



Division of Food Security, Natural Resources, the Environment & Sustainable Development
Annual Schedule of Planned Procurement Activities
Financial Year 2024 – 2025

VERSION I

NO.	PROJECT NUMBER	PROJECT NAME	UNSPSC	BRIEF DESCRIPTION	PROPOSED DATE FOR ISSUE OF BIDDING DOCUMENTS	ESTIMATED DATE OF COMPLETION	ESTIMATED PROJECT DURATION (For Works and Services)	PROCUREMENT METHOD	STANDSTILL (DAYS) [if applicable]	CONTRACT TYPE
1	TBD	Provision Of Catering Services	90101600	Provision of catering services for meetings and events (snack box, lunch, buffet meals)	05 th Dec 2024	30 th Sep 2025	As required	Open	15 days	Fixed Price
2	TBD	Office Supplies	4412000	Acquisition of stationeries.	05 th Dec 2024	30 th Sep 2025	As required	Open	N/A	Fixed Price
3	TBD	Publicity and Campaigns	80171600	Promoting the Division works/ events on established media network, newspaper, television, radio and printed materials.	05 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Fixed Price
4	TBD	Video and Photography Production Management	45110000	Purchase of video and photography equipment.	27 th Jan 2025	24 th June 2025	Once	Selective	10 days	Fixed Price

5	TBD	Training, Workshop & Conferences	86000000	Training Workshop & Conferences geared towards continuous development.	05 th Dec 2024	30 th Sep 2025	Once	Selective	N/A	Fixed Price
6	TBD	Hosting of Events	80170000	Hosting of Commemorative Event, Activities and Stakeholders Engagement.	05 th Dec 2024	30 th Sep 2025	As Required	RFX	N/A	Varied
7	TBD	Provision Of Janitorial Services	76100000	Provision of cleaning services, material & Supplies.	05 th Dec 2024	30 th Sep 2025	As required	Open	N/A	Fixed Price
8	TBD	Provision of Pest Control Services	72102100	Pest Control for rodent and other infestation for one (1) year.	15 th Jan 2025	30 th Sep 2025	Once	Selective	12 days	Fixed Price
9	TBD	Tobago Recycling Resource Initiative	24112000	Construction and installation of recycling bin in various communities.	23 th Jan 2025	30 th April 2025	Once	Selective	12 days	Fixed Price
10	TBD	PPE	46180000	Acquisition of PPE for execution of duties, including specialized PPE's for water environment and oil/ gas associated areas.	05 th Dec 2024	30 th Sep 2025	As required	Open	N/A	Fixed Price
11	TBD	Repair & Maintenance of Equipment	73152100	Provision for spare parts and replacement parts for equipment.	05 th Dec 2024	30 th Sep 2025	As required	RFX	12 days	Varied
12	TBD	Office Furniture	56101700	Acquisition of office furniture.	05 th March 2025	30 th Sep 2025	Once	RFX	12 days	Varied
13	TBD	Repairs & Maintenance of Vehicle	78181500	Acquisition of parts & spare parts to repair and Maintenance vehicles.	05 th Dec 2024	30 th Sep 2025	As required	RFQ	N/A	Fixed Price

14	TBD	Service Agreement for Tractor and Heavy Equipment	64130000	Long term agreement for servicing of tractor of heavy equipment/ vehicles for two (2) years at Tractor Pool Department.	19 th Feb 2025	8 th April 2025	Once	Selective	12 days	Varied
15	TBD	Repairs & Maintenance of Buildings	72101500	Acquisition of material and supplies for maintenance and repair to buildings which includes plumbing & electrical items.	05 th Dec 2024	30 th Sep 2025	As required	RFQ	N/A	Fixed Price
16	TBD	Laboratory Equipment	41100000	Acquisition of new equipment for the Laboratories, for – Agriculture & Environment Department.	13 th June 2025	30 th Sep 2025	Once	RFX	N/A	Varied
17	TBD	Repair & Maintenance of Marine Buoys	25111520	Acquisition of materials and supplies to repair and maintain Buoys.	05 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Varied
18	TBD	Reef Monitoring	77101604	Assessment on Coral Reefs in Tobago and Lionfish eradication in Tobago.	24 th Jan 2025	30 th Sep 2025	As required	Selective	N/A	Varied
19	TBD	Maintenance of Vessels	781820000	Acquisition of Maintenance and Supplies of Vessels.	9 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Fixed Price
20	TBD	Library	55101500	Acquisition of Books and Periodicals.	9 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Fixed Price
21	TBD	Safety at Sea Training	78182000	Stakeholder Training on Communication, Navigation and Other.	2 nd Feb 2025	26 th Aug 2025	Quarterly	RFX	N/A	Varied
22	TBD	Installation of Camera	55101500	Installation of security camera system	5 th March 2025	17 th July 2025	Once	Selective	12 days	Fixed Price

23	TBD	Provision of Fuel	15100000	Acquisition of Fuel – Diesel, Gasoline, Petrol / LPG.	05 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Fixed Price
24	TBD	Garbage collection & Disposal	76121501	Garbage Disposal from various Department of the Division.	6 th Jan 2024	30 th Sep 2025	As required	RFX	N/A	Fixed Price
25	TBD	Provision of Tools	27110000	Acquisition of Tools – Agriculture, Environment, and Forestry.	05 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Fixed Price
26	TBD	Upgrade to Equipment	72100000	Repair/ Upgrade to Louis D'or Processing Unit The Louis D'or Processing Unit will be renovated to function in a manner that will allow the users to add value to their product/s (Agro-Processors).	05 th Dec 2025	30 th Sep 2025	5 months	OPEN	N/A	Fixed Price
27	TBD	Repairs & Maintenance of Vehicle	72121100	Construction of Office building at Tractor Pool with Tire Changer; Auto Electrical and Vehicle Lift area. The new building to be constructed will be a two storey, steel frame structure, enclosed with concrete blockwork. The building will housed a Vehicle lift system, Auto electrical room, Tire changing room with toilet facilities on the ground floor. While the upper floor will have various offices, a meeting room, kitchen and toilet facilities among other amenities.	05 rd Dec 2024	24 th Sep 2025	7 months	Selective	N/A	Fixed Price

28	TBD	Security Guard Services	72100000	Repair/ Construction of Security Booth. Many of the security booths within the Division are not safe for use. In this regard, all security booths will be upgrade to a satisfactory standard and to the comfort of the end user.	23 rd Jan 2025	24 th Sep 2025	8 months	OPEN	N/A	Fixed Price
29	TBD	Development of Agricultural Access Roads	72141106	Construction of access roads involves: grading and cambering, excavation works, carpentry, mason and steel works etc.	24 th Feb 2025	24 th Sep 2025	9 months	OPEN	N/A	Fixed Price

30	TBD	Refurbishment works to Runnemedede, Blenheim and Louis D'or Demonstration	72100000	Refurbishment to building infrastructure. This involves: carpentry, mason, electrical, plumbing works etc.	24 th Jan 2025	24 th Sep 2025	7 months	OPEN	N/A	Fixed Price
31	TBD	Fire extinguisher inspection & Maintenance Repair & Services	72101516	Inspection & Maintenance of Fire extinguisher.	As required	30 th Sep 2025	As required	RFQ	N/A	Fixed Price
32	TBD	Construction of Food Hub at Mason Hall and Roxborough	72100000	This involves the construction of a new buildings, carpentry, masonry, electrical, plumbing and ancillary works etc.	23 rd Feb 2025	24 th Sep 2025	7 months	TBD	N/A	Fixed Price

33	TBD	Agriculture Equipment	21000000	Acquisition of new Agriculture, Forestry and Landscape machinery equipment.	21 st May 2025	2 nd Sep 2025	Once	Selective	N/A	Fixed Price
34	TBD	Mega Farm Projects	72100000	Development of farm infrastructure (shade houses, hydroponics, smart sensors, renewable energy sources etc) to aid the increase of crops and livestock production for food security and food sovereignty.	20 th Jan 2025	30 th Sep 2025	8 months	TBD	N/A	Varied
35	TBD	Consultancy	80170000	Consultation with stakeholder/ public, private partnership/ engagement of subject matter experts for Divisional activities.	16 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Varied
36	TBD	Diplomatic Relation	93121500	Acquisition of flights, meals, accommodation and ground transportation local, regional & international.	As required	30 th Sep 2025	As required	Selective	N/A	Varied
37	TBD	Provision of Travel / Linkages	90120000	Acquisition of flights, accommodation & ground transportation.	16 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Varied
38	TBD	Provision of Grocery items & Water	55000000	Acquisition of grocery items and water for Divisional use.	9 th Dec 2024	30 th Sep 2025	Month	Selective	N/A	Varied
39	TBD	Provision of Signage	55120000	Acquisition of signs and branding of the Division's property.	8 th Jan 2025	30 th Sep 2025	Month	Open	N/A	Varied

40	TBD	Dirt & Soil	11111500	Acquisition of soils for propagation and aggregate for construction.	9 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Varied
41	TBD	Livestock Production	10000000	Acquisition of Ruminant & Fowls	24 th Jan 2025	17 th July 2025	Once	RFX	N/A	Varied
42	TBD	Website Development & Upgrades	43232400	To Develop & Maintain websites.	26 th Feb 2025	24 th April 2025	Once	RFP	12 days	Varied
43	TBD	Printer/Copier Machine Management	44103100	Repairs and servicing of printers and copying machines.	9 th Dec 2024	30 th Sep 2025	As required	RFQ	N/A	Varied
44	TBD	Installation & Repairs of Telecommunications Infrastructure	43000000	Installation of phone, Internet and wireless connections as well as repair services.	29 th Jan 2025	17 th July 2025	Once	RFX	N/A	Varied
45	TBD	Computer Software & Hardware	43210000	Installation of computer software & hardware	14 th Feb 2025	6 th July 2025	Once	Selective	N/A	Fixed Price
46	TBD	Digital Transformation	811120000	Provision for a paperless solutions system / Management	16 th May 2025	6 th Aug 2025	Once	Selective	12 days	Fixed Price

47	TBD	Crop Production	70140000	Acquisition of planting Material & Supplies	23 rd Dec 2024	24 th Sep 2025	Quarterly	RFX	N/A	Fixed Price
48	TBD	Apiaries Production	21102401	Acquisition of supplies & material for Bee keeping.	23 rd Dec 2024	24 th Sep 2025	Quarterly	RFQ	N/A	Fixed Price
49	TBD	Animal Health	70122000	Acquisition of supplements & medication.	9 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Fixed Price
50	TBD	Livestock Ration	10121500	Framework agreement for ration for one (1) year.	19 th March 2025	30 th Sep 2025	Once	RFP	12 days	Fixed Price
51	TBD	Postage	44121500	Acquisition of courier services (track pack and stamps).	9 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Fixed Price
52	TBD	Upgrade to Equipment	25191700	Acquisition of Transport Services Equipment	05 th Dec 2025	30 th Sep 2025	Once	Selective	12 days	Fixed Price
53	TBD	Repairs & Maintenance to Agriculture Station	72101500	Acquisition of material & supplies for repairs & maintenance.	9 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Fixed Price
54	TBD	Hosting of Conferences & Seminars	80141902	Acquisition of material & supplies for Hosting of Conferences & Seminars.	9 th Dec 2024	30 th Sep 2025	Quarterly	RFX	N/A	Fixed Price
55	TBD	Provision for servicing Laboratory Equipment	81101706	Acquisition of Material & Supplies to service & maintain Laboratory Equipment.	9 th Dec 2024	30 th Sep 2025	As required	RFX	N/A	Fixed Price
56	TBD	Construction of storage shed	72121100	Construction of storage shed at Tractor Pool Department	26 th Feb 2025	16 th August 2025	Once	Open	12 days	Fixed Price
57	TBD	Establishment of Root & Tubers Crop	70140000	Acquisition of planting material & supplies for Root & Tubers crops.	24 th Jan 2025	24 th Sep 2025	Once	Open	12 days	Fixed Price

58	TBD	Land Preparation	70130000	Land Preparation Services.	3 rd Dec 2024	24 th Sep 2025	As required	RFX	N/A	Fixed Price
59	TBD	Provision of supplies for planting	10150000	Acquisition of planting material & supplies which includes seed, crop, and tubers.	4 th Jan 2025	30 th Sep 2025	As required	Open	N/A	Fixed Price
60	TBD	Construction of Laboratory	72121100	Construction of Laboratory which include feasibility, Design and Construct.	24 th Feb 2025	24 th Sep 2025	Once	Open	12 days	Varied
61	TBD	Composting Facility	21100000	Acquisition of Equipment for Composting Facility.	24 th April 2025	24 th Sep 2025	Once	Open	12 days	Fixed
62	TBD	Sheep Fattening Facility	21101900	Acquisition of material, supplies & equipment for fattening facility.	9 th May 2025	24 th Sep 2025	As required	Open	N/A	Varied
63	TBD	Sewage Treatment & Septic Cleaning	47101500	Provision of service for treatment to Sewage system & cleaning of septic tanks.	8 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Fixed Price
64	TBD	Waste Management	76121500	Collection and Disposal of waste	8 th Dec 2024	30 th Sep 2025	As required	Selective	N/A	Fixed Price
65	TBD	Recycling	76122300	Provision for collection of material	10 th Feb 2025	24 th Sep 2025	As required	Selective	N/A	Fixed Price

66	TBD	Vehicle	25101507	Acquisition of new Vehicles	21 st April 2025	20 th Sep 224	Once	Open	12 days	Fixed Price
67	TBD	Irrigation System	70171700	Provision for Implementation Systems	23 rd Feb 2025	20 th Sep 2025	As required	RFX	N/A	Fixed Price

Please Note: The Publication of this Schedule of Planned Procurement Activity does not constitute a solicitation, oblige the Division of Food Security, Natural Resources, The Environment and Sustainable Development to issue a solicitation, or confer any rights on suppliers or contractors.

RFQ Request for Quotation

TBD To be Determined

N/A Not Applicable

ITB Invitation to Bid

RFP Request for Proposal

RFX The 'X' in RFX stands for Request for anything you need for your procurement processes (RFP, RFQ, etc.).