

Ministry of Foreign and CARICOM Affairs
Annual Schedule of Planned Procurement Activities

Date Published: 05/12/2024

No.	Project Number	Project Name	UNSPS Code (Level 3)	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	MFCA-1	Airfare	78111500	Supply of Return Airline Tickets - Economy and Business Class, One-way Airline Tickets - Economy and Business Class	As required	As required	N/A	RFQ	N/A	N/A
2	MFCA-2	Gifts	TBD	Supply of Gifts for Presentation to Dignitaries	As required	As required	N/A	RFQ	N/A	N/A
3	MFCA-3	Accommodation	90111800	Supply of Hotel Accommodation - Single-occupancy Room(s), Double-occupancy Room(s)	As required	As required	N/A	Selective Tendering/Limited Bidding	N/A	N/A
4	MFCA-4	Print Media	82101500	Publication of Newspaper Advertisements, Public Notices, and Printing of Information Brochures	As required	As required	N/A	RFQ	N/A	N/A
5	MFCA-5	Makeup Services	91101600	Provision of Make-up services	As required	As required	N/A	RFQ	N/A	N/A
6	MFCA-6	Sign Language, Interpreting and Translation Services	82112000	Provision of Sign Language, Interpreting and Interpretation Services	As required	As required	N/A	RFQ	N/A	N/A
7	MFCA-7	Photography/Videography Services	82131600	Provision of Photography and Videography Services	As required	As required	N/A	RFQ	N/A	N/A
8	MFCA-8	Greeting Cards	14111600	Provision of Greeting Cards	As required	As required	N/A	RFQ	N/A	N/A
9	MFCA-9	Promotional Material	80141600	Supply of Promotional Items	As required	As required	N/A	RFQ	N/A	N/A
10	MFCA-10	Banners and Signage	55121700	Supply of Flags, Banners, and Signage	As required	As required	N/A	RFQ	N/A	N/A
11	MFCA-11	Newspapers	55101500, 55111500	Daily Delivery of Newspapers, Daily Delivery of e-Newspapers	-	-	Continuous	RFQ	N/A	N/A
12	MFCA-12	Newsletters	82121500	Quarterly Publication of Newsletter	As required	As required	N/A	RFQ	N/A	N/A

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13	MFCA-13	Catering	90101600, 95131700, 48101900, 52121600	Provision of Catering Services and Tent Rentals, Supply of Tabletop and Serving Equipment (e.g., dinnerware, glassware, coffee pots, tea pots, cups, mugs, pitchers, etc.), Supply and Delivery of Table and Kitchen Linen Accessories	As required	As required	N/A	RFQ	N/A	N/A
14	MFCA-14	Entertainment	80141900, 82151700	Provision of Event Entertainment	As required	As required	N/A	RFQ	N/A	N/A
15	MFCA-15	Decoration	72153600	Installation and Removal of Event Decorations	As required	As required	N/A	RFQ	N/A	N/A
16	MFCA-16	Media Campaigns	80171600	Execution of Public Diplomacy Initiative	As required	As required	N/A	RFQ	N/A	N/A
17	MFCA-17	Graphic Design Services	82141500	Provision of Graphic Design Services	As required	As required	N/A	RFQ	N/A	N/A
18	MFCA-18	Furniture	56101500, 56101600	Supply of Chairs and Tables for Events, Supply of Outdoor Chairs and Outdoor Tables for Events	As required	As required	N/A	RFQ	N/A	N/A
19	MFCA-19	Laptops	43211500	Supply and Delivery of Laptops	Dec-24	Feb-25	8 weeks	RFQ	N/A	N/A
20	MFCA-20	Printer Servicing	81112300	Servicing and Repair of Multifunctional Printers	Dec-24	Feb-25	3 weeks	RFQ	N/A	N/A
21	MFCA-21	Toner Cartridges	44103100	Supply and Delivery of MFP and Desktop Printer Toner Cartridges	Dec-24	Feb-25	3 weeks	RFQ	N/A	N/A
22	MFCA-22	Software Subscription	43222500	Renewal of Watchguard Software Subscription	Feb-25	Mar-25	3 weeks	RFQ	N/A	N/A
23	MFCA-23	Telephone Cords	43191600	Supply and Delivery of Telephone Curly Cords	Jan-25	Jan-25	3 weeks	RFQ	N/A	N/A

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24	MFCA-24	Storage Solution	43222600	Supply and Delivery of External Backup Devices	Dec-24	Jan-25	8 weeks	RFQ	N/A	N/A
25	MFCA-25	ID Cards	46151600	Supply and Delivery of Sigma ID Card Supplies	Mar-25	Apr-24	4 weeks	RFQ	N/A	N/A
26	MFCA-26	Desktops	43211500	Supply and Delivery of Desktops	Dec-24	Feb-25	8 weeks	RFP	N/A	N/A
27	MFCA-27	IT Equipment	44111900	Supply of Interactive Smartboards	Dec-24	Jan-25	8 weeks	RFP	N/A	N/A
28	MFCA-28									
29	MFCA-29	Ground Transportation	78111800	Provision of Ground Transportation	As required	As required	N/A	RFQ	N/A	N/A
30	MFCA-30	Printing	14111500	Provision of Pamphlet Printing Service	As required	As required	N/A	RFQ	N/A	N/A
31	MFCA-31	Meeting Facilities	90111600	Provision of Meeting Rooms, Banquet Rooms, and Conference Centres	As required	As required	N/A	RFQ	N/A	N/A
32	MFCA-32	Sound System	45111500	Provision of Sound System Set-up and Take-down for Events	As required	As required	N/A	RFQ	N/A	N/A
33	MFCA-33	Plants	70111500	Supply of Decorative Plants	As required	As required	N/A	RFQ	N/A	N/A
34	MFCA-34	Laundry Services	91111500	Provision of Laundering Services for Diplomatic Bags	As required	As required	N/A	RFQ	N/A	N/A
35	MFCA-35	Small Appliance	52141500	Supply and Delivery of Kettles	As required	As required	N/A	RFQ	N/A	N/A
36	MFCA-36	Pantry	48102000, 52151500, 50201700, 50202300	Supply and Delivery of Aluminium Foil, Plastic Wrap, Disposable Kitchenware (e.g., stirrers, dishes, cups, food containers, straws), Coffee, Tea, Bottled Water, Juices	Quarterly	Quarterly	N/A	ITB (FA)	10 to 15 working days	Closed, fixed-term
37	MFCA-37	Sewing	73141700	Provision of Sewing Services for Diplomatic Bags	As required	As required	N/A	RFQ	N/A	N/A
38	MFCA-38	Seals	55121500	Supply of Amersnap and Diplomatic Seals	As required	As required	N/A	RFQ	N/A	N/A

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39	MFCA-39	Fire Proof Filing Cabinets	56101700	Supply and Delivery of Fireproof Filing Cabinets	TBD	TBD	N/A	RFQ	N/A	N/A
40	MFCA-40	Repairs and Maintenance - Generator	72151500	Servicing and Repairs to the Generator (Service Contract), Generator - Annual Servicing	Quarterly	Quarterly	Jun-25	Open Bidding	NA	Fixed Price
41	MFCA-41	Repairs and Maintenance - Elevator	72154000	Servicing of Lifts and Annual Inspection	Monthly	Monthly	May-25	Single Source	NA	Fixed Price
42	MFCA-42	Repairs and Maintenance - OSHA Compliance	80101800	OSH Compliance Work, as identified	Jan-24	Feb-24	TBD	Single Source	N/A	Fixed Price
43	MFCA-43	Repairs and Maintenance - Gates	72151500	Sliding Gate Motors Servicing	Bi-Annually	Bi-Annually	Feb-25	Single Source	N/A	Fixed Price
44	MFCA-44	Repairs and Maintenance - HVAC	72151200	HVAC Maintenance	Quarterly	Quarterly	Sept-25	Open Bidding	TBD	Fixed Price
45	MFCA-45	Repairs and Maintenance - Pest Control	78141600, 72102100	Pest Control Services	Quarterly	Quarterly	Oct-25	Open Bidding	N/A	Fixed Term
46	MFCA-46	Repairs and Maintenance - Cleaning	72153500	Pressure Washing	Quarterly	Quarterly	Jul-25	Open Bidding	N/A	Fixed Term
47	MFCA-47	Repairs and Maintenance - Fire Extinguisher	72101500	Fire Extinguisher Service	Bi-Annually	Bi-Annually	Oct-25	Open Bidding	N/A	Fixed Term
48	MFCA-48	Repairs and Maintenance - Fire Panel	72101500	Fire Panel Maintenance	Quarterly	Quarterly	Jun-25	Open Bidding	N/A	Fixed Term
49	MFCA-49	Janitorial Services	76110000	Supply of Janitorial Services	Monthly	Monthly	Jan-25	Open Bidding	TBD	Fixed Term
50	MFCA-50	Security Service	92121700, 92121504	Supply of Security Services at Headquarters and Warehouse	Monthly	Monthly	Jul-25	Open Bidding	TBD	Fixed Term

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51	MFCA-51	Repairs and Maintenance - Environmental Control	40101600, 72153600, 40161600	Installation of Extractor Fans below Building A, Sealing of Glass Windows, Ozone Shock Treatment, Storage Solution	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price
52	MFCA-52	Repairs and Maintenance - Building Cleaning	30151700	Cleaning of guttering, windows, office spaces	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price
53	MFCA-53	Repairs and Maintenance - Building Maintenance	72151300	External Painting	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price
54	MFCA-54	Repairs and Maintenance - Security Control	72121100	Refurbishment of the Security Booth	TBD	TBD	TBD	FRQ	TBD	Fixed Price
55	MFCA-55	Stationery and Office Supplies	44110000, 44111500, 44111600, 44111800, 44111900, 44112000, 44121600, 44121700, 44121900, 44122100, 44121500, 44122000, 44101800, 44123100, 14121800	g Envelopes, Clear Pouches, Diplor	Quarterly	Quarterly	N/A	ITB (FA)	10 to 15 working days	Closed, fixed-term
56	MFCA-56	Staff Development	86132100	Relevant Training for staff	TBD	TBD	TBD	Jul-25	RFQ	No Contract

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57	09/005/06/A/027	Computers, Servers, Laptops and Printers	43211500, 43212100	Supply and delivery of computers, laptops, servers, printers	Jan-25	Jul-25	8 weeks	Limited/Selective Tendering	TBD	Fixed Price
58	09/005/06/A/023	Document Management Solution	43232200	Implementation of Document Management System	TBD	TBD	TBD	RFP	N/A	N/A
59	09/005/06/A/005	Institutional Strengthening and Capacity Building	TBD	Conduct of an organisational assessment	TBD	TBD	TBD	RFP	N/A	N/A
60	09/005/06/F/001	Relocation of Ministry of Foreign and CARICOM Affairs. Configuration and Outfitting of New Offices	TBD	Construction of additional work spaces	TBD	TBD	1 year	RFP	N/A	N/A
61	09/005/06/A/040	Refurbishment of 5 Units of Flagstaff	TBD	TBD	TBD	2 years	RFP	N/A	N/A	N/A