

Ministry of Foreign & CARICOM Affairs
Annual Schedule of Planned Procurement Activities 2023/2024

No.	Project Number	Project Name	UNSPSC CODE	Brief Description of Goods or Services to be Procured	Goods and Services to be Procured	Proposed Date for issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Status	Procurement Method	Standstill period (if applicable) No. of days	Contract Type
1	02/015/10	Office Stationery & Supplies	14111500, 44100000, 44120000	To purchase office consumables, cleaning supplies, garbage bags, hand cleaner, soap, ink toner , etc	Supply and delivery of stationery items	NA	NA	NA	Existing	Limited/Selective Tendering	NA	Fixed Price
2			50000000, 14111700	Supply of tea, coffee, sugar, milk, water, juice, napkins, dishwashing liquids etc	Supply and delivery of Pantry items	NA	NA	NA	Existing	Limited/Selective Tendering	NA	Fixed Price
3			44103127, 26111700	ICT Supplies [Toner for Printers, curly cords for phone, cell phone chargers, USB Type-C Cables, Display Cables, cell phone cases, CMOS Batteries, etc.]	Supply and delivery of Office equipment accessories	NA	NA	NA	Existing	Limited/Selective Tendering	NA	Fixed Price
4			60121701	Supply of Ministry stamps, certified correct stamps, copied stamps, date stamps, voucher number stamps	Supply and delivery of stamps			NA	existing	Limited/Selective Tendering	NA	Fixed Price
5			55121715	Car Flags, national indoor and outdoor flags,	Supply and delivery of Flags	NA	NA	NA	Existing	Limited/Selective Tendering	NA	Fixed Price

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6			90121500, 78111500	Supply Business Class and Economy Class airline tickets for meetings Destination/Meeting unconfirmed	Supply of airline tickets	1-Oct-23	NA		New	Limited/Selective Tendering	NA	Fixed Price
7				Servicing and Repairs to the Generator (Service Contract)		1-Dec-23	1-Feb-24		New	Open Bidding	NA	Fixed Price
8				Servicing of Lifts and annual Inspection		1-Jan-24	1-Feb-24		New	Single Source	NA	Fixed Price
9				OSH Compliance Work, as identified		1-Jan-24	1-Feb-24		New	Single Source		Fixed Price
10				Sliding Gate Motors Servicing		1-Jan-24	1-Feb-24		New	Single Source	NA	Fixed Price
11				HVAC maintenance		1-Jan-24	1-Feb-24		New	Open Bidding	TO BE DETERMINED	Fixed Price
12				Generator - Annual Servicing		1-Jan-24	1-Feb-24		New	Open Bidding	NA	Fixed Term
13				Pest Control Services		1-Jan-24	1-Feb-24		New	Open Bidding	NA	Fixed Term
14				Pressure Washing		1-Jan-24	1-Feb-24		New	Open Bidding	NA	Fixed Term
15				Fire Extinguisher Service		1-Jan-24	1-Feb-24		New	Open Bidding	NA	Fixed Term
16				Fire Panel Maintenance		1-Jan-24	1-Feb-24		New	Open Bidding	NA	Fixed Term
17				Miscellaneous Services		1-Jan-24	5-Aug-24		New	Open Bidding	TO BE DETERMINED	Fixed Term

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18			76110000	Janitorial Services at MFCA compound	Supply of Janitorial Services	1-Jan-24	1-Feb-24		New	Open Bidding	TO BE DETERMINED	Fixed Term
19	1/2/55		92121700, 92121504	Security Service at headquarters and warehouse	Supply of Security Services	1-Jan-24	1-Feb-24		New	Open Bidding	TO BE DETERMINED	Fixed Term
20			43211500, 43212100	Supply of Computers, Servers, Laptops nad printers	Supply and delivery of computers, laptops, servers, printers	1-Jan-24	1-Jul-24		New	Limited/Selective Tendering	TO BE DETERMINED	