

No.	Project No.	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents
1	32/6/26	Material and Suppliers - Promotional items and banners for outreach events	80141605	The Supply and Delivery of items for use by various Divisions for outreach Activities including Brochures, Call Cards, Banners, Branded Display Units & Pens	Biannually – Nov-24 Jun-25
		Material and Suppliers – NACC Secretariat Operations and Meetings	14111509 48102110	Micro equipment, Stationary, Groceries, External Printing.	Biannually- Dec-24 Jun-25 As workshops arise.

		NACC meetings and workshops – Rapporteur Services		Rapporteur service is procured for meetings due to the lack of staff.	Monthly – November 2024 to September 2025
		NACC meetings and workshops – Refreshments	90101603	Refreshments for NACC meetings.	Monthly – November 2024 to September 2025
		NACC meetings and workshops – Venues		Venues for NACC meetings due to the unavailability of the OPM Audio-Visual conference room.	Monthly – November to September 2025
		NACC meetings and workshops – Audio-Visual Services		For venues without built-in audio systems.	Monthly – November to September 2025
		Reporting for GAM –	90101603	The NACC brings together National Stakeholders to support the development of the National HIV report and Validation of	Between the period of December 2024 – June 2025

		Meetings – Venue, Refreshments.		valuation of the Report.	
		Financial Reporting for GAM		Financial Health Accounts Report on the HIV and AIDS required to support GAM reporting	Annually
		Travelling Arrangements for Tobago's NACC members	78111502	Two NACC members from Tobago to attend NACC meetings. Additionally, the NACC Chairperson, Vice Chairperson, and Secretariat representative will attend meetings in Tobago as the need arises.	Monthly – November 2024 to September 2025 As meetings arise

		Condoms and Condoms Programming	Condoms are to be distributed during outreach programs. HIV and AIDS prevention initiative	Quarterly
--	--	---------------------------------------	--	-----------

OFFICE OF THE PRIME
 MINISTER
 National AIDS Coordinating
 Committee (NACC)
 Schedule of Planned
 Procurement Activities
 For the Fiscal Period 2024 –
 2025 – Recurrent.

Expected Delivery Completion Time – Goods & or/ Associated Minor Services	Estimated Project Duration Works/ Services	Procurement Method	Standstill Period (if applicable)	Contract Type
Dec-24		Request for Quotations (RFQ)	Not Applicable	Fixed Price
Jul-25 Biannually – Jan-25 Jul-25 As workshops arise.		Request for Quotations		

Monthly – November to September 2024		Single Source		
Monthly – November to September 2024		Request for Quotations (RFQ)		
Monthly – November to September 2024		Request for Quotations (RFQ)		
Monthly – November to September 2024		Request for Quotations (RFQ)		
Between the period of January 2025 – June 2025		Request for Quotations		

<p>Financial Reports for the National HIV response</p>	<ul style="list-style-type: none"> • MOU UWI HEU 3 years 	<p>Sole Source</p>		<p>Fixed</p>
<p>Monthly – November 2024 to September 2025</p>		<p>Sole Source</p>		
<p>As meetings arise</p>				

Quarterly

Sole Source

--	--	--	--	--