



Ministry of Social Development and Family Services  
Annual Schedule of Planned Procurement 2023 - 2024

**Disability Affairs Unit**

| No | Project Number  | Project Name   | UNSPSC Code | Brief Description  | Proposed Date for Issue of Bidding Documents             | Expected Delivery/ Completion Date                        | Estimated Project Duration   | Procurement Method     | Standstill Period | Contract Type  |
|----|-----------------|--|-------------|--|--|---|--|------------------------|-------------------|----------------|
| 1  | 10              | Office Stationery and Supplies                       | 14111509    | Purchasing of Paper, Pens, Pencils, Clip Boards, Folders, electrical sharpener | February 2024<br>April 2024                              | March 2024<br>May 2024                                    | One month each   | Request for Quotations | Not applicable    | Purchase Order |
| 2  | 62              | Promotions, Publicity and Printing                   | 82121500    | Printing Brochures Branded Folders, Posters and activity books                 | December 2023<br>January 2024<br>April 2024<br>July 2024 | January 2024<br>April 2024<br>July 2024<br>September 2024 | Brochures ( 3 months Jan - April 2024 )<br><br>Posters, Activity Books and Folders (1 month Dec 2023 -Jan 2024)<br><br>Promotional items/ t-shirts (3 months April- July 2024)<br><br>Printing items (2 months July – Sept 2024) | Request for Quotations | Not applicable    | Purchase Order |
| 3  | 66              | Hosting of Conferences, Seminars and Other Functions | 80141607    | Chairs, Tables, Table Cloth, Refreshments                                      | March 2024   | May 2024  | 2 months   | Request for Quotations | Not applicable    | Purchase Order |
| 4  | 78/03/007<br>02 | Office Equipment                                     | 44000000    | Tablets for Field work, Electronic magnifier                                   | April 2024<br>July 2024                                  | June 2024<br>September 2024                               | 2 Months each  | Request for Quotations | Not applicable    | Purchase Order |
| 5  | 03              | Furniture and Furnishings                            | 56000000    | Chairs, Fire proof File Cabinet  | February 2024<br>June 2024                               | April 2024<br>August 2024                                 | 2 Months each  | Request for Quotations | Not applicable    | Purchase Order |
| 6  | 04              | Other Minor Equipment                                | 43191507    | Headset Phones, Heavy Duty Puncher   | December 2023<br>May 2024                                | February 2024<br>July 2024                                | 2 Months each  | Request for Quotations | Not applicable    | Purchase Order |



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**Information Communication Technology Division**

| No | Project Number | Project Name  | UNSPSC Code | Brief Description  | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type     |
|----|----------------|---|-------------|--|--|------------------------------------|----------------------------|------------------------|-------------------|-------------------|
| 1  | 50/7/9         | Procurement of Fifty (50) UPS                             | 39121011    | To replace end-of-life equipment and protect computers from surges.  | January 2023                                 | April 2024                         | 4 Months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 2  | 50/7/9         | Procurement ten (10) Tablets                              | 43211509    | To assist the field officers in documenting client information.  | January 2023                                 | April 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 3  | 50/10/64       | Procurement of ten (10) network Switches                  | 43211601    | To replace obsolete switches that allow connectivity   | November 2023                                | March 2024                         | 5 months                   | Open Tender            | Not applicable    | Lump Sum Contract |
| 4  | 50/7/9         | Procurement of 200pk Cable Ties                           | 43222634    | To facilitate Cable Management in all server rooms   | December 2023                                | March 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 5  | 50/7/9         | Procurement five (5) External hard drive                  | 43212201    | To transfer data.  | January 2024                                 | April 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 6  | 50/7/9         | Procurement of fifteen(15) foot mouse                     | 43211708    | Provision of Assistive Technology Equipment for persons with disabilities to allow clients to apply for the ministry's grants. | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 7  | 50/7/9         | Procurement of fifteen(15) scanners                       | 43211711    | Provision of Assistive Technology Equipment for persons with disabilities to allow clients to apply for the ministry's grants. | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 8  | 50/7/9         | Procurement of fifteen(15) large print keyboards          | 43211706    | Provision of Assistive Technology Equipment for persons with disabilities to allow clients to apply for the ministry's grants. | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 9  | 50/7/9         | Procurement of fifteen (15) noise cancellation headphones | 43191609    | Provision of Assistive Technology Equipment for persons with disabilities to allow clients to apply for the ministry's grants. | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |



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| No | Project Number | Project Name  | UNSPSC Code | Brief Description  | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type     |
|----|----------------|---|-------------|--|--|------------------------------------|----------------------------|------------------------|-------------------|-------------------|
| 10 | 50/7/9         | Procurement of five (5) detachable laptops                            | 43211507    | To be used by the executive allowing for mobility.                                     | November 2023                                | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 11 | 50/10/68       | Procurement of fifty-one(51) IP Phones                                | 43191511    | To replace obsolete phones and have some in stock when new staff members are employed. | November 2023                                | March 2024                         | 5 months                   | Open Tender            | Not applicable    | Lump Sum Contract |
| 12 | 50/7/9         | Procurement of Two External hard drives (10TB and 20 TB)              | 43212201    | To store MSDFS data and to transfer data between servers.                              | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 13 | 50/7/9         | Procurement of Pre-cut CAT6 Cables                                    | 43222602    | To connect computers and servers in the network  | December 2023                                | April 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 14 | 50/7/9         | Procurement of thirty (30) Server Hard drives                         | 43212201    | To replace faulty server hard drives   | November 2023                                | February 2024                      | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 15 | 50/7/9         | Procurement of fifty (50) 500GB Hard drives and thirty(30) Ram Sticks | 43212201    | Purchase of SATA hard drive 500GB and 8GB Ram Sticks                                   | November 2023                                | February 2024                      | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 16 | 50/7/9         | Procurement of one (1)Cable Tester (Qualification Tester)             | 43222643    | To test cables   | October 2023                                 | February 2024                      | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 17 | 50/7/9         | Procurement of three (3) Website Plugins                              | 43211501    | To assist in the performance of the Website  | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 18 | 50/7/9         | Procurement of five (5) desktop Speakers                              | 43211607    | To facilitate meeting and audio presentations  | December 2023                                | March 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 19 | 50/7/9         | Purchase of five (5) desktop Printers                                 | 43212110    | To be used by the Director, Finance, Director HR and DPS Guy Hernandez                 | December 2023                                | March 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 20 | 50/7/9         | Procurement of two (2) Overhead Scanners                              | 43211711    | To assist Accounts in scanning their employee pay record books                         | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 21 | 50/7/9         | Procurement One(1) Wimax device                                       | 43222631    | For the PS Secretariat   | October 2023                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |



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|----|----------------|---|-------------|--|--|------------------------------------|----------------------------|------------------------|-------------------|-------------------|
| 22 | 50/7/9         | Renewal of four (4) Adobe Creative Cloud Licenses | 43231514    | The renewal of four Adobe Creative Cloud licenses utilised by the CCEU. the Licenses will expiry on 9 November 2023                                  | December 2023                                | March 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 23 | 50/7/9         | Procurement of Two (2)plugins                     | 43211501    | To assist in the performance of the Website  | November 2023                                | March 2024                         | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 24 | 50/7/9         | Procurement of one (1)Computer Vacuum             | 27113203    | To remove dust from equipment  | January 2024                                 | January 2024                       | 4 months                   | Request for Quotations | Not applicable    | Purchase Order    |
| 25 | ---            | Procurement of Service Desk Solution              | 43231501    | To allow employees and ICT team members to troubleshoot problems, track their issues, and get assistance regarding products, services, or processes. | October 2023                                 | January 2024                       | 4 months                   | Open Tender            | Not applicable    | Lump Sum Contract |
| 26 | ---            | Procurement of Ten (10) Servers                   | 43211501    | To replace obsolete servers within the ministry.   | January 2024                                 | May 2024                           | 5 months                   | Open Tender            | Not applicable    | Lump Sum Contract |
| 27 | ---            | Procurement of One Hundred (100) Laptops          | 43211503    | To replace obsolete laptops within the ministry and to issue to new field officers   | January 2024                                 | May 2024                           | 5 months                   | Open Tender            | Not applicable    | Lump Sum Contract |
| 28 | A036           | Procurement of One Hundred (100) AIO Computers    | 43211521    | Procure One Hundred (100) AIO Computers to ensure efficient functioning of the MSDFS   | January 2024                                 | June 2024                          | 6 months                   | Open Tender            | Not applicable    | Lump Sum Contract |
| 29 | ---            | Procurement of One Hundred (100) IP Phones        | 43191511    | To replace obsolete phones and have some in stock when new staff members are employed.   | January 2024                                 | June 2024                          | 6 months                   | Open Tender            | Not applicable    | Lump Sum Contract |



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## Project Implementation Unit

| No  | Project Number | Project Name                                 | UNSPSC Code                      | Brief Description  | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method | Standstill Period | Contract Type     |  |  |
|---|----------------|--|----------------------------------|--|--|------------------------------------|----------------------------|--------------------|-------------------|-------------------|--|--|
| <b>Public Sector Investment Programme</b> |                |  |                                  |  |  |                                    |                            |                    |                   |                   |  |  |
| 1   | C044           | Establishment of Social Displacement Centres |                                  |  |  |                                    |                            |                    |                   |                   |  |  |
|   |                |  | 95122106                         | Transitional Housing at Beaumont Hill, Point-a-Pierre <ul style="list-style-type: none"> <li>Refurbish Two (2) Houses</li> <li>Install Perimeter Fence</li> <li>Install Guard Booth</li> <li>Install CCTV Cameras</li> </ul> | January 2024                                 | April 2024                         | 1 Month                    | Open Tender        | Not Applicable    | Lump Sum Contract |  |  |
|   |                |  | 92121701                         |  |  |                                    |                            |                    |                   |                   |  |  |
|   |                |  | 95122106<br>56101500<br>56101700 | Establishment of a Transitional Facility at the Young Women's Christian Association (YWCA) in Port of Spain <ul style="list-style-type: none"> <li>Conduct Miscellaneous Works at the YWCA</li> </ul>                        | January 2024                                 | April 2024                         | 1 Month                    | Open Tender        | Not Applicable    | Lump Sum Contract |  |  |
|   |                |  | 95122106<br>56101700<br>56101500 | Remodelling and Outfitting of Mary-Jenny-Poole   | December 2023                                | March 2024                         | 1 Month                    | Open Tender        | Not Applicable    | Lump Sum Contract |  |  |
|   |                |  | 95122106                         | Construction of Guard Booth, Kitchen and Bedroom Cupboards for Penal Transitional Facility   | November 2023                                | February 2024                      | 1 Month                    | Open Tender        | Not Applicable    | Lump Sum Contract |  |  |



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|   |      |   |                                  |   |               |                |           |  |                |   |  |  |
|---|------|---|----------------------------------|---|---------------|----------------|-----------|--|----------------|---|--|--|
|   |      |   | 95122106                         | External Works for the Couva Transitional Facility for Socially Displaced     | November 2023 | February 2024  | 1 Month   | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
|   |      |   | 55121700<br>55121704<br>55121731 | Procurement of Signage for the Hernandez Place Sanctuary                      | November 2023 | December 2023  | 1 Month   | Request for Quotations   | Not Applicable | Purchase Order  |  |  |
| 2 | C096 | Development Centre for Persons with Challenges with Challenges (National Therapeutic and Resource Centre) |                                  |   |               |                |           |  |                |   |  |  |
|   |      |   | 42250000                         | Outfitting of the NTRC with Therapeutic Equipment                             | November 2023 | June 2024      | 8 Months  | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
|   |      |   | 72103103                         | Installation of a 7' x 7' Elevator  | April, 2024   | June 2024      | 3 Months  | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
|   |      |   | 85122101<br>85122102             | Operationalisation of the NTRC  | November 2023 | August 2024    | 2 Months  | MOU (Memorandum of Understanding with the Ministry of Health ) | Not Applicable | MOU (Memorandum of Understanding with the Ministry of Health) |  |  |
|   |      |   | 95122100                         | Internal Perimeter Fence and Miscellaneous External Works                     | December 2023 | February 2024  | 2 Months  | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
| 3 | C129 | Implementation of a National Social Mitigation Plan   |                                  |   |               |                |           |  |                |   |  |  |
|   |      |   | 80122101                         | Consultancy to Undertake a Review of MSDFS Legislation and Policies           | November 2023 | October 2024   | 12 Months | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
|   |      |   | 55101515<br>55101520<br>55111513 | Nationwide Campaign on Strategies to Ensure Persons Food Security             | January 2024  | September 2024 | 9 Months  | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
|   |      |   | 55101515<br>55101520<br>55111513 | Nationwide Public Education Campaign on Financial Security                    | November 2023 | July 2024      | 9 Months  | Open Tender  | Not Applicable | Lump Sum Contract   |  |  |
| 4 | A032 | Establishment of an Integrated Social Enterprise Management System/E Pass                                 | 43232300                         | Application Support   | November 2023 | January 2024   | 3 Months  | Sole Select  | 10             | Lump Sum Contract   |  |  |
|   |      |   |                                  | Add on of Features  | November 2023 | January 2024   | 3 Months  | Sole Select  | 10             | Lump Sum Contract   |  |  |
|   |      |   |                                  | Maintenance   | April 2024    | September 2024 | 6 Months  | Sole Select  | 10             | Lump Sum Contract   |  |  |
| 5 | A036 | Digitization and Migration  |                                  |   |               |                |           |  |                |   |  |  |
|   |      |   | 80101507                         | Completion of the Digitization Policy through Collaboration with UNDP and MDT | January 2024  | December 2025  | 12 months | Open Tender  | 10             | Lump Sum Contract   |  |  |



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|    |                  |  |  |   |               |                |           |             |                |                   |  |  |
|----|------------------|--|--|---|---------------|----------------|-----------|-------------|----------------|-------------------|--|--|
|    |                  |  | 80101507   | Procure Vendor to Undertake Scanning and Digitization of Clients and Administrative Records   | January 2024  | December 2025  | 12 months | Open Tender | 10             | Lump Sum Contract |  |  |
| 6  | A038             | Enterprise and Business Continuity Solution and Recovery | 81111509   | Procure Application Development Platform  | November 2023 | March 2024     | 3 Months  | Open Tender | 10             | Lump Sum Contract |  |  |
|    |                  |  | 72121101   | Design and Construction of a Septic System at the Couva Social Services Centre to Facilitate Data Centre  | December 2023 | May 2024       | 4 Months  | Open Tender | 10             | Lump Sum Contract |  |  |
|    |                  |  | 43201835   | Business Continuity – Share Point   | March 2024    | September 2024 | 7 Months  | Sole Select | Not applicable | Lump Sum Contract |  |  |
|    |                  |  | 43211521<br>43201554<br>43222604                                     | Business Continuity - Installation of Equipment and Systems for Data Centre   | December 2023 | March 2024     | 1 Month   | Open Tender | 10             | Lump Sum Contract |  |  |
|    |                  |  | 95122100   | Business Continuity - External Works for the Couva Social Services Building   | December 2023 | March 2024     | 1 Month   | Open Tender | 10             | Lump Sum Contract |  |  |
| 7  | A040<br>50/10/65 | Website Development                                      | 43232107<br>43232408   | Website Development - Procure Website Infrastructure  | November 2023 | March 2024     | 3 Months  | Open Tender | Not applicable | Lump Sum Contract |  |  |
| 8  | A042             | Enterprise Wireless Solution                             | 43222631   | Enterprise Wireless Solution - Deployment of a Mobile Computing System  | November 2023 | March 2024     | 3 Months  | Open Tender | Not applicable | Lump Sum Contract |  |  |
| 9  | A044             | Database Monitoring Tool                                 | 81112205   | Database Monitoring Tool - Implementation of a SQL Monitoring Tool that will Recognise SQL Server Issues before they Impact Users.  | November 2023 | April 2024     | 3 Months  | Open Tender | Not applicable | Lump Sum Contract |  |  |
| 10 | F003             | Outfitting of Buildings for MSDFS Divisions              | 56101700<br>95121700<br>44100000<br>44110000<br>56101700<br>92121701 | Establishment of the Arima Social Service Office<br><br>Works to be Undertaken includes:<br>1. Spatial Preparation<br>2. Outfitting<br>3. Installation of IP Surveillance Cameras | January 2024  | February 2024  | 1 Month   | Open Tender | 10             | Lump Sum Contract |  |  |
|    |                  |  | 56101700<br>95121700<br>44100000<br>44110000<br>56101700<br>92121701 | Relocation of the Point Fortin Local Board<br><br>Works to be Undertaken includes:<br>1. Spatial Preparation<br>2. Outfitting   | April 2024    | July 2024      | 1 Month   | Open Tender | 10             | Lump Sum Contract |  |  |



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|                           |         |  |                                  |  |               |               |          |                        |                |                         |  |  |
|---------------------------|---------|--|----------------------------------|--|---------------|---------------|----------|------------------------|----------------|-------------------------|--|--|
|                           |         |  |                                  | 3. Installation of IP Surveillance Cameras   |               |               |          |                        |                |                         |  |  |
|                           |         |  | 95121700                         | Remodelling Works: SSE Princes Town  | April 2024    | July 2024     | 1 Month  | Open Tender            | 10             | Lump Sum Contract       |  |  |
|                           |         |  | 44100000                         | Works to be Undertaken at Princes Town Social Services Office include:<br>1. Spatial Preparation<br>2. Outfitting<br>3. Installation of IP Surveillance Cameras  |               |               |          |                        |                |                         |  |  |
|                           |         |  | 44110000                         |  |               |               |          |                        |                |                         |  |  |
|                           |         |  | 92121701                         |  |               |               |          |                        |                |                         |  |  |
| <b>Recurrent Projects</b> |         |  |                                  |  |               |               |          |                        |                |                         |  |  |
| 11                        | ---     | Operationalisation of Carapo House                       | 93131803                         | Procurement of a suitable organisations to operationalise and manage the Carapo House Transitional Facility  | December 2023 | March 2024    | 3 Months | Open Tender            | 10             | Service Level Agreement |  |  |
| 12                        | ---     | Operationalisation of the Hernandez Place Sanctuary      | 93131803                         | Procurement of a suitable organisation to operationalise and manage the Hernandez Place Sanctuary  | January 2024  | April 2024    | 3 Months | Open Tender            | 10             | Service Level Agreement |  |  |
| 13                        | 50/7/15 | Procurement of signage for the Hernandez Place Sanctuary | 55121700<br>55121704<br>55121731 | Supply and installation of:<br><ul style="list-style-type: none"> <li>Signs to the interior and exterior of the Hernandez Place Facility.</li> <li>A Facility sign at the front of the building</li> <li>A commemorative plaque</li> </ul> | November 2023 | December 2023 | 1 Month  | Request for Quotations | Not Applicable | Purchase Order          |  |  |





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**National Social Development Programme Division**

| No | Project Number | Project Name             | UNSPSC Code | Brief Description  | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method | Standstill Period | Contract Type |
|----|----------------|--------------------------|-------------|--|--|------------------------------------|----------------------------|--------------------|-------------------|---------------|
| 1  | 04/007/06      | Rehabilitative Programme | 86101810    | <p>The Sowing Empowerment through Entrepreneurial Development (SEED) Programme aims to provide a mechanism to empower poor and vulnerable citizens who have an interest in starting or improving their own business but are unable to gain access to funding on their own. The Programme also facilitates funding for skills training / re-training to promote employment.</p> <p>Procurement of Training Providers to facilitate training in:</p> <ul style="list-style-type: none"> <li>- Business Management and associated topics</li> <li>- Entrepreneurial Development and associated topics</li> <li>- Life Skills Development</li> <li>- Innovation</li> <li>- Finance and Accounting</li> <li>- Marketing and other related topics</li> <li>- Records Management</li> <li>- Financial Literacy</li> </ul> | January 2024                                 | September 2024                     | 9 months                   | Open Tender        | Not Applicable    | TBD           |



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**Division of Ageing**

| No | Project Number | Project Name                            | UNSPSC Code | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type  |
|----|----------------|---|-------------|---|--|------------------------------------|----------------------------|------------------------|-------------------|----------------|
| 1  | ---            | World Elder Abuse Awareness Day (WEEAD) | 80141607    | <p><b>Conference: AgeWISE: Breaking the Silence on Elder Abuse</b></p> <p><b>Slogan: "Promoting Dignity, Preventing Abuse, Empowering Seniors"</b></p> <ul style="list-style-type: none"> <li>To present information on Elder Abuse prevalence, prevention and mitigation in Trinidad and Tobago and facilitate stakeholder engagement and collaboration, by hosting the <b>AgeWISE Brunch</b> at Hotel Conference Centre (e.g. Cascadia, Radisson, Hilton). Date TBD</li> <li><b>Media Sensitization Campaign</b> <ul style="list-style-type: none"> <li>Television advertisement on <b>TTT</b> and <b>TV6</b> to highlight the types of elder abuse and promote the services of the DOA (June 10<sup>th</sup> 2024 – June 15<sup>th</sup> 2024)</li> <li>Newspaper Advertisement; Express, Newsday, Guardian (June 15<sup>th</sup>, 2024)</li> <li>Radio Advertisement (June 10<sup>th</sup> 2024 – June 15<sup>th</sup> 2024)</li> <li>Social media advertisement Facebook etc.</li> </ul> </li> <li><b>Promotional Items</b><br/>Pens, Pencils, tumblers, note pads etc.</li> </ul> | January 2024                                 | February 2024                      | One month                  | Request for Quotations | Not applicable    | Purchase Order |



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|----|----------------|---|-------------|--|--|------------------------------------|----------------------------|------------------------|-------------------|----------------|
| 2  | 50/7/17        | United nations International Day for Older Persons (UNIDOP) | 80141607    | <p><b>Health and Wellness Expo for Older Persons</b></p> <ul style="list-style-type: none"> <li>The "Health and Wellness Expo" is a response to the growing population of older persons in Trinidad and Tobago and the need to recognize and address their unique challenges and opportunities. The aim is to commemorate the United Nations International Day of Older Persons in Trinidad and Tobago by fostering a holistic approach to the well-being of our elderly population. This event seeks to empower older persons, promote their physical and mental health, and celebrate their contributions to society.</li> <li><b>Media Sensitization Campaign</b> <ul style="list-style-type: none"> <li>Television advertisement on <b>TTT</b> and <b>TV6</b> to highlight the significance of UNIDOP and promote the services of the DOA (Sep 23rd 2024 – Oct 1st 2024)</li> <li>Social media advertisement Facebook etc.</li> <li>Newspaper Advertisement; Express, Newsday, Guardian (October 1, 2024)</li> <li>Radio Advertisement (Sep 23rd 2024 – Oct. 1st 2024)</li> </ul> </li> <li><b>Public Sensitisation</b> <ul style="list-style-type: none"> <li>Brian Lara Promenade Outreach (POS); Date: Oct. 30<sup>th</sup> 2024)</li> </ul> </li> <li><b>Promotional Items</b><br/>Pens, Pencils, key chains, water bottles, etc.</li> </ul> | March 2024                                   | June 2024                          | One month                  | Request for Quotations | Not applicable    | Purchase Order |



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|----|----------------|---|-------------|--|--|------------------------------------|----------------------------|------------------------|-------------------|----------------|
| 3  | 50/7/17        | Honouring Wisdom, Nurturing Respect: Bridging Generations | 80141607    | <p><b>Public Sensitization</b></p> <p>This project aims to create a positive and nurturing environment for school children to learn about elder abuse prevention and the importance of appreciating older persons. It encourages empathy, understanding, and respect between generations.</p> <ul style="list-style-type: none"> <li><b>Promotional Items</b></li> </ul> <p>Pens, Pencils, key chains, water bottles, book marks, other memorabilia items and Polos for sensitization team (Age appropriate)</p> | May 2024                                     | July 2024                          | On-going                   | Request for Quotations | Not applicable    | Purchase Order |
| 4  | 50/7/17        | Office Stationery and Supplies                            | 14111509    | Electronic Printing Calculators  | December 2023 / January 2024                 | February 2024                      | N/A                        | Request for Quotations | Not applicable    | Purchase Order |
| 5  | 50/7/17        | Office Stationery and Supplies                            | 14111509    | Tablets  | November 2023 / December 2023                | January 2024                       | N/A                        | Request for Quotations | Not applicable    | Purchase Order |
| 6  | 50/7/17        | Minor Equipment   | 52141501    | Refrigerators  | December 2023 / January 2024                 | January 2024                       | N/A                        | Request for Quotations | Not applicable    | Purchase Order |



Ministry of Social Development and Family Services  
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**Social Welfare Division**

| No | Project Number | Project Name                   | UNSPSC Code | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date                          | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type  |
|----|----------------|--------------------------------|-------------|---|--|---|----------------------------|------------------------|-------------------|----------------|
| 1  | 02/003/05      | Telephones                     | 43191501    | Purchase of phone cards for Social Welfare Offices.   | November 2023 to July 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |
| 2  | 02/003/10      | Office Stationery and Supplies | 14111509    | Purchasing of cleaning supplies, toiletries, refreshments for meetings and office stationery, for use by 10 local Boards and Social Welfare Head Office.  | November 2023 to June 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |
| 3  | 02/003/12      | Materials and Supplies         | 14111509    | Purchasing of materials and supplies used in the discharge of the core functions of Social Welfare e.g.: - <ul style="list-style-type: none"> <li>Paper used for printing of application forms for the Ministry's grants</li> </ul> | November 2023 to June 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |
| 4  | 02/003/13      | Maintenance of Vehicle         | 95121605    | Repair and maintenance to the Ministry's vehicle, e.g. changing tyres, batteries, and servicing.  | November 2023 to June 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |
| 5  | 03/003/02      | Office Equipment               | 44000000    | Purchasing of adding Machine, shredders, etc., for use at 10 Local Boards and Social Welfare Head Office.   | November 2023 to June 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |
| 6  | 03/003/03      | Furniture and Furnishing       | 56000000    | Purchase of chair, cabinets, shelving and tables for use at 10 Local Boards and Social Welfare Head Office.   | November 2023 to June 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |



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Annual Schedule of Planned Procurement 2023 - 2024

| No | Project Number | Project Name          | UNSPSC Code | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date                          | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type  |
|----|----------------|-----------------------|-------------|---|--|---|----------------------------|------------------------|-------------------|----------------|
| 7  | 03/003/04      | Other Minor Equipment | 56000000    | Purchase of items such as televisions, microwaves, kettles, refrigerators etc. for use at 10 Local Boards and Social Welfare Head Office. | November 2023 to June 2024                   | 5 business days after company receive PO from the Ministry. | Not applicable             | Request for Quotations | Not applicable    | Purchase Order |



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**General Administration Division**

| No | Project Number | Project Name  | UNSPSC Code          | Brief Description  | Proposed Date for Issue of Bidding Documents           | Expected Delivery/ Completion Date          | Estimated Project Duration                      | Procurement Method     | Standstill Period | Contract Type                        |
|----|----------------|---|----------------------|--|--|---|---|------------------------|-------------------|--------------------------------------|
| 1  | 02/001/09      | Rent/Lease – Vehicles and Equipment                         | 80161800             | Rental of Photocopiers with consumables  | Monthly  | One Week                                    | One Week  | Sole Select            | Not applicable    | Framework Agreement                  |
| 2  | 02/001/10      | Office Stationery and Supplies                              | 14111509             | Supplying of Stationery and Supplies to the various Divisions and Departments for day-to-day running of offices                              | On a Quarterly Basis                                   | One Month                                   | One Month                                       | Request for Quotations | Not applicable    | Purchase Order                       |
| 3  | 02/001/11      | Books and Periodicals                                       | 55101519<br>95121904 | For the supplying of Newspapers to Department and Divisions and also the renewal of book subscriptions for the Library                       | When renewal notices are submitted                     | One Month                                   | One Month                                       | Sole Select            | Not applicable    | Framework Agreement                  |
| 4  | 02/001/12      | Materials and Supplies                                      | 14111509             | – Purchasing of Storage/Archive<br><br>– Ink for copiers.  | On a Quarterly Basis<br><br>When necessary             | One Month<br><br>3 weeks                    | One month<br><br>3 weeks                        | Request for Quotations | Not applicable    | Purchase Order<br><br>Purchase Order |
| 5  | 02/001/13      | Maintenance of Vehicles                                     | 25100000             | – Purchasing of Tyres, Batteries and Service to Ministry Vehicles<br><br>– Body Repairs to TCX 525<br><br>– Transmission Repairs to PCX 1272 | Every 5,000 km<br><br>January 2024<br><br>January 2024 | 2 Weeks<br><br>April 2024<br><br>April 2024 | One Month<br><br>Four Months<br><br>Four Months | Request for Quotations | Not applicable    | Purchase Order                       |
| 6  | 02/001/15      | Repairs and Maintenance - Equipment                         | 72154066             | For the repairs and maintenance to Photocopiers and Laptops  | When necessary   | Two Weeks                                   | Two Weeks                                       | Sole Select            | Not applicable    | Framework Agreement                  |
| 7  | 02/001/19      | Official Entertainment                                      | 80141607             | Hosting Persons (Foreign/Local) to promote the Ministry's Mandate  | As necessary   | To be determined                            | To be determined                                | Request for Quotations | Not Applicable    | Purchase Order                       |
| 8  | 02/001/21      | Building Repairs and Maintenance – Plumbing and Electricals | 72100000             | For Plumbing, Electrical etc. and Maintenance to Buildings   | As necessary   | --  | One year  | Open Tender            | 10                | Lump sum Contract                    |
| 9  | 02/001/27      | Overseas Travel   | 78111502             | Cost of overseas travel to eligible officers for attendance at Meetings/Conferences  | When necessary   | One Week                                    | One Week  | Sole Select            | Not Applicable    | Purchase Order                       |



**Ministry of Social Development and Family Services**  
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| No | Project Number | Project Name   | UNSPSC Code              | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration     | Procurement Method                  | Standstill Period | Contract Type       |
|----|----------------|--|--------------------------|---|--|------------------------------------|--------------------------------|-------------------------------------|-------------------|---------------------|
| 10 | 02/001/28      | Contracted Services                                  | 76121600<br><br>80101800 | – Waste Disposal Services and Sewer Systems<br><br>– Health and Safety  | Monthly<br><br>As necessary                  | Monthly<br><br>To be determined    | 1 Year<br><br>To be determined | ---                                 | ---               | Purchase Order      |
| 11 | 02/001/37      | Janitorial Services                                  | 76110000                 | Cleaning of Office and Servicing of Sanitary Bins   | July 2023                                    | October 2023                       | Three years                    | ---                                 | ---               | Purchase Order      |
| 12 | 02/001/37      | Security Services                                    | 71123005                 | Provision of Security and Patrol Duty for all Offices   | July 2023                                    | October 2023                       | Three years                    | Open Tender                         | Not Applicable    | Purchase Order      |
| 13 | 02/001/57      | Postage  | 44121513                 | Buying of stamps for posting out letters  | When supplies are depleted                   | Upon the issue of Invoice Order    | Two Weeks                      | Sole Select                         | Not applicable    | Framework Agreement |
| 14 | 02/001/62      | Promotions and Publicity and Printing                | 55101500                 | For the publication of newsletters and publishing advertisements  | When necessary                               | Two Weeks                          | Two Weeks                      | Sole Select/ Request for Quotations | Not applicable    | Framework Agreement |
| 15 | 02/001/66      | Hosting of Conferences, Seminars and other Functions | 80141607                 | Hosting of Press Conferences, Staff Retirement, Staff Appreciation, Minister's Service Excellence and Recognition, National Days and Festival Functions | As necessary                                 | To be determined                   | To be determined               | Request for Quotations              | Not applicable    | Purchase Order      |
| 16 | 02/001/96      | Fuel and Lubricants                                  | 20102305                 | Purchase of Fuel, Diesel, Oil for Ministry's Vehicles   | A necessary                                  | A necessary                        | One year                       | ---                                 | Not Applicable    | Fleet Card          |
| 17 | 01/001/02      | Office Equipment                                     | 44000000                 | Purchase of Shredder, Laminating and Binding Machines   | January 2024                                 | May 2024                           | 4 months                       | Request for Quotations              | Not applicable    | Purchase Order      |
| 18 | 01/001/03      | Furniture and Furnishings                            | 56000000                 | Purchase of Cabinets, Shelving, Chairs, Tables and Desks  | January 2024                                 | April 2024                         | 3 months                       | Request for Quotations              | Not applicable    | Purchase Order      |
| 19 | 01/001/04      | Other Minor Equipment                                | 44000000                 | Purchase of Kitchen Appliances, Calculators, Ladders  | January 2024                                 | April 2024                         | 3 months                       | Request for Quotations              | Not applicable    | Purchase Order      |
| 20 | 02/001/08      | Rent/Lease – Office Accommodation and Storage        | 80131500                 | Payment of rent or lease of buildings occupied by the Ministry  | Monthly                                      | One Week                           | One Week                       | Sole Supplier                       | Not applicable    | Framework Agreement |





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**Corporate Communications Division**

| No | Project Number | Project Name                  | UNSPSC Code          | Brief Description  | Proposed Date for Issue of Bidding Documents          | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method                         | Standstill Period | Contract Type  |
|----|----------------|-------------------------------|----------------------|--|---|------------------------------------|----------------------------|--|-------------------|----------------|
| 1  | 50/7/13        | MSDFS Fortnightly Advertorial | 55101500             | The MSDFS will produce, every two weeks, a one pager advertorial to highlight special achievements, initiatives, programmes and projects undertaken to keep the national community abreast of its major activities and accomplishments.<br>Quotations to be requested from: - Express Newspapers<br>- Newsday Newspaper  | First week of each month and third week of each month | ---                                | 12 months                  | Sole Select from 2 media houses identified | Not applicable    | Purchase Order |
| 2  | 50/7/13        | MSDFS Outreach Caravan        | 93141811             | With the use of the MSDFS Mobile Unit, visits will be made to various rural communities to conduct outreach sessions, in partnership with other social sector Ministries   | October 2023 / November 2024                          | ---                                | 12 months                  | Request for Quotations                     | Not applicable    | Purchase Order |
| 3  | 50/7/13        | Advertisement - Reminders     | 55101500<br>55111500 | Direct Deposit<br>Life and Residential Form (Life Certificate)<br>Suicide prevention Hotline<br>Grants   | The beginning of Each month                           | ---                                | 12 months                  | Request for Quotations                     | Not applicable    | Purchase Order |
| 4  | 50/7/13        | Advertisements –              | 55101500<br>55111500 | Vacancies<br>Tender Notices<br>UN recognised International Days<br>- International Day of Older Persons<br>- International Day for Eradication of Poverty<br>- World Sight Day/World Cerebral palsy<br>- World AIDS day<br>- International Day for Persons with Disabilities<br>World Social Work Day<br>World Down Syndrome Day<br>World Autism Day<br>International Day of families<br>World Elder Abuse Day<br>Suicide prevention Day<br>International Sign languages Day | As required   | ---                                | ---                        | Request for Quotations                     | Not applicable    | Purchase Order |
| 5  | 50/7/13        | Compulsory Publications       | 55101500<br>55111500 | - Freedom of Information - FOIA<br>- Void Cheques<br>- MSDFS Achievement Report  | March 2024 and June 2024                              | ---                                | ---                        | Request for Quotations                     | Not applicable    | Purchase Order |



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| No | Project Number | Project Name      | UNSPSC Code          | Brief Description   | Proposed Date for Issue of Bidding Documents   | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type  |
|----|----------------|-------------------|----------------------|---|--|------------------------------------|----------------------------|------------------------|-------------------|----------------|
| 6  | 50/7/13        | Events            | 80141607             | <ul style="list-style-type: none"> <li>- Social Worker of the Year Awards</li> <li>- Social work Day Activities – Thanksgiving/Family Fun Day</li> <li>- Independence Decorations</li> <li>- Launches</li> <li>- Installation of Board Members/instruments of Appointment</li> </ul>  | March 2024<br>March 2024<br>September 2024<br>As needed  | ---                                | ---                        | Request for Quotations | Not applicable    | Purchase Order |
| 7  | 50/7/13        | Media Campaigns   | 55101500<br>55111500 | <ul style="list-style-type: none"> <li>- VABS</li> <li>- Elder Abuse</li> <li>- Suicide prevention Hotline</li> <li>- DAGM grant</li> <li>- GA grants</li> <li>- Registry of Vulnerable persons</li> <li>- Promotion of Senior Activity Centres</li> <li>- Promotion of Outreach Caravan</li> <li>- Promotion of NTRC</li> <li>- STEP –Up and SEED</li> </ul> | January-September 2024.<br>June 2024<br>Each Month<br>Each Month<br>Each Month<br>January – June 2024<br>January to September 2024<br>Each Month<br>Each Month | ---                                | ---                        | Request for Quotations | Not applicable    | Purchase Order |
| 8  | 50/7/13        | Promotional Items | 82121505             | <ul style="list-style-type: none"> <li>- Branded Polos</li> <li>- Branded Collaterals</li> <li>- Branded brochures and booklets</li> </ul>  | When requested   | ---                                | ---                        | Request for Quotations | Not applicable    | Purchase Order |



Ministry of Social Development and Family Services  
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**National Family Services Division**

| No | Project Number | Project Name                                  | UNSPSC Code | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type       |
|----|----------------|---|-------------|---|--|------------------------------------|----------------------------|------------------------|-------------------|---------------------|
| 1  | 02/003/12      | Materials and Supplies                        | 14111509    | Purchasing of paper for printing forms  | December 2023/ January 2024                  | February 2024                      | One month                  | Request for Quotations | Not applicable    | Purchase Order      |
| 2  | 02/006/05      | Telephones                                    | 43191501    | Purchasing of Monthly Phone Cards (\$250.00 each for FSSW Staff)                                    | October 2023 – September 2024                | September 2024                     | 11 months                  | Request for Quotations | Not applicable    | Purchase Order      |
|    |                |   | 43191501    | Rental of 744-1033  | October 2023 – September 2024                | September 2024                     |                            | Monthly Rental         | Not applicable    | Framework Agreement |
|    |                |   | 81112100    | Rental of five (5) WIMAX Devices  | October 2023 – September 2024                | September 2024                     |                            | Monthly Rental         | Not applicable    | Framework Agreement |
| 3  | 02/006/08      | Rent/Lease – Office Accommodation and Storage | 80131500    | Rental of Office Accommodation for NFSD Port of Spain Staff – 95-97 Frederick Street, Port of Spain | October 2023 – September 2024                | September 2024                     | 11 months                  | Monthly Rental         | Not applicable    | Framework Agreement |
| 4  | 02/006/10      | Office Stationery and Supplies                | 14111509    | Purchase of Stationery and Supplies   | January 2024                                 | March 2024                         | 2 months                   | Request for Quotations | Not applicable    | Purchase Order      |
|    |                |   |             |   | May 2024                                     | July 2024                          | 2 months                   | Request for Quotations | Not applicable    | Purchase Order      |
| 5  | 02/006/11      | Books and Periodicals                         | 55101504    | Purchase of 1 copy of Daily Newspaper   | May 2024                                     | June 2024                          | 1 Month                    | Renewal                | Not applicable    | Framework Agreement |
| 6  | 02/006/12      | Materials and Supplies                        | 14111509    | Purchase of Core Function Items   | March 2024                                   | May 2024                           | 2 Months                   | Request for Quotations | Not applicable    | Purchase Order      |



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| No | Project Number | Project Name   | UNSPSC Code | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type                           |
|----|----------------|--|-------------|---|--|------------------------------------|----------------------------|------------------------|-------------------|---|
| 7  | 02/006/15      | Repairs and Maintenance/Equipment                    | 82121700    | To Service and Repair Photocopying Machine at NFSD Sub-Offices  | February 2024<br>July 2024                   | March 2024<br>August 2024          | 1 Month                    | Request for Quotations | Not applicable    | Purchase Order                          |
| 8  | 02/006/28      | Other Contracted Services                            | 76111505    | Cleaning of Upholstered Furniture at 9 NFSD Service Centres   | February 2024                                | April 2024                         | 2 Months                   | Request for Quotations | Not applicable    | Purchase Order                          |
| 9  | 02/006/57      | Postage  | 44121513    | Purchase of Postage Stamps  | May 2024                                     | June 2024                          | 1 Month                    | Sole Select            | Not applicable    | Purchase Order                          |
| 10 | 02/006/62      | Promotion Publicity and Printing                     | 82121505    | Printing of Brochures   | April 2024                                   | June 2024                          | 2 Months                   | Request for Quotations | Not applicable    | Purchase Order                          |
| 11 | 02/006/66      | Hosting of Conferences, Seminars and Other Functions | 80141607    | NFSD Community Outreaches   | January 2024                                 | July 2024                          | 7 Months                   | Request for Quotations | Not applicable    | Purchase Order                          |
| 12 | 03/006/02      | Office Equipment                                     | 44000000    | Purchase of Office Equipment  | February 2024                                | March 2024                         | 1 Month                    | Request for Quotations | Not applicable    | Purchase Order                          |
| 13 | 03/006/03      | Furniture and Furnishings                            | 56000000    | Purchase of Furniture   | February 2024                                | March 2024                         | 1 Month                    | Request for Quotations | Not applicable    | Purchase Order                          |
| 14 | 03/006/04      | Other Minor Equipment                                | 44000000    | Purchase of Other Minor Equipment   | February 2024                                | March 2024                         | 1 Month                    | Request for Quotations | Not applicable    | Purchase Order                          |
| 15 | 04/005/43      | Other Social Parenting                               | 86132201    | Conducting Community Parenting and Grand-parenting Workshops; inclusive of Refreshments, Child Care (as needed), Posters, Brochures, Stationery, Facilitators, Accommodation and related items  | November 2023                                | September 2024                     | 11 Months                  | Request for Quotations | Not applicable    | Departmental Voucher and Purchase Order |
| 16 | 04/005/44      | Other Social Family                                  | 86132201    | Community Domestic Workshop/Domestic Violence Lay Responders Programme, Community Outreaches; inclusive of Accommodation, Refreshments, Stationery, Brochures, Advertisements, Radio Programme, Television Series, Facilitators and related items | October 2023                                 | September 2024                     | 12 Months                  | Request for Quotations | Not applicable    | Departmental Voucher and Purchase Order |



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**HIV Division**

| No | Project Number | Project Name         | UNSPSC Code | Brief Description   | Proposed Date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type  |
|----|----------------|----------------------|-------------|---|--|------------------------------------|----------------------------|------------------------|-------------------|----------------|
| 1  | ---            | Printed Publications | 55101500    | IEC Materials (Information and Education Materials)- Printing and Designing of HIV/AIDS Unit Brochures ( 8 x 14 open 2 fold: Gloss Art Paper)- 30,000 copies<br><br>Printing and Designing of posters for MSDFS offices- 39 posters<br><br>Newspaper Publications (3)<br><br>1 Contraceptive Kit<br><br>Publication and Printing of Policy Booklet- 100 copies<br><br>Hiring of two social media influencers, production of Social Media video and other related costs<br><br>Hiring of Videographer for videotaping, and editing of Social Media Video | As Required                                  | September 2024                     | 1 Year                     | Request for Quotations | Not applicable    | Purchase Order |
| 2  | ---            | Catering Services    | 90101603    | Catering for World AIDS Day, National Testing Month and Carnival programme, Market Day and Book Club  | As required                                  | December 2024                      | 1 Year                     | Request for Quotations | Not applicable    | Purchase Order |
| 3  | ---            | Meeting Events       | 80141902    | Capacity Building event for programmatic research, World AIDS Day, Carnival programme, National Testing Month and Market Day ( venues, hiring of testers, educators and consultants for focus groups)   | As required                                  | December 2024                      | 1 Year                     | Request for Quotations | Not applicable    | Purchase Order |



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| No | Project Number | Project Name   | UNSPSC Code | Brief Description  | Proposed Date for Issue of Bidding Documents | Expected Delivery/Completion Date | Estimated Project Duration | Procurement Method     | Standstill Period | Contract Type  |
|----|----------------|--|-------------|--|--|-----------------------------------|----------------------------|------------------------|-------------------|----------------|
| 4  | ---            | Material and supplies for outreach and in-service education programmes | 85111507    | Purchasing of T-shirts, memorabilia, lubricants, dental/oral dams, inflatable condoms for education programmes | As required                                  | September 2024                    | 1 Year                     | Request for Quotations | Not applicable    | Purchase Order |