



**MINISTRY OF RURAL DEVELOPMENT
AND LOCAL GOVERNMENT**

Annual Schedule of Planned Procurement Activities
Financial Year 2024/2025



Section 27 of the Public Procurement and Disposal of Public Property Act, 2015 as amended mandates each procuring entity to publish on its website, or in any other electronic format, information regarding all planned procurement activities for the following twelve (12) months after approval of the National Budget. Notwithstanding this, please be advised that where the Ministry deems it necessary, its Annual Schedule of Planned Procurement Activities outlined hereunder, may be updated from time to time during the fiscal year.

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
1.	DMU 001	Supply and Install CCTV Cameras	45121500	The installation of cameras to monitor river levels and provide continuous visual data enhancing the ability to detect and respond to flood conditions promptly	October 2024	1 year	September 2025	Limited Bid/ Selective Tendering	Fixed Term	N/A
2.	DMU 002	Supply and Delivery of Rescue Boats	25111603	To procure rescue boats for use in search and rescue capabilities, and to rescue victims from flood waters	October 2024	1 year	September 2025	Limited Bid/ Selective Tendering	Fixed Term	N/A
3.	DMU 003	Supply Signage Print & Installation		This is essential for the DMU to build awareness and provide guidance to the public during emergencies, facilitating safe evacuation, reduce panic and save lives.	October 2024	1 year	September 2025	Open Bid	Fixed Term	N/A
4.	DMU 004	Printing of Brochures		This is essential for effectively disseminating critical information about disaster preparedness, response procedures and available resources to the community	October 2024	1 year	September 2025	Open Bid	Fixed Term	N/A

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
5.	DMU 005	Building Renovation		To enhance emergency preparedness and response by creating dedicated spaces for coordination and training	October 2024	1 year	September 2025	Limited Bid/ Selective Tendering	Fixed Term	N/A
6.	DMU 006	Supply and Delivery of Cantor Truck with Utility Rack		The purchase of a utility truck for transporting rescue boats is essential for enhancing our disaster response capabilities, allowing for rapid deployment and secure transport of equipment and personnel.	October 2024	1 Year	September 2025	Open Bid	Fixed Term	
7.	RP001	Consultancy Services for the preparation of Local Area Profiles (LAPs) for Municipal Corporations	93142101	LAPs would provide for baseline conditions and trends on the Municipality's current demographics, land use and resources, physical and social assets, municipal economy etc. and will help form the development of the Municipal Development Plans, Municipal Investment Plans, and strategic Local Economic Development Plans while acting as a monitoring and evaluation tool throughout their implementation.	December 2025	6 months	July 2025	Limited Bidding	Fixed Term	10 days

3 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
8.	RP002	Technical Services to Design, Develop and Implement as Enterprise Geographic Information	43232510 or 81101512	The goal of the project is to design, develop and Implement an enterprise wide GIS that may be used to manage all spatial information relevant to the MRDLG and the MCs so that government goods and services can be more efficiently and effectively provided to citizens.	December 2025	10 months	September 2025	Limited Bidding	Fixed Term	10 days
9.	A100	Youth Community Model Farm Programme	24101500	Purchase of 3 tonne truck	02/12/2024	1 year	September 2025	Selective Tendering	Fixed Term	N/A
10.	A101	Vertical Hydroponics	21102300	Supply and Installation of Vertical Hydroponics system	02/12/2024	3 Months	March 2025	Selective Tendering	Fixed Term	N/A
11.	A102	Horizontal Hydroponics	21102300	Supply and Installation of Horizontal Hydroponics System	02/12/2024	3 Months	March 2025	Selective Tendering	Fixed Term	N/A
12.	A103	Mulching Warehouse	21100000	Design and building of Mulching Warehouse	02/12/2024	1 Year	September 2025	Selective Tendering	Fixed Term	N/A
13.	A104	Plants	10152000	Supply of seedlings, plants and planting material	02/11/2024	1 Month	December 2024	Tendering	Fixed Term	N/A
14.	A105	Fertilizers & Pesticides	10171500	Supply of fertilizers and biological pesticides	02/11/2024	1 Month	December 2024	Selective Tendering	Fixed Term	N/A

4 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
15.	A106	Purchase of tools & Equipment	21101700	Supply of tools and Equipment	02/11/2024	2 Months	January 2025	Selective Tendering	Fixed Term	N/A
16.	A107	Irrigation Systems	70171700	Supply and Installation of Irrigation Systems	02/12/2024	6 Months	June 2025	Selective Tendering	Fixed Term	N/A
17.	A108	Purchase of Minor Equipment	27112000	Supply of Minor Equipment eg. Mist blowers, brush cutters, commercial vacuum cleaner, generator	02/12/2024	2 Months	February 2025	Selective Tendering	Fixed Term	N/A
18.	A109	Purchase of AC Units	40101700	Supply and delivery of two (2) 18,000 BTU AC Units	02/11/2024	1 Month	December 2024	Selective Tendering	Fixed Term	N/A
19.	A110	Security Camera system	46171610	Supply and Installation of Security Camera System	02/12/2024	6 Months	June 2025	Selective Tendering	Fixed Term	N/A
20.	CCU 001	Divali 2024 celebrations	72153612 90101603	Dress up and traditional Indian delicacies will be distributed	October 2024	1 day	Wednesday 30 October 2024	Selective Tendering	Fixed Term	N/A
21.	CCU 002	Christmas 2024 celebrations	72153612 90101603	Staff would be treated with a Christmas snack and a festive drink, with a live parang band.	November 01,2024	1 day	Friday December 20,2024	Selective Tendering	Fixed Term	N/A
22.	CCU 003	International Women's Day 2025	90101603	Breakfast in their honour of the women at the Ministry	February 10,2025	1 day	Friday 7 th March 2025 (tentative)	Selective Tendering	Fixed Term	N/A
23.	CCU 004	Eid-al Fitr 2025 Celebrations	90101603	Food 7 Drinks for Eid-al Fitr 2025	February 28,2025	1 day	Friday 28 th March 2025 (tentative)	Selective Tendering	Fixed Term	N/A
24.	CCU 005	Spiritual Baptiste 2025 Celebrations	90101603	TBD	February 28,2025	1 day	Friday 28 th March 2025 (tentative)	Selective Tendering	Fixed Term	N/A

5 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
25.	CCU 006	Backyard Jam 2025 Carnival Celebrations	72153612 90101603	Our annual Carnival celebrations where we will feature popular local artistes and local dishes in a “fete like ‘atmosphere.	December 30,2024	1 day	Friday 21 st February, 2025	Selective Tendering	Fixed Term	N/A
26.	CCU 007	Good Friday 2025 Observance	90101603	The staff will be treated to Hot Cross buns, a traditional Good Friday Treat	March 10,2025	1 day	Thursday 17 th April,2025	Selective Tendering	Fixed Term	N/A
27.	CCU 008	Easter 2025 Celebrations	72153612 90101603	Easter Egg Hunt with special prizes for the winners and chocolates for staff	March 10,2025	1 day	Monday 14 th April,2025	Selective Tendering	Fixed Term	N/A
28.	CCU 009	Mother’s Day 2025 Celebrations	90101603	Distribution of sweet boxes and a backdrop for pictures in honor of Mother’s Day	April 07,2025	1 day	Friday 9 th May,2025	Selective Tendering	Fixed Term	N/A
29.	CCU 010	Indian Arrival Day 2025 Celebrations	72153612 90101603	Distribution of sweets as well as a “Best Dressed” Male and Female competition with prizes.	April 28,2025	1 day	Thursday 29 May, 2025	Selective Tendering	Fixed Term	N/A
30.	CCU 011	Father’s Day 2025 Celebrations	55121729	The fathers of the Ministry will be treated to a small token	May 12,2025	1 day	Friday 13 th June,2025	Selective Tendering	Fixed Term	N/A
31.	CCU 012	Corpus Christi 2025 Celebrations	10152000	The distribution of plants/seedlings in celebration of this observance	May 19,2025	1 day	Wednesday 18 th June,2025	Selective Tendering	Fixed Term	N/A

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
32.	CCU 013	Emancipation Day 2025 Celebrations	90101603	Breakfast to commemorate Emancipation Day	July 1,2025	1 day	Thursday 31 July,2025	Selective Tendering	Fixed Term	N/A
33.	CCU 014	Independence Day 2025 Celebrations	72153612 90101603	TBD		1 day		Selective Tendering	Fixed Term	N/A
34.	CCU 015	Republic Day 2025 Celebrations	72153612 90101603	TBD		1 day		Selective Tendering	Fixed Term	N/A
35.	CCU 016	Supply and Installation of Independence Day Decorations	72153612 90101603	New Independence Day decorations for both Independence and Republic Day.	July 02,2025	1 day	Monday 25 August, 2025 (tentative)	Selective Tendering	Fixed Term	N/A
36.	CCU 017	IDB Public Consultation	90111500 90101603	A Cabinet approved Public Consultation on flooding and other related issues related to the Municipalities where RDLG is responsible for hosting it and all with which that entails	Q2 of 2025	1 day	Q2 of 2025	Selective Tendering	Fixed Term	N/A
37.	CCU 018	Local Economic Development Booth Openings- Arima Borough Corporation	90111500 90101603	In the continuation of the distribution of the LED Booths, the Corporate Communications Department will be responsible for planning the key distribution ceremony. This will entail the renting of Infrastructure Provision of snack boxes, printing of invitations, rental of sound equipment and décor	Q1 of 2025	1 day	Q1 of 2025	Selective Tendering	Fixed Term	N/A

7 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
38.	CCU 019	Eye in the sky Municipal Police Surveillance Launch	46171621	The Official Launch of this Ministry's Initiative in collaboration with Trinidad and Tobago Municipal Police Service	Q2 of 2025	1 day	Q2 of 2025	Selective Tendering	Fixed Term	N/A
39.	CCU 020	Trinidad and Tobago Municipal Police Graduation Ceremony	90111500 90101603	The TTMPs Batch 2024/1 will be hosting a graduation ceremony where the Communications Department will be assisting in its organization and management. We will be responsible for snack boxes, décor, rental of necessary equipment and its overall production.	Q1 of 2025	1 day	Q1 of 2025	Selective Tendering	Fixed Term	N/A
40.	CCU 021	Launch of Shadehouse project- Collaboration with MYDNS	90101603	The official Launch of Shadehouse project-in collaboration with MYDNS	Q2 of 2025	1 day	Q2 of 2025	Selective Tendering	Fixed Term	N/A
41.	CCU 022	RDLG'S Annual Health Fair 2025	90111500 90101603	Our Annual Health Fair in Collaboration with the Health and Safety Committee in our continued promotion of a healthier lifestyle amongst staff.	March 2025	1 day	May 2025	Selective Tendering	Fixed Term	N/A

8 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
42.	CCU 023	Local Government Road Show	90101603	A Caravan where we will visit the 14 municipalities to discuss and promote local government reform and all the changes that this will encompass.	Q2 of 2025	8 weeks		Selective Tendering	Fixed Term	N/A
43.	CCU 024	RDLG Branded Paraphenilia Local Government Roadshow	90101603	The acquisition of Ministry branded paraphenilia that will be distributed at the numerous events that the Ministry will host throughout the upcoming year.	Q2 of 2025	1 day	Q2 of 2025	Selective Tendering	Fixed Term	N/A
44.	CCU 025	Change Agents Meeting	90111500 90101603	A yearly occurrence where the change Management Unit meets with all agents to discuss upcoming projects and to have a debriefing. The Communications Unit is responsible for hosting the event and all that entails. (venue, refreshments, Décor, Paraphenilia).	Q3 of 2025	1 day	Q3 of 2025	Selective Tendering	Fixed Term	N/A
45.	CCU 026	Internal Activities, Initiatives and Activations		Small internal staff events where we will attempt to raise morale throughout the year. Eg. Bingo, Small Competitions, RDLG Markets	Q1 of 2025	1 year	Q1 of 2025	Selective Tendering	Fixed Term	N/A

9 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
46.	EU001	Drainage Restoration Works on the Rookery Nook Drain, off Long Circular Road, Maraval	72141205	Reconstruction of 112 linear metres of open Box Drain 1.2m wide x 1.2m deep	8/12/2024	2 months	22/04/2025	Selective Tendering	FIDIC	N/A
47.	EU002	Drainage Restoration Works along Lot#C1 Palmiste Drive, Phillipine, San Fernando	72141205	Construction of 70 linear metres of open Box Drain 0.8m wide X 0.8m deep	20/01/2025	2 months	18/04/2025	Selective Tendering	FIDIC	N/A
48.	EU003	Drainage Restoration Works at LP#11 Bayshore, Marabella	72141205	Construction of 100 linear metres of open Box Drain 1.2m wide X 1.2m deep	20/01/2025	3 months	04/06/2025	Selective Tendering	FIDIC	N/A
49.	EU004	Upgrade of Electrical Panels at the Annexed Building, Kent House, Maraval	81101701	To supply and replace three electrical panels inclusive of electrical breakers	20/01/2025	1 month	04/04/2025	Selective Tendering	FIDIC	N/A
50.	EU005	Road Restoration Works along Circle Drive, Embacadere, San Fernando	72141104	Road Restoration Works, 60m long x 5m wide	15/01/2025	1 month	15/04/2025	Selective Tendering	FIDIC	N/A

10 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
51.	EU006	Road Restoration Works along Cemetery Street, Chaguanas	72141104	Road Restoration Works,95m long x 5m wide.	15/01/2025	1 month	25/04/2025	Selective Tendering	FIDIC	N/A
52.	EU007	Road Restoration Works along Church Street, Chaguanas	72141104	Road Restoration Works,185m long x 5m wide	15/01/2025	1 month	25/04/2025	Selective Tendering	FIDIC	N/A
53.	EU008	Road Restoration Works along Sirju Street Ext #2, Rambert Village, La Romain	72141104	Road Restoration Works,80m long x 5m wide	15/01/2025	1 month	25/04/2028	Selective Tendering	FIDIC	N/A
54.	EU009	Road Restoration along Graham Street, Chaguanas	72141104	Road Restoration Works,335m long x 5m wide	15/01/2025	2 months	23/05/2025	Selective Tendering	FIDIC	N/A
55.	EU010	Road Restoration Works along Gulf View Drive, San Fernando	72141104	Road Restoration Works,220m long x 7m wide.	27/01/2025	2 months	10/05/2025	Selective Tendering	FIDIC	N/A
56.	EU011	Construction of Bridge at LP#29 Liverpool Lane, La Canoa, Santa Cruz	72141107	Construction of bridge, 14m long x 5m wide	27/01/2025	3 months	30/04/2025	Selective Tendering	FIDIC	14 days
57.	EU012	Construction of R.C Culvert at Shepherd Lane Extension, Sangre Grande	95121633	Construction of R.C Culvert, 6m long x 5m wide x 3m high	27/01/2025	3 months	26/06/2025	Selective Tendering	FIDIC	14 days

11 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
58.	EU013	Slope Stabilization Works between LP #67 to LP#68 Lazzari Road, Rio Claro	72152707	Construction of retaining wall 58m long x 4 m deep	16/12/2024	3 months	30/04/2025	Selective Tendering	FIDIC	14 days
59.	EU014	Slope Stabilization Works opposite LP#5 Ponderosa Settlement, Liberville, Rio Claro	72152707	Construction of retaining wall 80m long x 3 m deep	16/12/2024	3 months	30/04/2025	Selective Tendering	FIDIC	14 days
60.	EU015	Repairs and Maintenance of V400USDMO Generator at Kent House, Maraval	26111601	Engine repairs, radiator repairs, electrical repairs, autobody works to shell, and general service of generator.	13/01/2025	1 month	31/01/2025	Selective Tendering	FIDIC	N/A
61.	EU016	Design of the Eastern Regional Dog Pound Facility	95121700	Procurement of Consultant for the Design of the Administration Building and Kennels for the Eastern Regional Dog Pound Facility	10/02/2025	2 months	30/04/2025	Selective Tendering	FIDIC	N/A

12 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
62.	EU017	Provision of Veterinary Services for the Spaying and Neutering of Dogs	42331600	Spaying and neutering of 500 dogs at veterinary clinics	20/02/2025	2 months	31/05/2025	Selective Tendering	FIDIC	N/A
63.	FM002	Installation of the Fire Alarm systems	46191500	To Service, Recharge & Certify: Qty (38) 10lb Dry Powder Fire Extinguisher. Qty (4) 20lb Dry Powder Fire Extinguisher Qty (1) 5lb Dry Powder Fire Extinguisher Qty (10) 10lb CO2 Qty (5) Gas Fire Extinguisher 2.5gallon / 9litre Water Fire Extinguisher Qty (14) To Hydro-test, De-Valve & Re-Valve: Qty (5) 10lb ABC Dry Chemical Powder Fire Extinguisher 2.5 Gallon Water Fire Extinguisher Qty (6) 10lb CO2 Gas Fire Extinguisher Qty (50) To Supply: Pounds of ABC Dry Qty (100) Chemical Powder Qty (58) Pounds of CO2 Gas	10/1/2025	1 month	February 2025	Selective Tendering	Fixed Term	N/A

13 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
				Safety Seal						
64.	FM003	Installation of the PA System	45111700	Installation of Public Address System with 'siren tone' oscillator and a siren switch	12/1/2025	2 months	March 2025	Selective Tendering	Fixed Term	N/A
65.	FM004	The repairs to the Fire Escape	46191609	Clean Surface, Remove Old Paint and Rust, Prime and Paint	2/1/2025	2 months	March 2025	Selective Tendering	Fixed Term	N/A
66.	FM005	Installation of New Fire Escape	46191609	Installation of an additional fire escape on the southern side of the building	12/12/2024	9 months	September 2025	Selective Tendering	Fixed Term	N/A
67.	FM006	DPS-Restroom (Toilet)	40141700	Qty (1) Toilet Set W/C complete Armitage (P-Trap) Qty (1) Flexible line 16" (1/2"-3/8) Qty (1) angle valve (1/2"-3/8) Qty (1) canister Silicone	28/10/2024	3 days	October 2025	Selective Tendering	Fixed Term	N/A
68.	FM007	PS Offices-Conduit	72111100	Repairs to wall	22/11/2024	7 days	November 2025	Selective Tendering	Fixed Term	N/A
69.	FM008	To remove carpet and installation of new flooring in (Facilities, messenger room and Corridor)	72152500	Qty (1140) sq. ft. SPC semi commercial Vinyl QTY (1,102) Floor Installation	3/1/2025	1 month	February 2025	Selective Tendering	Fixed Term	N/A
70.	FM009	Installation of Park benches	56101605	Purchase of 5 Concrete Round Picnic Tables with seating and umbrellas	4/4/2025	1 month	May 2025	Selective Tendering	Fixed Term	N/A

14 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
71.	FM010	Upgrade of Landscape	72102902	Upgrade of Landscape	12/4/2025	3 months	July 2025	Selective Tendering	Fixed Term	N/A
72.	FM011	Upgrade of southern police guard booth	72152500	Supply and installation of Lift to access upper floors	3/1/2025	9 months	September 2025	Selective Tendering	Fixed Term	N/A
73.	FM012	Revitalization of Landscaping	72152500	Upgrade of Landscape	15/2/2025	4 months	June 2025	Selective Tendering	Fixed Term	N/A
74.	FM013	Installation of lift	46151505	Installation of three (3) security barriers	19/1/2025	3 months	April 2025	Selective Tendering	Fixed Term	N/A
75.	FM014	Installation of Two Security Gates	46171500	The installation of 4 speed bumps on the compound	18/2/2025	1 month	March 2025	Selective Tendering	Fixed Term	N/A
76.	FM015	Installation of three security barriers	46171500	At various points on the compound	17/2/2025	1 month	March 2025	Selective Tendering	Fixed Term	N/A
77.	FM016	The installation of speed bumps	72101500	Mechanical and electrical repairs, bodywork painting, fuelling, lubrication, and all associated maintenance activities.		Ongoing	September 2025	Selective Tendering	Fixed Term	N/A
78	FM017	Signage (safety, Evacuation, Muster point)	46191500	Installation of 44 fire alarms	2/1/2025	6 months	June 2025	Selective Tendering	Fixed Term	N/A

15 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
79.	IT001	Unified Data Insight (UDI): An Advanced Data Analytics and Visualization Solution for the Ministry of Rural Development and Local Government	43232300	Procurement of the a MRDLG Dashboard - an advanced data analytics and visualization tool. This tool will consolidate diverse data sources into a single platform, eliminating data silos and ensuring data accuracy. Additionally, it will offer real-time analytics and interactive visualizations, enabling informed, strategic, and timely decision-making.	October 2024	6 months	May 2025	Limited Bidding	Fixed Term	Yes
80.	IT002	Development of an ICT-enabled Operational Ordering and Reporting System for the Fourteen (14) Municipal Corporations	43232300	Development of an Operational Reporting Framework (ORF) - Municipal Services Management Initiative designed to capture data upon the initiation and completion of works within all spheres of operation within a MC	October 2024	6 months	May 2025	Limited Bidding	Fixed Term	N/A
81.	IT003	Computer Equipment and Accessories	43211500	Procurement of Desktop Computers, Laptops/Tablets and Peripherals for Ministry Personnel To equip officers (Power Users/Standard Users) attached to various units within the Ministry with ICT Equipment	November 2024	3 months	February 2025	Limited Bidding	Fixed Term	N/A

16 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
82.	IT004	LocalTT Mobile App Hosting Services	43223300	Procurement of cloud services required for existing mobile application built by the Ministry	November 2024	1 month	December 2024	Limited Bidding	Fixed Term	N/A
83.	IT005	Implementation of Enterprise Antivirus Endpoint Solution	43233200	Procurement of Server Licenses to run Enterprise Endpoint Security Solution	November 2024	1 month	December 2025	Sole Source	Fixed Term	N/A
84.	IT006	Procurement of Web Hosting for MC	81112104	To provide website hosting services for the Municipal Corporations	November 2024	1 month	December 2024	Limited Bidding	Fixed Term	N/A
85.	IT007	SharePoint SLA Year 2	43232300	To Provide support for the Ministry's Microsoft SharePoint deployment	November 2024	1 month	December 2024	Limited Bidding	Fixed Term	N/A
86.	IT008	Procurement of ICT Equipment and Peripherals for Ministry Personnel		To equip officers attached to various units with ICT Equipment compatible with required applications, enabling them effectively perform their duties in office and on-field.	December 2024	3 months	March 2025	Limited Bidding	Fixed Term	N/A
87.	IT009	Implementation of an Enterprise Content Management System for Fourteen (14) Municipal Corporations	43211500	To Implement an Enterprise Content Management System (ECMS) to improve business efficiency and transparency at both Head Office and the Municipal Corporations, which can also support the delivery of services to meet the needs of increasing digital internal and external customer bases.	December 2024	7 months	July 2025	Limited Bidding	Fixed Term	N/A

17 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
				Where this can be facilitated using a single solution to manage electronic records and information is the preferred option						
88.	IT010	Procurement of an ICT Service Desk Management Solution	44120000	An ICT Service Desk Management Solution to enable the ICT Unit to efficiently manage ICT service requests and provide support throughout the Ministry and Fourteen (14) Municipal Corporations	December 2024	1 month	January 2025	Sole Source	Fixed Term	N/A
89.	IT011	Procurement of Workflow building software	81111500	Workflows/PDF form development software with e-signature service	December 2024	1 month	January 2025	Limited Bidding	Fixed Term	N/A
90.	IT012	Procurement of Design and Drafting software	81111500	To equip officers attached to Engineering, Facilities Management, and Local Area Regional Planning & Development Units with Industry Standard Computer-aided Design Software	January 2025	1 month	February 2025	Sole Source	Fixed Term	N/A

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
91.	IT013	Procurement of Minor Equipment for ICT Unit	44101500 44000000 56000000	To equip the Ministry's personnel with minor equipment and tools required to perform their duties	January 2025	1 month	February 2025	Limited Bidding	Fixed Term	N/A
92.	IT014	Server Room / Network Upgrade, Additional UPS, Cable Management and Network Optimisation including WLAN Expansion	81111500	To assess current network performance at the Ministry, Optimize Network Configuration and upgrade the WLAN to allow a secure but seamless wireless connection to the domain. Procurement of UPS system with scalable power for the Ministry's Production Server Cluster. Removal of old server racks and better cable management is required to address some HSSE issues.	January 2025	6 months	July 2025	Limited Bidding	Fixed Term	N/A
93.	IT015	Procurement of Microsoft Office Licenses	43231512	To become compliant with the Microsoft Enterprise Agreement, licenses to be acquired for additional devices.	January 2025	1 month	February 2025	Sole Source	Fixed Term	N/A

19 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
94.	IT016	Procurement of Cyber Threat Prevention and Network Monitoring Software	43233200	Network Protection and Auditing Software to protect, manage, observe and providing enhanced reporting and protection of the Ministry's data	January 2025	1 month	February 2025	Sole Source	Fixed Term	N/A
95.	IT017	Procurement of Supplementary ICT Hardware and Network Infrastructure for Municipal Corporations	43210000	To provide supplementary ICT Equipment and Cabling for Municipal Corporations after GAP analysis review of procurement plans	January 2025	5 Months	June 2025	Limited Bidding	Fixed Term	N/A
96.	IT018	Adobe Creative Cloud	81111500	Procurement of Adobe Creative Cloud Software Suite	June 2025	1 month	July 2025	Limited Bidding	Fixed Term	N/A
97.	IT019	Renewal of Web Hosting for MRDLG	81112104	Renewal of hosting services for the Ministry's Website	August 2025	1 month	September, 2025	Limited Bidding	Fixed Term	N/A
98.	IT020	Dog Registration System		Development of a Dog Registration System and Database	February 2025	6 Months	September 2025	Limited Bidding	Fixed Term	N/A
99.	LD001	Legal Research Services/ Subscription	80121609	Subscription for Legal Research database, which will greatly improve the productivity of the Legal Unit	As required		September, 2025	Sole Select	Service Subscriptions (Fixed Price)	N/A

20 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
100.	GA001	Furniture and Furnishings	56000000	To purchase new cabinets to accommodate the increase of files, refurbish the vault fireproof cabinets and replace dilapidated chairs and desks	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
101.	GA002	Supply & Delivery of Office Stationery and Supplies	44120000	To purchase of office stationery and pantry items	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
102.	GA003	Supply & Delivery of Other Minor Equipment	40101700 27112000 44101500	To purchase Air Conditioning Units, Brush cutters, heavy-duty photocopier machines.	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
103.	GA004	Supply & Delivery of Office Equipment	44000000	To purchase calculators, shredders, Printers and Other Computer related accessories	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
104.	GA005	Supply & Delivery of Fuel and Lubricants	15000000	To purchase fuel and oil for vehicles and other equipment.	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
105.	GA006	Postage Items	78102200	Postage and registration of mail	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
106.	GA007	Security and personal safety services	92120000	Provision of security services for Kent House, Maraval	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
107.	GA008	Cleaning and janitorial services	76110000	Rental of Sanitact Units, and general janitorial services for Kent House, Maraval	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Description	Proposed Date for Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
108.	GA009	The provision of building maintenance & repair service	72101507	To procure equipment to maintain bathrooms, lighting, grounds, etc.	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
109.	GA010	Manufacturing equipment maintenance and repair services	73152100	Maintenance and servicing of Printers, power washers, Firewall devices, asset management (WebTMA) and Photocopying machines.	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
110.	GA011	Supply & Delivery of Structural building products	30130000	To purchase construction materials	As required	Ongoing	September, 2025	Selective Tendering	Fixed Price	N/A
111.	MP001	Supply & Delivery of Passenger motor vehicles	25101500	One (1) SUV and One (1) Sedan	As required		September, 2025	Selective Tendering	Fixed Price	N/A
112.	MP002	Supply & Delivery of Police Uniform	53102703	Procurement of Police Uniform Items & Bulletproof vests for 751 Police Officers	As required		September, 2025	RFQ	Fixed Price	N/A
113.	MP003	Supply & Delivery of Computer Equipment and Accessories	43210000	Procurement of Wireless sets, printers, computers	As required		September, 2025	Selective Tendering	Fixed Price	N/A
114.	MP004	Supply & Delivery of Printed Publications & trainee items	55101500	Procurement of training manuals & publications.	As required		September, 2025	RFQ	Fixed Price	N/A

22 Annual Schedule of Planned Procurement Activities, 2024/ 2025



Ministry of Rural Development and Local Government