	N/A	MATERIAL AND SUPPLIES 81/02/001/12	PAYSLIPS,TD4 PAPER ,HARDWARE MATERIALS TOILETRIES(TOILET AND HAND PAPER) HAND SANITIZERS SOAP, PPE	N/A	AS THE NEED ARISES	MONTHLY	RFQ	N/A	Purchase Order
9.	N/A	MAINTENANCE OF VEHICLES 81/02/001/13	REPAIRS AND SERVICING OF VEHICLES, PARTS, TYRES, WASHING OF VEHICLES	N/A	MONTHLY	N/A	RFQ	N/A	Purchase Order
10.	N/A	REPAIRS AND MAINTENANCE- EQUIPMENT 81/02/001/15	REPAIRS AND SERVICING OF EQUIPMENT'S	N/A	AS THE NEED ARISES	MONTHLY	RFQ	N/A	Purchase Order

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11.	N/A	REPAIRS AND MAINTENANCE-BUILDING 81/02/001/21	BUILDINGUPKEEP AND REPAIRS(ELECTRICAL AND PLUMBING)	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
12.	N/A	OFFICIAL OVERSEAS TRAVEL 81/02/001/27	AIRFARE AND PERDIEM ALLOWANCE REGISTRATION COST FLIGHT INSURANCE	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
13.	N/A	JANITORIAL SERVICES 81/02/001/37	PAYMENT TO MTS	N/A	MONTHLY	N/A	RFQ	N/A	Contract Agreement d.d 1/3/22 f. t. p 1/11/21 – 31/10/24
14.	N/A	SECURITY SERVICES 81/02/001/43	PAYMENT TO MTS	N/A	MONTHLY	N/A	RFQ	N/A	Contract Agreement d.d 1/3/22 f. t. p 1/11/21 – 31/10/24
15.	N/A	POSTAGE 81/02/001/57	PURCHASE OF STAMPS AND REGISTERED MAILS	N/A	QUATERLY	N/A	RFQ	N/A	Purchase Order
16.	N/A	INSURANCE 81/02/001/61	INSURANCE COVERAGE FOR ALL FACILITIES UNDER MYDNS AND COMPUTERS	N/A	JANUARY 2024	N/A	RFQ	N/A	Purchase Order

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17.	N/A	PROMOTION, PUBLICITY AND PRINTING 81/02/001/62	ADVERTISEMENTS	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
18.	N/A	FUEL AND LUBRICANTS(VEHICLES) 81/02/001/96	SUPPLY OF FUEL AND LUBRICANTS	N/A	AS THE NEED ARISES	DAILY/WEEKLY	RFQ	N/A	Purchase Order
19.	N/A	VEHICLE 81/03/001/01	PURCHASE OF MOTOR VEHICLE	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
20.	N/A	OFFICE EQUIPMENT 81/03/001/02	PURCHASE OF COMPUTERS AND SOFTWARE PRINTER PURCHASE ADMINISTRATIVE EQUIPMENT	N/A	AS THE NEED ARISE	N/A	RFQ	N/A	Purchase Order
21.	N/A	FURNITURE AND FURNISHINGS 81/03/001/03	SUPPLY OF FURNITURE, CHAIRS CABINETS	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order

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22.	N/A	OTHER MINOR EQUIPMENT 81/03/001/04	MOBILE PHONES THERMOMETER REFRIGERATOR TOASTER OVEN	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order
23.	N/A	OTHER CONTRACTED SERVICES	BINDING OF PAY RECORD CARDS, SANITIZING OF WATER COOLER, PEST CONTROL, OSHA RELATED MATTERS	N/A	AS THE NEED ARISES	N/A	RFQ	N/A	Purchase Order