

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2020- 31 December, 2020

Description of Activity		Source of Funding	Schedule (Date)	Proposed Location	Procurement Method	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
Special Meeting of the COTED (Agriculture); and Caribbean Week of Agriculture	Agriculture	CCS	Aug-20	Grenada	Shopping	15	Hotel accommodation Conference room and secretariat room,	Rental of computers, rental of communication equipment, refreshments, stationery	3
Meeting of Chief Veterinary Officers (CVOs)	Agriculture	CCS	May-20	Aruba	Shopping	3	Hotel accommodation Conference room and secretariat room	Rental of computers, rental of communication equipment, refreshments, stationery	2
Meeting of the Coordinating Group of Pesticides Control Boards	Agriculture	CCS	Job 20	TBD	Shopping	1	Hotel accommodation Conference room and secretariat room	Rental of computers, rental of communication equipment, refreshments, stationery	1
Meeting of CARICOM Plant Health Directors	Agriculture	CCS	Jul-20	TBD	Shopping	1	Hotel accommodation Conference room and secretariat room	Rental of computers, rental of communication equipment, refreshments, stationery	1

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FAO-CARICOM Letter of Agreement (LOA)	Agriculture	CCS	TBD	Guyana	Shopping	TBD	Conference Room, Video Conference, Recording Equipment	Rental of computers, rental of communication equipment, refreshments, stationery	1
Audit of Barbados Office:	Audit	CCS	Nov-20	Barbados	Shopping	3	CSME Office, Hotel accommodation	refreshments, stationery	5
First face-to-face Audit Committee Meeting:	Audit	CCS	May-20	Guyana	Shopping	10	Conference Room, Hotel accommodation	refreshments, stationery	2
2nd face-to-face Audit Committee Meeting:	Audit	CCS	Oct-20	Guyana	Shopping	10	Conference Room, Hotel accommodation	refreshments, stationery	2
26th Meeting of the Council of Ministers of CARIFORUM	CARIFORUM	EPA	Jan-20	St. Vincent	Shopping	50	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1

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2nd Meeting of the 11th EDF Institutional Support Programme Steering Committee	CARIFORUM	11th EDF	Jan-20	Barbados	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	1
1st PSC Meeting of EPA Programme	CARIFORUM	11th EDF	Jan-20	Barbados	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	1
8th Meeting of the Technical Advisory Group on Post-Cotonou	CARIFORUM	11th EDF	Jan-20	Dominican Republic	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	1
9th Meeting of the Technical Advisory Group on Post-Cotonou	CARIFORUM	11th EDF	Feb-20	Saint Vincent and the Grenadines	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	1

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(I) CARIFORUM Meeting Preparatory to the Meetings of the Task Force on the 2020 Review of the EPA and CARIFORUM-EU Joint Task Force on Monitoring of the EPA (ii) Second Meeting of the Task Force on the 2020 Review of the CARIFORUM-EU EPA (iii) Sixth Meeting of the CARIFORUM-EU Joint Task Force on Monitoring the Operation of the CARIFORUM-EU EPA	CARIFORUM	11th EDF	Feb-20	Guyana	Shopping	10	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	3
CARIFORUM Preparatory Meeting and Fourth Meeting of the Special Committee on Agriculture and Fisheries	CARIFORUM	11th EDF	Feb-20	Barbados	Shopping	12	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	2
Fourth Meeting of CARIFORUM Officials on Protection of Geographical and Third CARIFORUM-EU Meeting on the Protection of Geographical Indications	CARIFORUM	11th EDF	Feb-20	Barbados	Shopping	12	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	2
10th Meeting of the Technical Advisory Group on Post-Cotonou	CARIFORUM	11th EDF	Mar-20	Barbados	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	1

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CARIFORUM Preparatory and First Meeting of the Special Committee on Services	CARIFORUM	11th EDF	Mar-20	Saint Vincent and the Grenadines	Shopping	25	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	2
CARIFORUM Preparatory and Third Meeting of the Task Force on the 2020 Review of the CARIFORUM-EU EPA	CARIFORUM	11th EDF	Mar-20	Guyana	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	2
CARIFORUM Preparatory and Fourth Meeting of the CARIFORUM-EU parliamentary Committee	CARIFORUM	11th EDF	Mar-20	Brussels	Shopping	20	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	2
Programming Meeting with Regional Institutions	CARIFORUM	11th EDF	Mar-20	Saint Vincent and the Grenadines	Shopping	50	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
Programming Meeting with Senior Officials of CARIFORUM	CARIFORUM	11th EDF	Jun-20	Saint Vincent and the Grenadines	Shopping	30	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	2

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CARIFORUM Preparatory and Fourth Meeting of the Task Force on the 2020 Review of the CARIFORUM-EU EPA	CARIFORUM	11th EDF	Apr-20	Guyana	Shopping	10	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, refreshments, stationery	2
Services Seminar - DR	CARIFORUM	11th EDF	Apr-20	Dominican Republic	Shopping	30	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
Services Seminar - Dominica	CARIFORUM	11th EDF	May-20	Dominica	Shopping	20	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
CARIFORUM Preparatory and Fifth Meeting of the Task Force on the 2020 Review of the CARIFORUM-EU EPA	CARIFORUM	11th EDF	May-20	Guyana	Shopping	10	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
CARIFORUM Preparatory and Sixth Meeting of the Task Force on the 2020 Review of the CARIFORUM-EU EPA	CARIFORUM	11th EDF	Jun-20	St Vincent and the Grenadines	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1

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Preparatory Meeting of Senior Officials and Special Meeting of the Council of Ministers of CARIFORUM	CARIFORUM	11th EDF	Jun-20	Saint Vincent and the Grenadines	Shopping	60	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
CARIFORUM-EU Political Dialogue	CARIFORUM	11th EDF	Jun-20	Saint Vincent and the Grenadines	Shopping	70	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	2
CARIFORUM Preparatory and Seventh Meeting of the Task Force on the 2020 Review of the CARIFORUM-EU EPA	CARIFORUM	11th EDF	Jul-20	Guyana	Shopping	15	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	2
Face to face Advanced EDF Training (Operational and M&E) with Implementing Agencies	CARIFORUM	11th EDF	Sep-20	Guyana	Shopping	31	Conference Room, Secretariat,	Refreshments	11
Meeting of CARIFORUM Senior Officials Preparatory to the 10TH Meeting of the CARIFORUM-EU Trade and Development Committee	CARIFORUM	11th EDF	Sep-20	Guyana	Shopping	20	Conference Room, Secretariat,	Refreshments	2
7th Meeting of the Special Committee on Customs Cooperation and Trade Facilitation	CARIFORUM	11th EDF	Sep-20	Guyana	Shopping	10	Conference Room, Secretariat,	Refreshments	1

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Meeting of the CARIFORUM-EU Consultative Committee	CARIFORUM	11th EDF	Sep-20	Suriname	Shopping	50	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
CARIFORUM Preparatory and 10TH Meeting of the CARIFORUM-EU Trade and Development Committee	CARIFORUM	11th EDF	Oct-20	Suriname	Shopping	40	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	2
CARIFORUM Preparatory and 5TH Meeting of the Joint CARIFORUM-EU Council (2nd Five Year Review of the EPA)	CARIFORUM	11th EDF	Nov-20	Suriname	Shopping	65	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	1
27th Meeting of the Council of Ministers of CARIFORUM	CARIFORUM	11th EDF	Nov-19	Suriname	Shopping	50	Conference Room, Hotel accommodation,	Rental of computers, copier, printer, rental of interpretation equipment, interpreters refreshments, stationery	2
Support the Implementation of the Regional Labour Market Information System - Training in labour data production for data managers at a regional workshop	CSME	11th EDF	Oct-20	Trinidad and Tobago	Shopping	25	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	2

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Training on the National Advertising Portals and CPPNB	CSME	11th EDF	Mar-20	CARICOM Member states	Shopping	135	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	2
Meeting of Finance Officials for the Establishment of the Regional Patent Administration	CSME	11th EDF	Apr-20	Barbados	Shopping	21	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	2
National Consultations on the Caribbean Patent Convention	CSME	11th EDF	Apr-20	CARICOM Member states	Shopping	TBD	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	2
National Consultations on the Administrative Procedures/ National Consultations on the Consultative Procedures as agreed by COTED in 2002	CSME	11th EDF	Apr-20	CARICOM Member states	Shopping	TBD	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	3

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Skilled Workers Programme - CARICOM Youth Ambassadors	CSME	11th EDF	Jul-20	Barbados & Guyana	Shopping	30	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	6
Skilled Workers Programme - Border Officials	CSME	11th EDF	May-20	CARICOM Member states	Shopping	62	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	5
Skilled Workers Programme - Work Attachments for Teachers	CSME	11th EDF	Oct-20	CARICOM Member states	Shopping	34	Hotel Accommodation and Conference room	Audio Visual, refreshments, stationery,	10
IGTF Meetings	General Counsel	CCS	May-20	Barbados	Shopping	52	Hotel Accommodation and Conference room	Rental of computers, rental of equipment, refreshments, stationery,	2
First Meeting of the PANCAP-CVC-COIN Technical Advisory Group for the Multi-Country Caribbean Global Fund Grant	PANCAP	Global Fund	Jan-20	Guyana	Shopping	35	Hotel Accommodation Conference room	Rental of computers, rental of equipment, refreshments, stationery,	2

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Regional launch of the 11th EDF Strengthening the Framework of CARICOM Integration and Cooperation Processes Programme	RMTA	10th EDF	Feb-20	Guyana	Shopping	35	Hotel Accommodation Conference room a	Rental of computers, rental of equipment, refreshments, stationery,	2
Four Meetings of the Caribbean Community (CARICOM) Committee of Ambassadors	SG's Office	CCS	Mar-20	Guyana	Shopping	120	Conference Room, Video Conference, Recording Equipment	Stationery, Reference	1
Four Meetings of the Caribbean Community (CARICOM) Committee of Ambassadors	SG's Office	CCS	Mar-20	Guyana	Shopping	138	Conference Room, Video Conference, Recording Equipment	Stationery, Reference	1
Secretary-General CARICOM Day Reception	SG's Office	CCS	Jul-20	Guyana	Shopping	700	TBD		1
Secretary-General's Annual Breakfast Event for Plenipotentiary Representatives accredited to CARICOM (Member States and Third States) in the margins of the 41st Regular Meeting of the Conference of Heads of Government.	SG's Office	CCS	Jul-20	St. Lucia	Shopping	60	St. Vincent and the Grenadines	Refreshments	1
CARICOM Girls in ICT partnership Internal	ICT4D	CCS	Jan-20	Guyana	Shopping	15	Secretariat's Meeting Room	Refreshments	1
CARICOM Girls in ICT partnership Internal	ICT4D	CCS	Apr-20	Guyana	Shopping	15	Secretariat's Meeting Room	Refreshments	1
CARICOM Girls in ICT partnership Internal	ICT4D	CCS	Jul-20	Guyana	Shopping	15	Secretariat's Meeting Room	Refreshments	1
CARICOM Girls in ICT partnership Internal	ICT4D	CCS	Oct-20	Guyana	Shopping	15	Secretariat's Meeting Room	Refreshments	1
CARICOM Girls in ICT partnership (External)	ICT4D	CCS	Mar-20	Guyana	Shopping	25	Secretariat's Meeting Room	Refreshments	1
CARICOM Girls in ICT partnership (External)	ICT4D	CCS	Sep-20	Guyana	Shopping	25	Secretariat's Meeting Room	Refreshments	1

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Single ICT Space technical Working groups	ICT4D	CCS	Feb-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Single ICT Space technical Working groups	ICT4D	CCS	Mar-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Single ICT Space technical Working groups	ICT4D	CCS	Apr-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Single ICT Space technical Working groups	ICT4D	CCS	May-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Ministerial Meetings on Roaming	ICT4D	CCS	Mar-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Ministerial Meetings on Roaming	ICT4D	CCS	Mar-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Ministerial Meetings on Roaming	ICT4D	CCS	Apr-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Ministerial Meetings on Roaming	ICT4D	CCS	Jun-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Preparatory meetings for the Joint Expert Group on ICT (CARICOM-US TIC)	ICT4D	CCS	Sep-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Preparatory meetings for the Joint Expert Group on ICT (CARICOM-US TIC)	ICT4D	CCS	Oct-20	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
CARICOM Digital Week (includes COTED ICT Officials and Ministerial; and ICT Cluster; Youth forum) - see below	ICT4D	CCS	18 - 22 May	Guyana	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Officials	ICT4D	CCS	TBD	TBD	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
CTU Ministerial Meeting	ICT4D	CCS	TBD	TBD	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Youth Forum / App exposition	ICT4D	CCS	TBD	TBD	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
COTED Ministerial	ICT4D	CCS	TBD	TBD	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1

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Girls in ICT Partnership Roundtable	ICT4D	CCS	TBD	TBD	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1
Information gathering Consultations in Member States (Gap Analysis)	ICT4D	CCS	TBD	TBD	Shopping	TBD	Secretariat's Meeting Room	Refreshments	1

Procurement Method: Direct Award; Shopping; Restricted Tendering; Opening Tendering