



# **ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES FOR THE FISCAL YEAR OCTOBER 2024 TO SEPTEMBER 2025**

The background of the page features several small, semi-transparent images. In the top right corner, there is a close-up of a shopping cart filled with boxes. In the bottom left corner, there is a notepad with a pen resting on it. In the bottom right corner, there is a close-up of a metal shopping cart. These images are used to set a professional and organized tone for the document.

**PROCUREMENT**

**NATIONAL INSTITUTE OF HIGHER EDUCATION, RESEARCH, SCIENCE AND TECHNOLOGY**  
**Annual Schedule of Planned Procurement Activities for the Fiscal Year October 2024 to September 2025**

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No.	Project Number	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	ICT-2425-01	System Upgrades	43211500	Provision of services providers to provide new desktops and laptops compatible with Windows 11	December-24	February-25	N/A	Selective	N/A	Fixed Price
2	ICT-2425-02	Server System Migration	43211500	Provision of service providers to provide latest software upgrades to NIHERST servers	May-25	July-25	three (3) months	Selective	N/A	Fixed Price
3	ICT-2425-03	Phone System Upgrade	43221500	Provision of a new cloud based PBX System catering to multiple base locations	January-25	April-25	three (3) months	Selective	N/A	Fixed Price
4	ICT-2425-04	Office Equipment	45101500	Rental of one (1) coloured multifunction printer	October-24	December-24	three (3) year lease	Selective	N/A	Fixed Price
5	ICT-2425-05	Office Equipment	45101500	Acquisition of one (1) desktop colour multifunction printer with 2 trays (letter & legal)	December-24	February-25		Selective	N/A	Fixed Price
6	ICT-2425-06	Network Infrastructure	72141100	Provision of network infrastructure for new NIHERST Location	As required	As required	As required	Selective	N/A	Fixed Price
7	ICT-2425-07	Computer Equipment and Accessories	53121700	Protection of equipment and provision of simple access to network resources	October-24	December-24		Selective	N/A	Fixed Price
8	ICT-2425-08	System HD Upgrades	32101600	Upgrade of computers to facilitate upgrade of Windows OS and newer software	October-24	December-24		Selective	N/A	Fixed Price
9	ICT-2425-09	Network Service Upgrade	43222600	48-port Smart switch for Head Office network	May-24	July-25		Selective	N/A	Fixed Price
10	ICT-2425-10	Power Supply	39121000	Provision of replacement UPS batteries and acquisition of new UPSs	May-25	July-25		Selective	N/A	Fixed Price
11	ICT-2425-11	Virtual equipment	45120000	Provision of webcams with microphone capability to run hybrid (Virtual and in person) meetings	February-25	March-25		Selective	N/A	Fixed Price
12	ICT-2425-12	Website Upgrade	81112200	Supply of a modern and secure NIHERST website	January-25	May-25	four (4) months	Open	10 days	Fixed Price
13	ICT-2425-13	Virtual Learning Environment	81112200	Provision of virtual learning programs for the Science and Technology	May-25	August-25	six (6) months	Open	10 days	Fixed Price
14	ICT-2425-14	MiFi Devices	43222600	Provision of post paid MiFi Devices for use at outreach programmes	October-24	November-24	two (2) years	Single	N/A	Fixed Price
15	ICT-2425-15	Software	43231500	Provision of Microsoft Office 365 Licences	October-24	November-24	one (1) year subscription	Selective	N/A	Fixed Price
16	ICT-2425-16	Software		Upgrade of perpetual licences for employees	January-25	February-25		Selective	N/A	Fixed Price
17	ICT-2425-17	Subscription renewal	43231500	Renewal of subscription for the provision of remote helpdesk support, O365 backup, virtual servers and machines, Zoom	July-25	August-25	one (1) year subscription	Sole Source	N/A	Fixed Price
18	ICT-2425-18	Software	43231500	Renewal of Firewall protection for the network from unauthorized access	June-25	Aug 2025	one (1) year subscription	Sole Source	N/A	Fixed Price
19	ICT-2425-19	Antivirus/endpoint protection Subscription Renewal	43231500	Renewal of software to assist with the facilitation of data protection from malware and other threats	November-24	November-24	one (1) year subscription	Single	N/A	Fixed Price
20	ICT-2425-20	Accounting Solution	43231500	Provision of services for Annual renewal of maintenance of EZ Pay payroll software and Sage 50 accounting software	December-24	January-25	one (1) year subscription	Single	N/A	Fixed Price
21	ICT-2425-21	Software	43231500	Annual renewal of SPSS Licences, NVIVO, Canva, Survey to Go, Adobe Pro, Creative Cloud Licences at different periods in the fiscal year	May-25	July-25	one (1) year	Single	N/A	Fixed Price
22	ICT-2425-22	Website hosting and domain renewals	43231500	Annual renewal for website domain	November-25	December-25	one (1) year	Single	N/A	Fixed Price
23	ICT-2425-23	Software	43231500	Annual renewal of ArcGIS Licence and HRIS solution	June-25	August-25	one (1) year	Single	N/A	Fixed Price
24	HRGA-2425-01	Pest Control Services	72102100	Provision of pest control services	January-24	February-24	one (1) year	Selective	N/A	Fixed Price
25	HRGA-2425-02	Maintenance	72102905	Provision of equipment for exterior grounds maintenance	December-24	January-24		Selective	N/A	Fixed Price
26	HRGA-2425-03	Kitchen appliances	52150000	Provision of kitchen and cleaning supplies	December-24	January-24	Once per quarter	Selective	N/A	Fixed Price
27	HRGA-2425-04	Office Stationery & Supplies	14111509	Provision of stationery items	April-24	April-24	Once per year	Selective	N/A	Fixed Price
28	HRGA-2425-05	Security System Services	46171600	Provision of security alarm system	January-25	December-25	Once per year	Selective	N/A	Fixed Price
29	HRGA-2425-06	Generator Service Maintenance	72151516	Provision of annual full service maintenance of FG Wilson SW330E1 Generator	December-24	January-24	Once per year	Selective	N/A	Fixed Price
30	HRGA-2425-07	Repairs and Maintenance	25191550	Provision of general maintenance servicing of air condition units	November-24	November-24	Quarterly	Selective	N/A	Fixed Price
31	HRGA-2425-08	Repairs and Maintenance	25191550	Provision of services for repair, service of water pump	December-24	December-24	As required	Selective	N/A	Fixed Price
32	HRGA-2425-09	Motor Vehicle Expenses	78181500	Provision of preventative maintenance, repair services and supply of fuel for vehicles owned by NIHERST	As required	As required		Single Source	N/A	Fixed Price
33	HRGA-2425-10	Motor Vehicle Expenses	78181500	Provision of vehicle maintenance to NIHERST 5 ton truck and panel van	As required	As required		Selective	N/A	Fixed Price
34	HRGA-2425-11	Motor Vehicle Expenses	78181500	Provision of rental vehicle for outreach programmes	As required	As required	As required	Selective	N/A	Fixed Price
35	HRGA-2425-12	Health and Safety Management	80101800	Provision of Biannual servicing of the fire extinguishers, hose reels and fire pump	December-24	January-24	Bi-annual	Selective	N/A	Fixed Price
36	HRGA-2425-13	Security Services	71123005	Provision of security services renewal	January-24	February-24	Monthly	Selective	N/A	Fixed Price
37	HRGA-2425-14	Waste Disposal	76121600	Provision of waste and sanitary disposal renewal services	January-24	February-24	Monthly	Selective	N/A	Fixed Price
38	HRGA-2425-15	HR Software	80111500	Provision of human resource and information system software	April-25	June-25	3 months	Selective	N/A	Fixed price
39	HRGA-2425-16	Consultancy Services	81111800	Provision of an industrial relations consultancy services	October-24	October-25	1 year	Selective	N/A	Fixed price
40	HRGA-2425-17	Employee Assistance Programme		Provision of employee assistance programme		October-25	1 year	Selective	N/A	Fixed price
41	HRGA-2425-18	Uniforms for Chauffeur/Messengers		Supply of Uniforms for Chauffeur/Messengers in accordance with Collective Agreement and PPE for workshop staff	December-24	December-24	1 month	Selective	N/A	Fixed price
42	HRGA-2425-19	Recruitment services	80111700	Engagement of Recruitment portal services when required	August-25	October 20, 2025	2 months	Selective	N/A	Fixed price



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43	HRGA-2425-20	Employment Agency Services	80111700	Engagement of recruitment agency to fill of Executive positions (*President, VP & Registrar)	December-24	January-25	2 months	Selective	N/A	Fixed price
44	HRGA-2425-21	HR Membership		Renewal of Professional development membership fees at HRMATT	March-25	March-25	1 month	Single source	N/A	Fixed price
45	HRGA-2425-22	Training and Development	86132200	To provide training sessions in the following areas, leadership, conversational spanish, fire warden training, risk assessment, first aid, defensive driving	March-25	March-25	1 month	Selective	N/A	Fixed price
46	CM-2425-01	Advertising	14111607	Provision of poster boards for marketing	January-24	January-24	12 months	SELECTIVE	10 days	Fixed price
47	CM-2425-02	Advertising	55101500	Provision of anniversary press supplement in local newspapers	December-24	January-24	1 month	SINGLE	10 days	Fixed price
48	CM-2425-03	Event Management	80141607	Provision of services for hosting of a NIHERST Milestone Event to include venue, catering, tokens, décor, transportation, honoraria	November-24	January-24	1 Day	SELECTIVE	10 days	Fixed price
49	CM-2425-04	Bulk Messaging Platform	81161600	Provision of services to disseminate bulk messaging	November-24	December-24	12 months	SOLE	10 days	Fixed price
50	CM-2425-05	NIHERST Website Refresh	81112100	Provision of services of a web designer for NIHERST Website.	January-24	June-24	12 months	OPEN	10 days	Fixed price
51	CM-2425-06	Awareness Campaign Boosted Social Media	80171602	Provision of services for social media boosting	November-24	September-24	Quarterly	SINGLE	10 days	Fixed price
52	CM-2425-07	Branded Promotional Tokens	55121729	Provision for the supply of general branded NIHERST paraphernalia	February-24	April-24	12 months	SELECTIVE	10 days	Fixed price
53	CM-2425-08	Magazine Advertorial-STEM Awareness	55101500	NIHERST advertorial in key stakeholder magazines	June-24	September-24	2 months	SINGLE	10 days	Fixed price
54	CM-2425-09	Stakeholder Consultation-Business	56112101	Provision of services to host an event to the business community and the Media to a 'Learn More About NIHERST' forum to include venue, catering and tokens.	March-24	May-24	1 month	SELECTIVE	10 days	Fixed price
55	CM-2425-10	Office Items	55121715	Supply and delivery of Flags and accessories to commemorate National events.	March-24	April-24	12 months	SELECTIVE	10 days	Fixed price
56	CM-2425-11	Branded Calendars	80141600	Supply and delivery of NIHERST branded calendars	November-24	December-24	12 months	SELECTIVE	10 days	Fixed price
57	CM-2425-12	Staff Appreciation	14111803	Supply of staff appreciation tokens for approximately 119 employees	November-24	December-24	12 month	SELECTIVE	10 days	Fixed price
58	CM-2425-13	Promotion	80141604	Provision of services to promote STEM Awareness on PTSC buses, rental of billboards, television, radio, social media platforms	January-24	April-24	12 months	SINGLE	10 days	Fixed price
59	CM-2425-14	Camera Equipment	45121518	Supply and delivery of camera equipment	April-24	June-24	12 months	OPEN	10 days	Fixed price
60	CM-2425-15	Conference Décor	72153612	Supply and deliver at Tradeshow marketing and partnerhsip opportunities. Ex., TIC	April-24	July-24	2 Weeks	SELECTIVE	10 days	Fixed price
61	ST-2425-01	Analysis of Low Academic Performance of Students Across Primary and Secondary Schools in Trinidad & Tobago	44121638	Supply and delivery of office stationary of survey materials	December-24	January-25	6 weeks	Selective	10 days	Fixed price
62	ST-2425-02	Analysis of Low Academic Performance of Students Across Primary and Secondary Schools in Trinidad & Tobago	82100000	Provision of services for media campaign	December-24	January-25	4 weeks	Selective	10 days	Fixed price
63	ST-2425-03	Analysis of Low Academic Performance of Students Across Primary and Secondary Schools in Trinidad & Tobago	90121500	Provision of airfare tickets (return) to Tobago to conduct training for the project	December-24	January-25	4 weeks	Sole	10 days	Fixed price
64	ST-2425-04	Analysis of Low Academic Performance of Students Across Primary and Secondary Schools in Trinidad & Tobago	90101603	Provision of catering services for two training sessions for field interviewers	December-24	January-25	4 weeks	Selective	10 days	Fixed price
65	ST-2425-05	Assessment of STEM Labour Needs in Emerging Sectors 2023	82121500	Provision of printing services, design, layout and editing	December-24	February-25	8 weeks	Selective	10 days	Fixed price
66	ST-2425-06	Assessment of STEM Labour Needs in Emerging Sectors 2023	82100000	Provision of services for media launch	December-24	February-25	8 weeks	Selective	10 days	Fixed price
67	ST-2425-07	Assessment of STEM Labour Needs in Emerging Sectors 2023	42300000	Supply and delivery of a new exhibit for career guidance activities	December-24	March-25	10 weeks	Sole & Selective	10 days	Fixed price
68	ST-2425-08	Technology Needs Assessment in the Agriculture Sector	43230000 73171512	Supply and delivery of survey equipment and software	December-24	March-25	10 weeks	Sole & Selective	10 days	Fixed price
69	ST-2425-09	Technology Needs Assessment in the Agriculture Sector	44121638	Provision of survey materials and supplies	December-24	March-25	6 weeks	Selective	10 days	Fixed price
70	ST-2425-10	Technology Needs Assessment in the Agriculture Sector	90101603	Hosting of Stakeholders' Consultations - catering, accommodation, venue	December-24	June-25	6 months	Selective	10 days	Fixed price
71	ST-2425-11	Survey of Science and Technology Indicators, 2024	44121638	Supply and delivery of stationery and Survey materials	December-24	January-25	6 weeks	Selective	10 days	Fixed price
72	IP-2425-01	FIRST Tech Challenge (Pilot)	49181500	Supply and deliver Acquisition of REV Robotics Starter Kits for Game Arenas & Android Tablets for FIRST Tech Challenge	November-24	February-24	NA	Sole	N/A	Fixed price



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73	IP-2425-02	FIRST Tech Challenge (Pilot)	80131502	Rental of a venue, catering to host competition for practice sessions, Pilot Launch and Competition.	December-24	February-24	1-year	Selective	N/A	Fixed price
74	IP-2425-03	FIRST Tech Challenge (Pilot)	81112201	Supply and delivery of Programme Delivery Partner (PDP) Fee with FIRST US	January-24	February-24	1-year	Sole	N/A	Fixed price
75	IP-2425-04	FIRST Tech Challenge (Pilot)	49101702	Supply and delivery of trophies, awards, T-shirts, novelties, branding for FIRST Tech Challenge Competition.	January-24	March-24	3-months	Selective	N/A	Fixed price
76	IP-2425-05	FIRST Tech Challenge (Pilot)	82100000	Provision of services for Social Media Services for Pilot Competition	January-24	May-24	5-months	Selective	N/A	Fixed price
77	IP-2425-06	FIRST Tech Challenge (Pilot)	78111502, 90111501	Provision of Return Tickets for International Travel and Accommodation to First Tech Challenge Competition (Training)	February-24	June-24	2-days	Selective	N/A	Fixed price
78	IP-2425-07	FIRST Tech Challenge (Pilot)	45111609	Provision of AV Support and Media Services for Pilot Competition.	March-24	May-24	1-day	Selective	N/A	Fixed price
79	IP-2425-08	FIRST Tech Challenge (Pilot)	47130000	Provision of Fire, Security & Janitorial Services.	March-24	May-24	1-day	Selective	N/A	Fixed price
80	IP-2425-09	FIRST Tech Challenge (Pilot)	25191551	Provision of Transportation Services for Pilot Competition	March-24	May-24	5-days	Selective	N/A	Fixed price
81	IP-2425-10	NASA I2 Internship Programme	80141637	Provision of NASA Programme fee, round trip airfare to NASA Centre, accommodation	April-24	May-24	3-months	Sole	N/A	Fixed price
82	IP-2425-11	NASA I2 Internship Programme	80171602, 82121505	Provision of Social media boosting for NASA Programme	November-24	September-24	10-months	Selective	N/A	Fixed price
83	IP-2425-12	NASA I2 Internship Programme	80131502	Provision of venue and catering to host NASA Public Lecture	August-24	September-24	2-months	Selective	N/A	Fixed price
84	IP-2425-13	Building Capacity for Climate Resilience in the SORB	80131502	Provision of venue rentals, facilitation services, and catering.	December-24	February-24	3-months	Selective	N/A	Fixed price
85	IP-2425-14	Building Capacity for Climate Resilience in the SORB	80171502, 14111500	Reporting and Documentation - Documentation/Printing of stakeholder feedback and identified priorities.	December-24	February-24	3-months	Selective	N/A	Fixed price
86	IP-2425-15	Building Capacity for Climate Resilience in the SORB	86132103	Provision of subject matter experts for Course Design and Development for content creation.	March-24	August-24	6-months	Selective	N/A	Fixed price
87	IP-2425-16	Building Capacity for Climate Resilience in the SORB	86132103	Supply and delivery of Pedagogical Resource Creation for teaching resources (toolkits) and supplementary materials; software/platform for content creation.	March-24	August-24	6-months	Selective	N/A	Fixed price
88	IP-2425-17	Building Capacity for Climate Resilience in the SORB	82131603	Provision of videography services for Multimedia Content Production	March-24	August-24	6-months	Selective	N/A	6-months
89	IP-2425-18	Building Capacity for Climate Resilience in the SORB	60100000	Hosting of Professional Development Workshops for Educators and Schools - Teacher Workshop Caravan at Schools/Community Centres	September-24	November-24	3-months	Selective	N/A	
90	IP-2425-19	Building Capacity for Climate Resilience in the SORB	90101603	Provision of Catering for Workshops	September-24	September-24	3-months	Selective	N/A	3-months
91	IP-2425-20	Building Capacity for Climate Resilience in the SORB	80140000	Provision of Digital Marketing Campaigns to boost awareness on the programme	March-24	November-24	9-months	Selective	N/A	
92	NSC-2425-01	NSC Visitor Programme	94101607	Renewal of Association of Science and Technology Centers (ASTC) membership	Decembor-24	December-24	1-year period	Sole	10 days	Fixed price
93	NSC-2425-02	NSC Visitor Programme	82141704	Renewal of Labster, Nearpod licences, Class VR and Avant's World software bundle licences, Fuse Studio content subscription	January-24	January-24	1-year period	Sole	10 days	Fixed price
94	SED-2425-01	iSTEM Club	80141607	Supply and delivery of Transport, Marketing and Promotions, consumables, new equipment and kits for iSTEM Club programmes	January-24	February-24	1 month	Selective	10 days	Fixed price
95	SED-2425-02	iSTEM Club	80141607	Supply and delivery for Terms I and 3 2024/25 of iSTEM Club programmes	March-24	April-24	1 month	Selective	10 days	Fixed price
96	SED-2425-03	Science Education Vacation Camps	60000000	Supply and delivery of transport, marketing and promotions, consumables and equipment for science vacation camps	February-24	March-24	1-2 months	Selective	10 days	Fixed price
97	SED-2425-04	STEM Kits	60000000	Provision of USTEM Kits, consumables and equipment for iSTEM and Camps	January-24	September-24	12 months	Open	10 days	Fixed price
98	SED-2425-05	Outreach Programme	44121638	Provision of consumables/services, kit upgrades and new equipment for outreach programmes	January-24	February-24	12 months	Selective	10 days	Fixed price
99	SED-2425-06	Staff Development	42172001	Provision of training services in First Aid Certification	February-24	September-24	1-month		10 days	Fixed price
100	SED-2425-07	STEM Exploratorium	90141503	Provision of transporation, marketing, accommodations, meals, consumables for NIHERST Science Fair Exhibition in Tobago	June-24	August-24	1-2 Months	Open	10 days	Fixed price
101	SED-2425-08	STEM Exploratorium	90141503	Provision of transporation, marketing, accommodations, meals, consumables for NIHERST Science Fair Exhibition in Trinidad	November-24	December-24	1-month	Open	10 days	Fixed price
102	SED-2425-09	Astronomy Viewings	60104300	Provision of transportation, marketing and consumables for Telescope Viewings	January-24	February-24	1 month	Open	10 days	Fixed price
103	IPU-2425-01	Atlantic Future Skills Centre	93141802	Provision of recruitment services for Atlantic Future Skills Centre Project	January-24	January-24	12 months	Sole	10 days	Fixed price
104	INO-2425-01	Fab Lab Operations; Micro Mobile Fab Lab; Fab Academy Training	44121638	Provision of office supplies, cleaning solutions, acrylic sheets, wood materials required for Fab Lab Operations	November-24	January-24	Nov 2024 - Sep 2025	Selective	10 days	Fixed price



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105	INO-2425-02	Fab Lab Operations; Micro Mobile Fab Lab; Fab Academy Training	57030400	Provision of Personal protective equipment for Fab Lab Training and Operations	November-24	January-24	Nov 2024 - Sep 2025	Selective	10 days	Fixed price
106	INO-2425-03	Fab Lab Operations; Micro Mobile Fab Lab; Fab Academy Training	23261601	Supply and delivery of three dimensional printing filaments, molding and casting materials, direct to film printer for Fab Lab, Micro Mobile operations	December-24	Feb 2025; Apr 2025; Sep 2025	Dec 2024 - Sep 2025	Selective	10 days	Fixed price
107	INO-2425-04	Fab Lab Operations; Micro Mobile Fab Lab; Fab Academy Training	23150000; 73152102	Supply and delivery of Fab Lab equipment parts/ consumables and repairs/ maintenance	November-24	September-24	Nov 2024 - Sep 2025	Selective	10 days	Fixed price
108	INO-2425-05	Micro Mobile Fab Lab	90101603	Provision of catering services for Micro Mobile Fab Lab event	December-24	Feb 2025; Apr 2025	Dec 2024 - Apr 2025	Selective	10 days	Fixed price
109	INO-2425-06	Launch of Ecosystem Map and Fab Academy	50203301	Provision of catering services for launch of Ecosystem Map and Fab Academy Training	April-25	June-25	Apr 2025 - Jun 2025	Selective	10 days	Fixed price
110	INO-2425-07	Micro Mobile Fab Lab; Launch of ecosystem Map and Fab Academy; Fab Academy Training	78140000	Provision of transport services for launch of Ecosystem map and Fab Academy Training	December-24	Feb 2025; Apr 2025; Sep 2025	Dec 2024 - Sep 2025	Selective	10 days	Fixed price
111	INO-2425-08	Micro Mobile Fab Lab; Fab Academy Training	80131502	Rental of a suitable venue for launch of Ecosystem map and Fab Lab training	December-24	Feb 2025; Apr 2025; Sep 2025	Dec 2024 - Sep 2025	Selective	10 days	Fixed price
112	INO-2425-09	Launch of Ecosystem Map and Fab Academy	72153612	To secure accreditation services for programmes/training	April-25	June-25	Apr 2025 - June 2025	Selective	10 days	Fixed price
113	INO-2425-10	Micro Mobile Fab Lab; Launch of ecosystem Map and Fab Academy; Fab Academy Training	82101603	Provision of Social media, newspaper advertising services	December-24	Feb 2025; Apr 2025; Sep 2025	Dec 2024 - Sep 2025	Selective	10 days	Fixed price
114	INO-2425-11	Micro Mobile Fab Lab; Fab Academy Training	92121504	Provision of security services for training at event venue	December-24	Feb 2025; Apr 2025; Sep 2025	Dec 2024 - Sep 2025	Selective	10 days	Fixed price
115	INO-2425-12	Fab Lab Operations	43230000	Supply and delivery of software and computer equipment for Fab Lab Operations	November-24	January-25	Nov 2024 - Sep 2025	Selective	10 days	Fixed price
116	SSP-2425-01	Shell STREAM Programme	78111808	Rental of Vehicle for Shell Science Bus	November-24	January-25	8 months	Single source	N/A	Fixed price
117	SSP-2425-02	Shell STREAM Programme	78111808	Rental of Vehicle for Shell Science Bus	November-24	January-25	8 months	Selective	N/A	Fixed price
118	SSP-2425-03	Shell STREAM Programme	43232505	Purchase of software and kits for Shell science bus	December-24	January-25	8 months	Selective	N/A	Fixed price
119	SSP-2425-04	Shell STREAM Programme		Rental of Venue for Secondary, Tertiary Nxplorers Competition	December-24	January-25	8 months	Selective	N/A	Fixed price
120	SSP-2425-05	Shell STREAM Programme	90101603	Provision of catering services for Secondary, Tertiary Nxplorers	December-24	January-25	8 months	Selective	N/A	Fixed price
121	SSP-2425-06	Shell STREAM Programme		Provision of suitable venue to host Nxplorers Awards to include catering	January-25	March-25	8 months	Selective	N/A	Fixed price
122	SSP-2425-07	Shell STREAM Programme		Provision of suitable Host, décor, awards, and promotional cheques for Nxplorers Awards Ceremony	March-25	April-25	8 months	Single source	N/A	Fixed price
123	SSP-2425-08	Shell STREAM Programme	15101506	Supply and delivery of fuel for Shell Science Bus Vehicle rental	November-24	June-25	8 months		N/A	Fixed price
124	SSP-2425-09	Shell STREAM Programme	81112100	Supply of Mi-Fi rental service	October-24	June-25	8 months	Selective	N/A	Fixed price
125	SSP-2425-10	Shell STREAM Programme		Rental of suitable Venue (including catering) for Shell STREAM Workforce Report Conference	November-24	March-25	8 months	Selective	N/A	Fixed price
126	SSP-2425-11	Shell STREAM Programme		Provision of videography Services for Shell STREAM Workforce Report Conference	November-24	March-25	8 months	Selective	N/A	Fixed price
127	SSP-2425-12	Shell STREAM Programme		Provision of event & experiential design services for Shell STREAM Workforce Report	November-24	December-25	8 months	Selective	N/A	Fixed price
128	SSP-2425-13	Shell STREAM Programme		Event Logistics Support for Shell STREAM Workforce Report Conference	January-25	February-25	8 months	Selective	N/A	Fixed price
129	SSP-2425-14	Shell STREAM Programme		Transportation for Shell STREAM Workforce Report Conference	January-25	February-25	8 months	Selective	N/A	Fixed price
130	SSP-2425-15	Shell STREAM Programme		Tokens for Shell STREAM Marketing - Nxplorers	November-24	January-25	8 months	Selective	N/A	Fixed price
131	SSP-2425-16	Shell STREAM Programme		Strategic Social Media Service Provider - Full Meta Suite, LinkedIn, Digital News, Analytics, Campaign Performance Reports, Recommendations and Publishing	November-24	January-25	8 months	Selective	N/A	Fixed price
132	SSP-2425-17	Shell STREAM Programme		Tokens for Shell STREAM Marketing - Science Bus	November-24	January-25	8 months	Selective	N/A	Fixed price
133	SSP-2425-18	Shell STREAM Programme		Strategic Social Media Service Provider - Full Meta Suite, LinkedIn, Digital News, Analytics, Campaign Performance Reports, Recommendations and Publishing	November-24	January-25	8 months	Selective	N/A	Fixed price
134	SSP-2425-19	Shell STREAM Programme		Science Bus Magnetic Sign - a removable sign with a magnetic adhesive resistant to speeds up to 80-100mph	November-24	January-25	8 months	Selective	N/A	Fixed price
135	SSP-2425-20	Shell STREAM Programme		Strategic Social Media Service Provider - Full Meta Suite, LinkedIn, Digital News, Analytics, Campaign Performance Reports, Recommendations and Publishing	November-24	January-25	8 months	Selective	N/A	Fixed price
136	SSP-2425-21	Shell STREAM Programme		To secure Guardian Media Partnership Package	February-25	March-25	8 months	Single source	N/A	Fixed price
137	SSP-2425-22	Shell STREAM Programme		Website Marketing Subscriptions	January-25	June-25	8 months	Selective	N/A	Fixed price
138	SSP-2425-23	Shell STREAM Programme		Strategic Social Media Service Provider - Full Meta Suite, LinkedIn, Digital News, Analytics, Campaign Performance Reports, Recommendations and Publishing	January-25	April-25	8 months	Selective	N/A	Fixed price



**NATIONAL INSTITUTE OF HIGHER EDUCATION, RESEARCH, SCIENCE AND TECHNOLOGY**  
**Annual Schedule of Planned Procurement Activities for the Fiscal Year October 2024 to September 2025**

Please Note: In accordance with section 27 of the Public Procurement and Disposal of Public Property Act 2015, as amended, (information of possible forthcoming Procurement), suppliers and contractors are asked to note that the publication of this notice does not: (a) constitute solicitation, (b) oblige the office to issue a solicitation, and (c) confer any rights on suppliers or contractors.

No.	Project Number	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
139	IP-2425-01	Enhancing Agriculture through Technology – Vertical Container Farming	81161715	Provision of electrical, plumbing, civil infrastructure and potable water services for the container farm at ECIAF, including storage room and water shed.	January-25	January-25	1 Month	Selective	N/A	Fixed price
140	IP-2425-02	Enhancing Agriculture through Technology – Vertical Container Farming	95141500	Completion of Vertical Container Farm, inclusion of external frame (footing, roof, disabled access system, stairway, ramp, sanitization system, etc.)	February-25	March-25	2 Months	Selective	N/A	Fixed price
141	IP-2425-03	Resilient TnT	25101500	Rental of Vehicle, insurance, maintenance for Resilient TnT project	January-25	March-25	5 years	Selective	N/A	Fixed price
142	IP-2425-04	Resilient TnT	90101603	Provision of catering services for Opening and Closing including stakeholder dialogues ceremony in three communities for Resilient TnT project	July-25	September-25	1-day /com	Selective	N/A	Fixed price
143	IP-2425-05	Resilient TnT	40141720	Supply, Design and build of two rainwater harvesting system models for exhibiting	July-25	August-25	1 month	Selective	N/A	Fixed price
144	IP-2425-06	Resilient TnT	90141503	Supply, Design and build ten water Run-off exhibits	July-25	August-25	1 month	Selective	N/A	Fixed price
145	IP-2425-07	Resilient TnT	82141702	Provision of animation, videography, M&E services for Resilient TnT project	July-25	August-25	1 month	Selective	N/A	Fixed price
146	IP-2425-08	Resilient TnT	60101729	Provision of five hundred water quality testing kits for Resilient TnT project	July-25	August-25	1 month	Selective	N/A	Fixed price
147	IP-2425-09	Resilient TnT	55101533	Provision of advertising, media boosting, Promotional Items, student activity booklets for Resilient TnT project	July-25	August-25	1 month	Selective	N/A	Fixed price
148	IP-2425-10	Resilient TnT	90101603	Provision of catering services for Public Awareness Session for Resilient TnT project	October-25	November-25	1 month	Selective	N/A	Fixed price
149	IP-2425-11	Resilient TnT	86101508	Provision of training on installation of the Automated Weather Station, Project Management and Grant funding training including catering services for Rainwater Harvesting Training	April-25	June-25	3 months	Selective	N/A	Fixed price
150	IP-2425-12	Resilient TnT	90101603	Provision of training session on data collection, disaster management and shelter management on Resilient TnT	July-25	August-25	2 months	Selective	N/A	Fixed price
151	IP-2425-13	Resilient TnT	26111607	Supply and delivery of solar power equipment, materials, fencing for the rainwater harvesting system and automatic weather station project	July-25	August-25	2 months	Selective	N/A	Fixed price
152	IP-2425-14	Resilient TnT	43230000	Data Acquisition Software (works for all)	July-25	August-25	2 months	Selective	N/A	Fixed price
153	REG-2425-01	Annual Pension IAS 19 Disclosures		Provision of Annual Pension IAS Computation of Pension Plan Assets and Liabilities	As required	June-25	6 Months	Sole select	N/A	Fixed price
154	REG-2425-02	Directors' and Officers' Liability Insurance		Provision of Liability Insurance for Board Members and NIHERST officers	As required	March-25		Limited	N/A	Fixed price
155	REG-2425-03	FOI Public Statement 2025		Publishing FOI Statement in Gazette and one local newspaper		June-25	1 week	Selective	N/A	Fixed price
156	REG-2425-04	Policy Writing training		Provision of training, catering and rental of venue for thirty employees in policy writing	January-25	February-25	1 week	Limited	N/A	Fixed price
157	REG-2425-05	Corporate Governance training		Provision of Training for two employees in corporate governance training	January-25	May-25	1 month	Limited	N/A	Fixed price
158	REG-2425-06	Institutional Membership/ Representation		Renewal of membership fees to Association of College and Research Libraries (ACRL)	January-25	January-25		Single Source	N/A	Fixed price
159	REG-2425-07	Institutional Membership/ Representation		Renewal of membership fees to Caribbean Corporate Governance Institute (CCGI) and Library Association of Trinidad and Tobago	April-25	April-25		Single Source	N/A	Fixed price
160	REG-2425-08	Books and Periodicals		Corporate Governance and Policy Development journals/publications	June-25	June-25		Limited	N/A	Fixed price
161	REG-2425-09	Institutional Membership/ Representation		Renewal of membership fees to Library Association of Trinidad & Tobago (LATT)	July-25	July-25		Single Source	N/A	Fixed price