

CARICOM SECRETARIAT'S GENERAL PROCUREMENT PLAN

Meetings and Training

1 January, 2019- 31 December, 2019

Description of Activity		Source of Funding	Schedule (Date)	Proposed Location	Procurement Method	No. of participants	Required Facilities	Material Supplies and equipment	Duration (Days)
35th COHSOD- Education	HSD	CCS	Oct-19	Guyana	Shopping	80	Hotel accommodation Conference room and secretariat room, Car Rental	Rental of computers, rental of communication equipment, refreshments, stationery	3
Stakeholders' Consultation- Teachers and Educational Leaders	HSD	CEFE Funding	Jul-19	Guyana	Shopping	25	Hotel accommodation Conference room and secretariat room	Rental of computers, rental of communication equipment, refreshments, stationery	2
Meeting of Working Group on Single Space for Communications	SG	CCS	Jan-19	Guyana	Shopping	50	Conference room	Rental of communication equipment, refreshments,	1
Four Meetings of the Caribbean Community (CARICOM) Committee of Ambassadors	SG	CCS	Q1-Q4	Guyana	Shopping	120	Conference Room, Video Conference, Recording Equipment	Refreshments, stationery	1

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Two Meetings of the Secretary-General and Heads of Regional Institutions	SG	CCS	Q1 / Q4	Guyana	Shopping	1338	Conference Room, Video Conference, Recording Equipment	Refreshments, stationery	1
Three Meetings of the Prime Ministerial Sub-Committee (PMSC) on Cricket	SG	CCS	Q1 / Q3 / Q4	Guyana	Shopping	18	Conference Room, Video Conference, Recording Equipment	Refreshments, stationery	1
Secretary-General CARICOM Day Reception	SG	CCS	Jul-19	Guyana	Shopping	700	Conference Room, Video Conference, Recording Equipment	Refreshments	2
Secretary-General's Annual Breakfast Event for Plenipotentiary Representatives accredited to CARICOM (Member States and Third States) in the margins of the 39th Regular Meeting of the Conference of Heads of Government.	SG	CCS	Jul-19	St. Lucia	Shopping	60	Conference Room, Video Conference, Recording Equipment	Refreshments,	2

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Audit of the Barbados Office:	IA	CCS	Jul-19	Barbados	Shopping	3	Hotel Accommodation	Refreshments,	5
1st face-to-face Audit Committee Meeting:	IA	CCS	May-19	Guyana	Shopping	15	Hotel Accommodation	Refreshments,	2
2nd face-to-face Audit Committee Meeting:	IA	CCS	Oct-19	Guyana	Shopping	15	Hotel Accommodation	Refreshments,	2
43 Community Council Meeting	SMU	CCS	Jan-19	Guyana	Shopping	50	Video Conference, Conference Support, Administrative Services Support, Recording, Transportation Services	refreshments, stationery	1

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44 Community Council Meeting	SMU	CCS	TBD	Guyana	Shopping	50	Video Conference, Conference Support, Administrative Services Support, Recording, Transportation Services	refreshments, stationery	1
23 Budget Committee Meeting	SMU	CCS	TBD	Guyana	Shopping	51	Video Conference, Conference Support, Administrative Services Support, Recording, Transportation Services	refreshments, stationery	1
Seventh Meeting of the CARICOM/Colombia Joint Council	External Trade	CCS	Jun-19	Guyana	Shopping	20	Hotel Accommodation Conference room and secretariat	Rental of computers, rental of communication equipment, refreshments, stationery,	1
Meeting of Officials preparatory to the Twenty-Second Meeting of the Council for Foreign and Community Relations	FCR	CCS	Apr-19	TBD	Shopping		Hotel Accommodation Conference room and secretariat	Rental of computers, rental of communication equipment, refreshments, stationery,	2

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Fourth Meeting of National EPA Coordinators and Heads of EPA Implementation Units and Like Entities	CARIFORUM	10th EDF	19-Feb	Belize	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
EPA Communication and Message Design Workshop	CARIFORUM	10th EDF	19-Feb	Belize	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
14th Meeting of the CARIFORUM 11th EDF Programming Management Committee	CARIFORUM	10th EDF	Mar-19	Barbados	Single Tender Procedure	15	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
1st Meeting of the Special Committee on Services	CARIFORUM	10th EDF	Mar-19	St. Lucia	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
Second Meeting of the 10th EDF Crime and Security Cooperation Programme Steering Committee	CARIFORUM	10th EDF	Mar-19	Trinidad and Tobago	Single Tender Procedure	15	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1

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Meeting of the Task Force on Monitoring and (i) Meeting of the Task Force on the 2020 Review of the EPA	CARIFORUM	10th EDF	Apr-19	St. Lucia	Single Tender Procedure	10	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	2
6 th Meeting of the Special Committee on Customs Cooperation and Trade Facilitation	CARIFORUM	10th EDF	Apr-19	St. Lucia	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	2
1 st Meeting of the Joint Working Group on Simplification of Rules of Origin	CARIFORUM	10th EDF	Apr-19	St. Lucia	Single Tender Procedure	10	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
2nd Meeting of the 11th EDF Institutional Support Programme Steering Committee	CARIFORUM	10th EDF	19-May	Guyana	Single Tender Procedure	10	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
2 nd Meeting of the Task Force on the 2020	CARIFORUM	10th EDF	19-May	Belgium	Single Tender Procedure	10	Hotel Accommodation Conference room	Rental of computers, rental of communication equipment, refreshments, stationery,	2
Regional Consultation on findings of Human Trafficking Study	CARIFORUM	10th EDF	Jun-19	Barbados	Single Tender Procedure	40	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1

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3 rd CARIFORUM-EU Meeting on the Protection of Geographical Indications	CARIFORUM	10th EDF	Jun-19	Antigua and Barbuda	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
Fourth Meeting of the Special Committee on Agriculture and Fisheries	CARIFORUM	10th EDF	Jun-19	St. Lucia	Single Tender Procedure	15	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	2
CARIFORUM Prep and CARIFORUM-EU Meeting on Monitoring	CARIFORUM	10th EDF	Jul-19	St. Vincent	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	2
11th EDF ACP-EU Natural Disaster Risk Management Programme Steering Committee Meeting	CARIFORUM	10th EDF	Jul-19	Barbados	Single Tender Procedure	15	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
2nd Meeting of the Open Ended Committee on Article 238	CARIFORUM	10th EDF	Jul-19	St. Vincent	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1

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CARIFORUM Meeting Preparatory to 9th Meeting of the Trade and Development Committee	CARIFORUM	10th EDF	Sep-19	St. Vincent	Single Tender Procedure	40	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
15th Meeting of the CARIFORUM 11th EDF Programming Management Committee	CARIFORUM	10th EDF	Sep-19	Guyana	Single Tender Procedure	15	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
CARIFORUM Meeting Preparatory to 4th Meeting of the CARIFORUM-EU Parliamentary Committee	CARIFORUM	10th EDF	Sep-19	Belgium	Single Tender Procedure	35	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
CARIFORUM Meeting Preparatory to the Fifth Meeting of the CARIFORUM-EU Consultative Committee	CARIFORUM	10th EDF	Sep-19	Belgium	Single Tender Procedure	40	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
CARIFORUM Prep to the Ninth Meeting of the TDC	CARIFORUM	10th EDF	Nov-19	Belgium	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1

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Meeting of CARIFORUM Preparatory to the 5th Meeting of the Joint CARIFORUM-EU Council	CARIFORUM	10th EDF	Nov-19	Belgium	Single Tender Procedure	30	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
(i) Preparatory to the 26th Meeting of the Council of Ministers of CARIFORUM (ii) CARIFORUM-EU Political Dialogue at the Level of Senior Officials (iii) 26th Meeting of the Council of Ministers of CARIFORUM	CARIFORUM	10th EDF	Nov-19	St. Vincent	Single Tender Procedure	75	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
11th EDF ACP-EU Natural Disaster Risk Management Programme Steering Committee Meeting	CARIFORUM	10th EDF	Dec-19	Barbados	Single Tender Procedure	15	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1
Support work of Technical Working group on associate membership of the Caribbean Community	CARIFORUM	10th EDF	Dec-19	Barbados	Single Tender Procedure	10	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	1

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Review and up date of the RDDDS	Drug Demand Project	10th EDF	Dec-19	St.Lucia	Single Tender Procedure		Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	2
Dissemination of the National Strategic Plan on Drugs-Seven sensitization workshops	Drug Demand Project	10th EDF	Feb 13,15,18,20,22,26 & 28	Dominica Republic	Single Tender Procedure	360	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	7
UPC Prevention Training Workshop in the DR	Drug Demand Project	10th EDF	March 04-08 and March 18-22, 2019	Dominica Republic	Single Tender Procedure	100	Hotel Accommodation Conference room and secretariat, Interpretation Equipment	Rental of computers, rental of communication equipment, refreshments, stationery,	10
National consultation and Champions for Change training workshops	Drug Demand Project	10th EDF	Mar-19	Dominica Republic	Single Tender Procedure	45	Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	3
Regional Champions for Change Forum	Drug Demand Project	10th EDF	Mar-19	St. Vincent	Single Tender Procedure	45	Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	2

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Workshop to develop model school drug policy	Drug Demand Project	10th EDF	Jan 119	St. Lucia	Single Tender Procedure	25	Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	2
Launch activity for the Implementation of media campaign in the DR	Drug Demand Project	10th EDF	Mar-19	Dominica Republic	Single Tender Procedure	60	Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	6
Adolescent Drug Treatment workshop in the DR	Drug Demand Project	10th EDF	Feb-19	Dominica Republic	Single Tender Procedure		Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	1
Training and certification of NGO service providers in Guyana	Drug Demand Project	10th EDF	Feb-19	Guyana	Single Tender Procedure	35	Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	1
school based drug prevalence survey in the DR	Drug Demand Project	10th EDF	Feb-19	Dominica Republic	Single Tender Procedure	3	Hotel Accommodation Conference room and secretariat,	Rental of computers, rental of communication equipment, refreshments, stationery,	2
Regional Workshop on SDG Indicator 2.a.1 - Agriculture Orientation Indec for Government Expenditures included in IDB Project ATN/II 16333 PP	Statistics	IDB	May-19	Guyana	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	3

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Twenty-Fourth Meeting of the Advisory Group on Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	May-19	TBD	Shopping	10	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
National Assessment Workshop - Agriculture and Rural Development Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	TBD	Trinidad & Tobago	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
National Assessment Workshop - Agriculture and Rural Development Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	TBD	Guyana	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
National Assessment Workshop - Environment Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	TBD	Suriname	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
National Assessment Workshop - Environment Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	TBD	Jamaica	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
National Assessment Workshop - Gender Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	TBD	Dominica	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5

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National Assessment Workshop - Gender Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB		Suriname	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
SDMX Training included in IDB Project ATN/II 16333 PP	Statistics	IDB	Q3/Q4	Guyana	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
SDMX Training included in IDB Project ATN/II 16333 PP	Statistics	IDB	Q3/Q4	Barbados	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
SDMX Training included in IDB Project ATN/II 16333 PP	Statistics	IDB	Q3/Q4	Belize	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
Regional Training Workshop - Capacity Building in Statistics included in IDB Project ATN/II 16333 PP	Statistics	IDB	Q4	Trinidad & Tobago	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
Regional Training Workshop - Capacity Building in Statistics included in IDB Project -Agency for Development Cooperation of Italy(supporting the workshop above) Development Cooperation	Statistics	IDB	Q4	Trinidad & Tobago	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Audio Recording, Projector, Laptop	5
Fashion Training under CARICOM - Italy Fashion Project: Participants	Culture and Development	CCS	Q2	Trinidad & Tobago	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	10
Fashion Marketplace at CARIFESTA XIV UNDER CARICOM - Italy Fashion Project	Culture and Development	CCS	Q3	Trinidad & Tobago	Shopping	15	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CARICOM Reparations Commission Retreat	Culture and Development	CCS	Q3	Jamaica	Shopping	15	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	2
Regional Meeting of Legal Experts on Reparations	Culture and Development	CCS	Q4	Shopping	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	2
CEBO Training of Trainers Workshops	Youth Development	CCS	TBD	Barbados	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	5

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CEBO Training of Trainers Workshops	Youth Development	CCS	TBD	Belize	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	5
CEBO Training of Trainers Workshops	Youth Development	CCS	TBD	Haiti	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	5
CEBO Training of Trainers Workshops	Youth Development	CCS	TBD	Jamaica	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	5
CEBO Training of Trainers Workshops	Youth Development	CCS	TBD	St. Vincent	Shopping	20	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	5
CEBO Business Labs	Youth Development	CCS	TBD	Barbados	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Business Labs	Youth Development	CCS	TBD	Belize	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Business Labs	Youth Development	CCS	TBD	Haiti	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Business Labs	Youth Development	CCS	TBD	Jamaica	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Business Labs	Youth Development	CCS	TBD	St. Vincent	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Workshops for deportees	Youth Development	CCS	TBD	Belize	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Workshops for deportees	Youth Development	CCS	TBD	Trinidad and Tobago	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6
CEBO Workshops for deportees	Youth Development	CCS	TBD	Jamaica	Shopping	30	Hotel Accommodation Conference room and secretariat,	PA System, Snacks and Lunch, Stationery	6

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EU Pratical Guide	
No.	Procurement method
1	Single Tender Procedure