

**NIHERST**  
**Annual Schedule of Planned Procurement Activities 2024**

No.	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration (for works & services)	Procurement Method	Standstill Period	Contract Type
1	Project Management/ Procurement Consultancy Services	80101500	Consultancy Services	January 2024	December 2024	1 year	RFP	Standard	Fixed Price Contract
2	Organizational Restructuring Consultancy Services	80101500	Consultancy Services	January 2024	June 2024	6 months	RFP	Standard	Fixed Price Contract
3	Strategic Planning Consultancy Services	80101500	Consultancy Services	January 2023	September 2024	6 months	RFP	Standard	Fixed Price Contract
4	Institutional Membership - ASTC	94101600	Membership fees	January 2024	January 2024	1 year	Sole	Standard	N/A
5	Institutional Membership - AMCHAM	94101600	Membership fees	January 2024	January 2024	1 year	Sole	Standard	N/A
6	Institutional membership - Energy Chamber	94101600	Membership fees	January 2024	January 2024	1 year	Sole	Standard	N/A
1	Policy Writing training	82111500 90101600	Training for 23 staff incl catering and venue	January 2024	March 2024	1 week	Limited Bidding	Standard	Fixed Price Contract

2	Corporate Governance training	80111500 90101600	Training for 2 staff members	January 2024	May 2024	1 month	Limited Bidding	Standard	Fixed Price Contract
3	FOI Public Statement 2023	-	Publishing FOI Statement in Gazette and one newspaper	June 2024	July 2024	1 week	Sole Source (Gazette) Single Source (papers)	Standard	Fixed Price Contract
4	Directors' and Officers' Liability Insurance	64122300	Liability Insurance for Board Members and NIHERST officers	April 2024	March 2024	N/A	Limited bidding (through broker)	Standard	Fixed Price Contract
1	NSC Visitor Programme	94101600	Association of Science and Technology Centers (ASTC) membership renewal for period Jan-Dec 2024	January 2024	January 2024	1-year period	Sole	Standard	Fixed Price Contract
2	NSC Visitor Programme	82141700	Renewal of Labster	January 2024	January 2024	1-year period	Sole	Standard	Fixed Price Contract
3	NSC Visitor Programme	43232100	Renewal of Nearpod license	January 2024	January 2024	1-year period	Sole	Standard	Fixed Price Contract
4	NSC Visitor Programme	82141700	Renewal of Class VR and Avanti's World software bundle licenses	July 2024	July 2024	1-year	Sole	Standard	Fixed Price Contract
5	NSC Visitor Programme	86132200	Fuse Studio content subscription license	September 2024	September 2024	1-year	Sole	Standard	Fixed Price Contract
6	iSTEM Club	57040100	Term 2 2023/24 - purchase of consumables/ services	January 2024	January 2024	1 month	RFP	Standard	Fixed Price Contract
7	iSTEM Club	57040100	Term 3 2023/24 - purchase of consumables/ services	February 2024	March 2024	1 month	RFP	Standard	Fixed Price Contract

8	iSTEM Club	57040100	Term 1 2024/25 - purchase of consumables/ services	July 2024	August 2024	1 month	RFP	Standard	Fixed Price Contract
9	Science Education Vacation Camps	60000000	Easter Vacation - purchase of consumables/ services	February 2024	March 2024	1-2 months	RFP	Standard	Fixed Price Contract
10	Science Education Vacation Camps	60000000	July/August Vacation - purchase of consumables/ services	May 2024	July 2024	3 months	RFP	Standard	Fixed Price Contract
11	Outreach Programme	44121600	Year Round external services - purchase of consumables/ Services (Post Sea Braincoolers, MoE Caravan, Various other yearly activities)	January 2024	February 2024	12 months	RFP	Standard	Fixed Price Contract
12	NSC Visitor Programme	71161300 78111100	Association of Science and Technology Centers (ASTC) Conference (airfare, accommodation)	May 2024	September 2024	1-month	Sole	Standard	Fixed Price Contract

13	ILO Assessment of STEM Labour Needs Study	44121600	Workshops Materials, consumables, Venue	February 2024	July 2024	1-month	RFP	Standard	Fixed Price Contract
1	Mobile Fab Lab	30151900	Finishing materials for outreach furniture	Dec 2023	Jan 2024	Dec 2023 – Jan 2024	RFP	Standard	Fixed Price Contract
2	Mobile Fab Lab and World Creativity and Innovation Week (WCIW)	14000000	Stationery for outreach/ events	Dec 2023/ Jan 2024	Jan 2024; Mar 2024; Jul 2024	Dec 2023 – Jul 2024	RFP	Standard	Fixed Price Contract
3	Mobile Fab Lab, Entrepreneurship Training, Collaborative Clinics, World Creativity and WCIW	82100000	Social media advertising	Dec 2023/ Jan 2024	Jan 2024; Mar 2024; Jul 2024	Feb 2024 – Aug 2024	RFP	Standard	Fixed Price Contract
4	WCIW Events	90101603	Catering	Feb – Mar 2024	April 2024	Feb – April 2024	RFP	Standard	Fixed Price Contract
1	Enhancing Agriculture through Technology – Vertical Container Farming	60106200	To introduce and display new technologies in agriculture in vertical container farms –	N/A –	May 2024	6 months	RFP	Standard	Fixed Term Contract
2	Atlantic Future Skills Centre Facility	93141800	Recruitment services subcontracting of suitably qualified persons to fill the positions of Atlantic	January 2024	22 <sup>nd</sup> January 2024	1 year	RFP	Standard	Fixed Term Contract

			Future Skills Centre Facility						
3	FIRST LEGO League 2023-2024	90101600	Acquisition of catering services for Launch	January 2024	January 2024	1/2 day	RFP	Standard	Fixed Price Contract
4		49101700, 49181500	Acquisition of Challenge Sets, Robots, Trophies, Medals & Lanyards	October 2024	March 2024	-	Sole	Standard	Fixed Price Contract
5		53100000, 46171500	Acquisition of T-shirts for volunteers, FLL Branded Novelties	December 2024	March 2024	-	RFP	Standard	Fixed Price Contract
6		1411800	Acquisition of Return Airfare to Tobago for Workshops	January 2024	February 2024	-	RFP	Standard	Fixed Price Contract
7		71161300, 78111800	Acquisition of Accommodation, Transportation & Per Diem in Tobago	January 2024	February 2024	2 days	RFP	Standard	Fixed Price Contract
8		43210000	Acquisition of awards and prizes for participants	November 2024	February 2024	1 day	RFP	Standard	Fixed Price Contract

9		90111500	Acquisition of a Venue for the National Championship	October 2024	March 2024	1 day	Single	Standard	Fixed Price Contract
10		90101600 76110000	Acquisition of Catering Services, AV Support, Miscellaneous Materials, Fire, Security & Janitorial Services.	January 2024	March 2024	1 day	RFP	Standard	Fixed Price Contract
11		71161300	Acquisition of Return Airfare for International Travel to FLL Partnership Conference, Accommodation, Per Diem	May 2024	June 2024	7 days	Single	Standard	Fixed Price Contract
12	TeachME - Prize Giving Ceremony for 2023	90101600	Catering	November 2023	December 2023	1 month	RFQ	Standard	Fixed Price Contract
13	Curriculum Competition and Innovation Competition	90111500	Venue	November 2023	December 2023	1 month	RFQ	Standard	Fixed Price Contract
14	<b>TeachME</b> - Teachers' Virtual Curriculum Competition	80171600	Marketing Campaign for Curriculum Competition (social media)	March 2024	May 2024	3 months	RFP	Standard	Fixed Price Contract

15		86132200	Recruitment of Videography Facilitator for Curriculum Competition	December 2023	March 2024	4 months	RFP	Standard	Fixed Price Contract
16	<b>TeachME - STEM Clubs</b>	80171600	Marketing Campaign for STEM Clubs (social media)	March 2024	May 2024	3 months	RFP	Standard	Fixed Price Contract
17		60141000	Supplies and Materials for STEM Clubs	January 2024	May 2024	5 months	RFP	Standard	Fixed Price Contract
18	<b>TeachME - STEM Camps</b>	80171600	Marketing Campaign for STEM Camps (social media)	May 2024	July 2024	3 months	RFP	Standard	Fixed Price Contract
19	<b>TeachME - STEM Camps</b>	60141000	Supplies and Materials for STEM Camps	March 2024	July 2024	5 months	RFP	Standard	Fixed Price Contract
20	Shell Digitalization Academy	86120000	Venue	December 2023	April and May 2024	1 month	RFP	Standard	Fixed Price Contract
21	Shell Digitalization Academy	23261500 23261600	3DPrinters and filaments	December 2023	February 2024	3 months	RFP	Standard	Fixed Price Contract

22	Shell Digitalization Academy	43232500	AI Software	December 2023	February 2024	1 month	RFP	Standard	Fixed Price Contract
23	Shell NXplorers Programme	90110000	Competition Venue	December 2023	March 2024	3 months	RFP	Standard	Fixed Price Contract
24	Shell NXplorers Programme	49101600 80141900	Décor/Host	December 2023	March 2024	3 months	RFP	Standard	Fixed Price Contract
25	Shell NXplorers Programme	86120000	Venue for judging	November 2023	January 2024	3 months	RFP	Standard	Fixed Price Contract
26	STREAM Workforce Report Conference	901110	Venue	January 2024	May 2024	5 months	RFP	Standard	Fixed Price Contract
27	STREAM Workforce Report Conference	80141900	Host	January 2024	May 2024	5 months	RFP	Standard	Fixed Price Contract
28	STREAM Workforce Report Conference	49101600	Decor	January 2024	May 2024	5 months	RFP	Standard	Fixed Price Contract
29	STREAM Workforce Report Conference	82131600	Videography	January 2024	May 2024	5 months	RFP	Standard	Fixed Price Contract
30	Shell Science Bus	90101800	Meals for career days	March 2024	April 2024	1 month	RFP	Standard	Fixed Price Contract



31	Shell Science Bus	60000000	Materials	Dec-Jan 2024	Jan-April 2024	5 months	RFP	Standard	Fixed Price Contract
32	Shell NXplorers Programme	90101800	Meals/refreshments	December 2023	January 2024	1 month	RFP	Standard	Fixed Price Contract
33	Atlantic Future Skills Centre Facility	93141800	Recruitment services subcontracting of suitably qualified persons to fill the positions of Atlantic Future Skills Centre Facility	December 2023	January 2024	1 year	RFP	Standard	Fixed Price Contract
34	Relocation of NIHERST	76121500	Disposal of unserviceable / obsolete / surplus assets: Dismantling of external structures at NSC; Disposal of items, transportation and special waste disposal	December 2023  (1 month prior)	January 2024	1 month	RFP	Standard	Fixed Price Contract
35		60106200  44000000	Transportation of all Items: including exhibits, boxes, books, furniture, equipment, machinery, materials, furniture, external structures, vehicles and all other items to new locations.	December 2023  February, May, August 2024  (1 month prior)	January 2024  March, June, September 2024	1 month	RFP	Standard	Fixed Price Contract

		24101500  72102100	Storage boxes and all other packaging materials for packing up such as packing tape, shrink wrap, pallets, plastic containers etc. PPE for moving of items.  Manpower services to facilitate moving and packing up of NSC.  Fumigation services for items to be moved from NSC						
36		60106200  60106200	Exhibit Installation and Interior Design: Relocate exhibits including signage for relocated exhibits;  Replacement of exhibits including signature attractions to new location, including a digital learning platform.	October 2023 and January 2024  (1month prior)	December 2023  February 2024	1 month	RFP	Standard	Fixed Price Contract
37	Relocation of NIHERST	80101600  81100000	Project Management:  Engage a Project Manager and	December 2023 to September 2024	Monthly	9 months, on a monthly service contract	RFP	Standard	Fixed Price Contract

			Project Engineer (\$25,000x 9 months) + (\$20,000 x 9months)	(1month prior)					
1	STI Mapping and Priority Setting Program; ICT Software/Web Development SIM	81112100	Printing and Publication of 75 copies of the ICT Software/Web Development SIM Booklet	January 2024	February 2024	21 working days	RFP	Standard	Fixed Price Contract
2	Sectoral Innovation Mapping Study of the Tourism Sector in Trinidad and Tobago	82140000	<ul style="list-style-type: none"> <li>The Artwork Design (Tourism SIM Banner, Book covers, Invitations and Envelope, Page bleed)</li> <li>Printing and Publication of 75 Tourism SIM Booklets;</li> <li>Two (2) Official Launches: <ul style="list-style-type: none"> <li>Trinidad Launch (Venue and Catering, Audio Visual Equipment e.g. Multimedia Projector, Projector screen, PA system, Cordless Microphone, Lapel Microphone,</li> </ul> </li> </ul>	February 2024	February 2024	15 working days	RFP	Standard	Fixed Price Contract
		45000000		February 2024	March 2024	21 working days	RFP		
		80141600		January 2024	February 2024	1 month	RFP		
		80141600							

		80141600 90121500	<ul style="list-style-type: none"> <li>Clicker, Teleprompter)</li> <li>➤ Tobago Launch (Venue and Catering, Audio Visual Equipment e.g. Multimedia Projector, Projector screen, PA system, Cordless Microphone, Lapel Microphone, Clicker, Teleprompter, Plant Décor);</li> <li>❖ Round trip airfare to Tobago and one (1) night accommodation</li> </ul>				RFP		
3	National Science and Technology Policy	86132200	<ul style="list-style-type: none"> <li>• Consultancy services</li> </ul>	January 2024	June 2024		Open	Standard	Fixed Price Contract
4	Participation of Senior Policy Analyst at in-person technical working group meetings on research infrastructure under the EU-CELAC initiative	90121500	<ul style="list-style-type: none"> <li>• Airfare, accommodation and travelling expenses for Senior Policy Analyst</li> </ul>	TBD	TBD		RFP	Standard	Fixed Price Contract

1	National STREAM Workforce Development Report	82121500	Printing of report on the results of the study	December 2023	January 2024	4 weeks	RFP	Standard	Fixed Price Contract
2	Analysis of Low Academic Performance of Students Across Primary and Secondary Schools in Trinidad & Tobago	43211500 44121630 14111500	Survey materials and equipment	December 2023	January 2024	6 weeks	RFP	Standard	Fixed Price Contract
3	Survey of Science and Technology Indicators, 2024	14111500	Survey materials and supplies	January 2024	February 2024	6 weeks	RFP	Standard	Fixed Price Contract
4	Analysis of Low Academic Performance of Students Across Primary and Secondary Schools in Trinidad & Tobago	43230000 73171500	Survey equipment and software	January 2024	February 2024	8 weeks	RFP & Sole (Software)	Standard	Fixed Price Contract
5	Stakeholders' Consultations – refreshments & supplies	90101600	Stakeholders' Consultations – refreshments & supplies	February 2024	April 2024	10 weeks	RFP	Standard	Fixed Price Contract
6	Assessment of STEM Labour Needs in Emerging Sectors 2023	82121500	Printing of report on the results of the study	April 2024	May 2024	6 weeks	RFP	Standard	Fixed Price Contract
7	Media Release of the results of the study	93141800	Media Release of the results of the study	June 2024	July 2024	4 weeks	RFP	Standard	Fixed Price Contract
8	Refreshments and supplies for 1-day training session for field interviewers	90101600	Refreshments and supplies for 1-day training session for field interviewers	September 2024	September 2024	2 weeks	RFP	Standard	Fixed Price Contract

9	Secondary Schools in Trinidad & Tobago	78111500	Travel to Tobago to conduct training and drop of workloads – ticket to Tobago	September 2024	September 2024	2 weeks	Sole	Standard	Fixed Price Contract
1	Easy Up Wall	55101500	Supply of Easy-up magnetic wall	December 2023	January 2024	1 month	RFP	Standard	Fixed Price Contract
2	Promotional Cut Out	55101500	<p>NIHERST intends to purchase six (6) promotional cut-outs to be used as informal exhibits at key locations such as the NALIS and MOE.</p> <p>Each promotional cut-out will also have a promotional flyer holder.</p>	December 2023	January 2024	1 month	RFP	Standard	Fixed Price Contract
3	Press Outreach Supplement	82101500	NIHERST will commemorate its key activities by highlighting milestones to the nation utilizing a four (4) page newspaper wrap	December 2023	January 2024	1 month	SINGLE	Standard	Fixed Price Contract
4	Bulk Messaging Platform	81161600	Email platform to disseminate messages in bulk	January 2024	January 2024	1 month	RFP	Standard	Fixed Price Contract

5	NIHERST Website Refresh	81112100	WordPress website will be launched with SEO, live chat, and remarketing tags.  The web designer will also be required to improve the layout, aesthetics, and functionality of the site.	January 2024	June 2024	6 months	RFP	Standard	Fixed Price Contract
6	Boosted Social Media	80171600	Boosted social media posts will be outsourced quarterly to a third-party provider. The provider will be responsible for boosting Facebook, Instagram, and Google Ads	January 2024	February 2024	1 month	SINGLE	Standard	Fixed Price Contract
7	NIHERST Branded Billboards	8011600	Two strategically located static Billboards will be commissioned to promote NIHERST services	January 2024	January 2024	1 month	RFP	Standard	Fixed Price Contract

8	Boosted Social Media	80171600	Boosted social media posts will be outsourced quarterly to a third-party provider. The provider will be responsible for boosting Facebook, Instagram, and Google Ads	January 2024	February 2024	1 month	SINGLE	Standard	Fixed Price Contract
9	Brand Audit	80171700	Provider to conduct a detailed brand audit on the institute	January 2024	March 2024	1 month	RFP	Standard	Fixed Price Contract
10	Branded Promotional Tokens	80141600	The supply of general branded NIHERST paraphernalia.  Pens,  Presentation Folders,  Water Bottles,  Bags,  Memo Jotters	February 2024	February 2024	1 month	RFP	Standard	Fixed Price Contract
11	Magazine Advertorial	82101500	NIHERST advertorial in key stakeholder magazines	February 2024	March 2024	1 month	SINGLE	Standard	Fixed Price Contract
12	Stakeholder Consultation	80171900	The business community will be invited to a 'Learn	March 2024	May 2024	1 month	RFP	Standard	Fixed Price Contract



			<p>More About NIHERST' forum.</p> <p>To host the event, key items must be procured:</p> <p>Venue</p> <p>Refreshments</p> <p>Tokens</p>						
13	Independence / Republic Day Decor	55121700	Flags and décor to commemorate auspicious dates will be sourced from an approved provider	March 2024	June 2024	1 month	RFP	Standard	Fixed Price Contract
14	Boosted Social Media	80171600	Boosted social media posts will be outsourced quarterly to a third-party provider. The provider will be responsible for boosting Facebook, Instagram, and Google Ads	April 2024	April 2024	1 month	SINGLE	Standard	Fixed Price Contract
15	Magazine Advertorial	82101500	NIHERST advertorial in key stakeholder magazines	June 2024	July 2024	1 month	SINGLE	Standard	Fixed Price Contract
16	Boosted Social Media	80171600	Boosted social media posts will be outsourced quarterly	July 2024	July 2024	1 month	SINGLE	Standard	Fixed Price Contract

			to a third-party provider. The provider will be responsible for boosting Facebook, Instagram, and Google Ads						
17	NIHERST Branded Calendars	80141600	Supply of calendars depicting NIHERST offerings for a twelve (12) month period	September 2024	October 2024	1 month	RFP	Standard	Fixed Price Contract
1	SERVER UPGRADE	43211500	NIHERST servers are at end of life and are no longer upgradeable to the latest software. Several hard-drive failures have occurred	May 2024	July 2024	1 month	RFP	Standard	PURCHASE
2	SYSTEM UPGRADES	43211500	85% of the systems for both locations are at end of life and are no longer serviceable or upgradeable to the latest Operating Systems. End of support for such systems will occur in 2023.	November 2023	March 2024	4 months	RFP	Standard	Fixed Price Contract

3	PHONE SYSTEM UPGRADE	45111900	Cloud based pbx system for both locations	February 2024	April 2024	3 months	RFP	Standard	LEASE
4	OFF SITE BACKUP	43211500	To backup servers and cloud services to an off-site location as part of disaster recovery plan	March 2024	May 2024	3 months	RFP	Standard	SUBSCRIPTION
5	OFFICE 365 A5 UPGRADE 200 USERS	43211500	Increase security and feature set for users in the organisation.	March 2024	May 2024	3 months	RFP	Standard	SUBSCRIPTION
6	NVIVO	3231500	This is a statistical solution for S&T and research and policy division	July 2024	August 2024	1 year	SOLE	Standard	SUBSCRIPTION
7	TEAMVIEWER RENEWAL UPGRADE	3231500	Allows for ICT to provide helpdesk support.	October 2023	November 2023	1 month	SINGLE	Standard	SUBSCRIPTION
8	CODE TWO SUBSCRIPTION	3231500	Cost to renew subscription for Microsoft 365 mailboxes and SharePoint data	May 2024	June 2024	1 month	SOLE	Standard	SUBSCRIPTION
9	FIREWALL SUBSCRIPTION	3231500	Cost to renew Fortinet firewall licenses	June 2024	July 2024	1 month	SINGLE	Standard	SUBSCRIPTION
10	ALTARO	3231500	The cost to renew licenses for host servers to backup	January 2024	March 2024	3 months	SINGLE	Standard	SUBSCRIPTION

			NIHERST virtual machines						
<b>11</b>	VIRTUAL MEETING EQUIPMENT	43211500	This includes webcams with microphone capability to run hybrid (Virtual and in person) meetings.	February 2024	March 2024	1 month	RFP	Standard	Fixed Price Contract
<b>13</b>	10 ADDITIONAL ZOOM LICENSES WITH WEBINAR FEATURES	3231500	This will allow for expansion of camps and other events for the organisations	November 2023	January 2024	3 months	SOLE	Standard	SUBSCRIPTION
<b>14</b>	PRINTER LEASES	3231500	The cost to lease 1 black and white 1 coloured multifunction printer	November 2023	December 2023	1 month	RFP	Standard	LEASE
<b>15</b>	HRIS	3231500	Solution for the Human Resources department to input employee information	April 2024	July 2024	4 months	OPEN	Standard	Fixed Price Contract
<b>16</b>	SPSS Software	3231500	This is a statistical solution for S&T and research and policy division. Cost of two perpetual licenses	November 2023	January 2024	2 months	RFP	Standard	SUBSCRIPTION
<b>17</b>	Miscellaneous Hardware	43211500	To support outreach and internal ICT needs	December 2023	July 2024	N/A	RFP	Standard	Fixed Price Contract