

**Procurement Plan
FOR THE FISCAL YEAR 2025
Current Expenditure**

65,000,000

Prepared By:

PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

Agency Name:		Office of the Prime Minister												Fiscal Year: 2025	
Form Name:		Procurement Plan , Prog 021													
Expenditure Category:		Recurrent													
Type of Procurement:		Works													
No	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4		
							Start	End							
1	021	6242	Routine plumbing & Electrical at the OPM & ORPM	2,400,000		RFQ	15/1/2025	15/11/2025	11	500,000	900,000	500,000	500,000	Pending	
2	021	6242	Minor repairs to the Buildings, Colgrain House and the ORPM	2,000,000		RFQ	15/1/2025	15/11/2025	11	500,000	500,000	500,000	500,000	Pending	
3	021	6242	Replacing of the walls in the Washroom at Colgrain House	500,000		RFQ	27/01/2025	7/2/2025	1	500,000				Pending	
4	021	6242	lacquering of the Stairs and lobby by Colgrain house	1,000,000		RFQ	13/01/2025	31/01/2025	1	1,000,000				Pending	
5	021	6242	Painting of 4 bedrooms at the ORPM	3,000,000		RFQ	3/3/2025	21/03/2025	1		300,000	2,700,000			
6	021	6242	Extension of the Registry	3,000,000		RFQ	24/2/2025	14/03/2025	2		2,700,000	300,000		Pending	
7	021	6255	Weeding of the Colgrain House & ORPM Compound	1,800,000		RFQ	15/1/2025	7/2/2025	12	450,000	450,000	450,000	450,000	Pending	
8	021	6255	Cleaning of drains at Colgrain House and the PM Residence	1,200,000		RFQ	15/1/2025	7/2/2025	11	600,000		600,000		Pending	
9	021	6255	Gardening Services at Main street and Colgrain House	1,800,000		RFQ	15/1/2025	7/2/2025	12	450,000	450,000	450,000	450,000	Pending	
10	021	6255	Trimming of Trees at Colgrain House & ORPM	1,500,000		RFQ	7/3/2025	17/03/2025	1		750,000		750,000	Pending	
11	021	6255	Maintenance and Repairs Pool house and outdoor area and the ORPM	1,500,000		RFQ	3/3/2025	21/03/2025	2	375,000	375,000	375,000	375,000	Pending	
12	021	6255	Cleaning and Maintenance of the Pool at the ORPM	780,000		SS	15/1/2025	7/2/2025	12	195,000	195,000	195,000	195,000	Pending	
13	021	6255	Routine Outdoor Electrical and Plumbing at Colgrain House and ORPM	1,000,000		RFQ	15/1/2025	15/11/2025	11	250,000	250,000	250,000	250,000	Pending	
14	021	6255	Supply and Installation of Drain Covers at the ORPM	230,000		RFQ	3/3/2025	21/03/2025	1		230,000				
15	021	6255	Installation of Drains at OPM Parking Lot	1,500,000		RFQ	17/02/2025	14/03/2025	1		1,500,000				
15	021	6255	Repainting of the Guardhut at Colgrain House	430,540		RFQ	3/3/2025	21/03/2025	1		430,000				
				\$23,640,540											

Prepared By:

Approved by:

 PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

Form Header should include;		Preparation Guidance Notes
a.	Name of Agency (e.g. Ministry of Health)	
b.	Fiscal Year the Plan is being prepared for. (e.g. 2020)	
c.	Category of Expenditure. (e.g. Capital or Current)	
d.	Type of Procurement. (e.g. Goods, Services, Works Consultancy)	
The following table provides guides the preparation of columns A to Q of the Procurement Plan template.		
Columns	General Guidance	
A	All activities on the template must be numbered. (e.g. 1,2,3...)	
B	Reference each procurement activity according to the appropriate programme.	
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g. 6211) selected from the drop-down menu provided on the form.	
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)	
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.	
G	Select from the drop-down menu the proposed procurement method.	
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).	
J-K	The duration of the contract (i.e. start to end) should be included by months. (e.g. 6 months, 12 months, 36 months)	
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.	
P	Indicate the status for each procurement activity from the drop-down menu. In-progress represents roll over projects, while Pending represents new activities.	
Q	Add any additional comments to support the planned activity.	

Agency Name:		Office of the Prime Minister													
Form Name:		Procurement Plan Prog 021													
Expenditure Category:		Recurrent													
Type of Procurement:		Services													
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$)		Procurement Method (OT, RT, RFQ, RFP, SS, CP, SH)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
							Estimated			Q1	Q2	Q3	Q4		
				Govt	Donor		Start	End							
1	021	6241	Payment for the Rental Buildings for the Regional Representatives and Admin Dept	8,400,000		SS	20/12/2024	30/1/2025	12	3,000,000	3,000,000	1,200,000	1,200,000	Pending	
2	021	6264	Repairs and Servicing of the OPM's Fleet of Vehicle and Generators	20,750,000		RFQ	10/1/2025	30/11/2025	10	5,187,500	5,187,500	5,187,500	5,187,500	Pending	
3	021	6271	Payment for Telephone Services provided to the OPM	3,048,000		SS	10/1/2025	30/11/2025		762,000	762,000	762,000	762,000	Pending	GTT
4	021	6272	Payment for Electricity provided for Colgrain House, PM's Residence, DPF Building, PS's Residence and the Lusignan Arch	12,200,000		SS	10/1/2025	30/11/2025		3,050,000	3,050,000	3,050,000	3,050,000	Pending	GPL
5	021	6273	Payment for the supply of Water for Colgrain House and the PM's Residence	1,435,000		SS	10/1/2025	30/11/2025		358,750	358,750	358,750	358,750	Pending	GW1
6	021	6281	Provision of Security Services at The Office the Prime Minister and the Permanent Secretary's Residence	21,698,000		SS	10/1/2025	14/02/2025	12	5,424,500	5,424,500	5,424,500	5,424,500	Pending	Atlas for the PS Residence (multi-year contract) and Special Contabulary for the OPM Head Office
7	021	6282	Quarterly Servicing and Minor Repairs to Office Equipment, AC Units, Refrigerator, Freezers, Washing Machines, Etc.	5,490,000		RFQ	10/2/2025	24/11/2025	10	1,372,500	1,372,500	1,372,500	1,372,500	Pending	Servicing of equipment will be done quartely
8	021	6283	Payment for the Disposal of Sanitary Units from Colgrain House, DPF and PM's Residence	808,996		RFQ	6/2/2025	14/02/2025	12	202,249	202,249	202,249	202,249	Pending	Units will be changed twice weekly at Colgrain House, the ORPM and the DPF Building
9	021	6283	Disposal of Garbage from Colgrain House, DPF and PM's Residence	1,600,000		RFQ	6/2/2025	14/02/2025	12	400,000	400,000	400,000	400,000	Pending	Disposal will be done twice weekly at Colgrain House, the ORPM and the DPF Building
10	021	6283	Treatment against Insects and Rodent at the Colgrain House, DPF and PM's Residence	2,000,000		RFQ	6/2/2025	14/02/2025	12	500,000	500,000	500,000	500,000	Pending	Quartely treatment will be done at the Colgrain House, the ORPM and the DPF Building

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PERMANENT SECRETARY
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- a. Name of Agency (e.g. Ministry of Health)
- b. Fiscal Year the Plan is being prepared for. (e.g. 2020)
- c. Category of Expenditure. (e.g. Capital or Current)
- d. Type of Procurement. (e.g. Goods, Services, Works Consultancy)

Preparation Guidance Notes

Public Procurement Commission
Procurement Plan
Current Expenditure
FOR THE FISCAL YEAR 2025

Agency: Civil Defence Commission																									
No.	Project Code	Activity Description	Estimated Budget (G\$ '000)		Procurement Method (OT, RF, RFQ, RFP, SS, CP,SH)	Procurement Process Estimated		Contract Execution Estimated Dates		Expenditure Phasing												Status	Comments		
			Government	Foreign Funded		Date of Advertisement	Date of Award	Start	End	January	February	March	April	May	June	July	August	September	October	November	December				
	6116	Contracted Employees	98,712					1-Jan-25	31-Dec-25																
		Materials, Equipment & Supplies																							
	6221	Drugs & Medical Supplies	642		RFQ			22-Jan-25	30-Sep-25	-		132	-	-	210	-	-	300	-	-	-				
	6222	Field Materials & Supplies	19,000		RFQ			22-Jan-25	30-Sep-25	-	1,000	4,030	3,356		2,905	4,205.0			3,504		-				
	6233	Office Materials & Supplies	2,100		RFQ			22-Jan-25	30-Jan-25	-									100.0						
	6234	Print & Non-Print Materials	10,100		RFQ			22-Jan-25	30-Oct-25	-		50	750	350	1,000		730								
		Total	31,842							-		1,750			2,500	1,750	2,320		780						
		Fuel & Lubricants																							
	6241	Fuel & Lubricants	12,500		SS			2-Jan-25	31-Dec-25	-		4,000				5,000			3,500						
		Total	12,500																						
		Rental and Maintenance of Buildings																							
	6242	Rental of Buildings	-							-															
	6243	Maintenance of Buildings	10,200		RFQ			22-Jan-25	30-Dec-25																
	6244	Janitorial & Cleaning Supplies	60,945		OT			22-Jan-25	30-Nov-25	-	2,000		4,200			4,000		2,000							
		Total	71,145							-			15,000		23,000		17,500		3,445						
		Maintenance of Infrastructure																							
	6252	Maintenance of Bridges	-																						
	6253	Maintenance of Drainage & Irrigation Works	-																						
	6254	Maintenance of Sea and River Defences	-																						
	6255	Maintenance of Other Infrastructure	6,000		RFQ			22-Jan-25	30-Dec-25		2,000				2,000			2,000							
		Total	6,000																						
		Transport, Travel & Postage																							
	6261	Local Travel & Subsistence	25,000		RFQ			22-Jan-25	30-Nov-25	125	3,250	5,000	1,500	3,500	2,500	1,300	1,500	1,500	1,500	1,500	3,125				
	6262	Overseas Conference & Official Visits	-																						
	6263	Postage, Telex & Cablegrams	100		RFQ			22-Jan-25	30-Nov-25					10	10		20			60					
	6264	Vehicle Spares & Services	20,000		RFQ			22-Jan-25	30-Nov-25		2,200	500	775	1,500	3,500	2,950	2,750	2,000	1,755	2,770					
	6265	Other Transport, Travel & Postage	30,000		RFQ			22-Jan-25	30-Nov-25		5,000	2,000	2,000	3,000	3,000	2,000	5,000	2,000	3,000	3,000					
		Total	76,000																						
		Utility Charges																							
	6271	Telephone Charges	7,400		SS			2-Jan-25	31-Dec-25			787.0	417.0	417.0	1,407.0	417.0	1,407.0	417.0	417.0	417.0	880.0				
	6272	Electricity Charges	12,000		SS			2-Jan-25	31-Dec-25	762	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,238				
	6273	Water Charges	-																						
		Total	19,400																						
		Other Goods & Services Purchased																							
	6281	Security Services	21,358		OT			2-Jan-25	31-Dec-25	-	1,780	1,780	1,780	1,780	1,780	1,780	1,780	1,780	1,780	1,780	3,558				
	6282	Equipment Maintenance	4,600		RFQ			22-Jan-25	30-Nov-25	-	954		120	954	120	954		248		1,250					
	6283	Cleaning & Extermination Services	1,332		RFQ			22-Jan-25	30-Nov-25	-	188	230	30	188	30	30	188	30	30	188	200				
	6284	Other	36,485		RFQ			22-Jan-25	30-Nov-25	-	2,000	5,500	1,250	1,250	1,500	2,250	3,000	7,500	2,350	4,500	5,185				
		Total	63,775																						
		Other Operating Expenses																							
	6291	National & Other Events	4,900		RFQ			22-Jan-25	30-Nov-25	-	2,000	100	100	1,770	-	125	-	45	750	10					
	6292	Dietary	270,842		OT			22-Jan-25	30-Nov-25	-	55,000	38,842	65,000	55,000	20,000	33,000	15,000	45,000	22,000	75,000	45,000				
	6293	Refreshments & Meals	6,500		RFQ			22-Jan-25	30-Nov-25	-	500	425	325	500	325	425	750	450	1,000	550	1,350				
	6294	Other	40,450,000		RFQ			22-Jan-25	30-Nov-25	-	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	40,150,000				
		Total	40,932,242																						
		Other Operating Expenses																							
	6301	Education, Subventions and Grants	-																						
	6302	Training (including scholarships)	13,000		RFQ			22-Jan-25	30-Nov-25	-	-	-	-	635	-	12,365	-	-	-	-	-				
		Total	13,000																						
		Budget Total	41,324,616							88-	11,390	94,074	253,183	106,054	100,967	95,657	82,639	98,242	76,379	123,180	40,208,761				

Date

Accounting Officer

PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

Agency Name:		Office of the Prime Minister												Fiscal Year: 2025	
Form Name:		Programme 023- Power Generation (Kwakwani Utilities Inc.)													
Expenditure Category:		Current													
Type of Procurement:		Goods & Services													
N o.	Programme Code	Line Item ID	Activity	Estimated Budget		Procurement Method (OT, RT, RFQ, RFP, SS, CP)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
							Estimated			Q1	Q2	Q3	Q4		
				Govt	Donor		Start	End							
	023	6231	Fuel for Generation & Repairs & Maintenance Generator - Kwakwani	515,004,796		SS	1-Jan-25	31-Dec-25		139,708,679	145,057,449	114,937,449	115,301,219		
		6231	Fuel for Landerville	66,000,000		SS	1-Jan-25	31-Dec-25		16,500,000	16,500,000	16,500,000	16,500,000		
		6282	Generator Spares	21,004,920		RFQ	1-Jan-25	31-Dec-25		5,251,230	5,251,230	5,251,230	5,251,230		
		6282	Network Spares	22,298,556		RFQ	1-Jan-25	31-Dec-25		5,574,639	5,574,639	5,574,639	5,574,639		
		6282	Plant Spares	1,619,480		RFQ	1-Jan-25	31-Dec-25		463,840	352,000	452,000	352,000		
		6224	NCN Expenses	7,400,000		SS	1-Jan-25	31-Dec-25		1,800,000	2,200,000	2,200,000	1,200,000		
		6293	Refreshments	4,680,000		RFQ	1-Jan-25	31-Dec-25		1,170,000	1,170,000	1,170,000	1,170,000		
		6223	Office Materials & Supplies	6,864,435		RFQ	1-Jan-25	31-Dec-25		1,585,025	1,806,470	1,736,470	1,736,470		
		6242	Building Maintenance/ Improvement	3,000,000		SS	1-Jan-25	31-Dec-25		500,000	1,750,000	250,000	500,000		
		6243	Sanitation Supplies	3,497,814		RFQ	1-Jan-25	31-Dec-25		871,614	875,400	875,400	875,400		
		6222	Safety Supplies	198,600		RFQ	1-Jan-25	31-Dec-25		174,560	2,674,560	174,560	174,560		
		6223	A/C Unit	1,642,418		RFQ	1-Jan-25	31-Dec-25		466,832	371,262	402,162	402,162		
		6302	Training	3,600,000		SS	1-Jan-25	31-Dec-25		880,000	860,000	1,000,000	860,000		
		6284	Audit Fees	1,950,000		SS	1-Jan-25	31-Dec-25		750,000	1,200,000	0	0		
		6264	R & M Vehicle	4,015,402		RFQ	1-Jan-25	31-Dec-25		2,809,674	402,183	402,183	401,362		
		6284	Other Goods & Services	1,350,000		RFQ	1-Jan-25	31-Dec-25		562,500	262,500	262,500	262,500		
				664,126,421						179,068,593	186,307,693	151,188,593	150,561,542		

Date

Accounting Officer

PERMANENT SECRETARY

OFFICE OF THE PRIME MINISTER

		Agency Name: Office of the Prime Minister														
		Form Name: Programme 023- Power Generation (Hinterland Electrification Co. Inc)												Fiscal Year: 2025		
		Expenditure Category: Current														
		Type of Procurement: Goods & Services														
N o.	Programme Code	Line Item ID	Activity	Estimated Budget		Procurement Method (OT, RT, RFQ, RFP, SS, CP)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments	
							Estimated			Q1	Q2	Q3	Q4			
				Govt	Donor		Start	End								
	023	6264	Vehicle - Fuel, Repairs & Maintenance	5,990,000		RFQ	1-Jan-25	31-Dec-25			1,460,000	1,710,000	1,320,000	1,500,000		
	023	6223	Office Stationery & Supplies	1,790,000		RFQ	1-Jan-25	31-Dec-25			490,000	430,000	410,000	460,000		
	023	6293	Meals & Refreshment	360,000		RFQ	1-Jan-25	31-Dec-25			75,000	75,000	105,000	105,000		
	023	6223	Servicing of Computers	300,000		RFQ	1-Jan-25	31-Dec-25			100,000	0	100,000	100,000		
	023	6271	Telephone & Internet Services	1,030,000		SS	1-Jan-25	31-Dec-25			265,000	255,000	255,000	255,000		
	023	6224	Advertisement	2,400,000		RFQ	1-Jan-25	31-Dec-25			700,000	1,000,000	700,000	0		
	023	6261	Local Travel & Subsistence	360,000		SS	1-Jan-25	31-Dec-25			60,000	60,000	60,000	180,000		
	023	6302	Training	7,000,000		RFQ	1-Jan-25	31-Dec-25			5,000,000	2,000,000	0	0		
	023	6282	Servicing of Generators (Roshandin)	4,200,000		SS	1-Jan-25	31-Dec-25			1,050,000	1,050,000	1,050,000	1,050,000		
	023	6284	Maintenance of Solar PV System in 9 Hinterland Communities	8,000,000		RFP	1-Jan-25	31-Dec-25			2,000,000	2,000,000	2,000,000	2,000,000		
				31,430,000							11,200,000	8,580,000	6,000,000	5,650,000		

Date

Accounting Officer

PERMANENT SECRETARY
OFFICE OF THE PRIME MINISTER

2025 PROCUREMENT PLAN - CURRENT AND CAPITAL EXPENDITURE

Agency: Guyana Energy Agency

Estimates Year: 2025 (\$000)

Chart of Account (COA)	Description of expenditure (goods/consultancy)	2025 Request	Tendering & Award								Implementation						Remarks / Issues (Required Actions & Next Steps)	
			Method of Procurement:					Start (Tender Adv)	Closed (Bids Closed)	Eval Report Sent for Approval	Award	Name of Contractor / Supplier	Contract Sum	Exp.	Start Date	End Date		Status
			Open Tender	Quotation	Restricted	Sole Sourcing	Community Participation											
			G\$ M						Date (D-M-Y)					G\$ M	Date (D-M-Y)			%
Recurrent		28,002,760																
Printing & dissemination of information dissemination material on energy conservation, energy efficiency & renewable energy technologies and licensing activities.	Goods	1,020,000	✓					3/15/2025	04/05/25	04/21/25	05/05/25							
Purchase of stickers for all licensed vehicles and vessels.	Goods	800,000		✓				4/15/2025	05/06/25	05/20/25	06/03/25							
Servicing and repairs of AC Units.	Other Services	642,360		✓				6/15/2025	06/22/25	07/06/25	07/20/25							
Procurement of long boots, raincoats, safety boots, overalls, face masks, gloves	Goods	3,806,200	✓					2/15/2025	03/08/25	03/24/25	04/07/25							
Uniform	Goods	2,137,400	✓					7/15/2025	08/05/25	08/21/25	09/04/25							
Draparies	Goods	1,125,000		✓				6/15/2025			06/30/25							
Materials, equipment & supplies.	Goods	9,750,000	✓					7/16/2025	08/06/25	08/22/25	09/05/25							
Janitorial & cleaning supplies	Goods	3,681,100	✓					7/15/2025	08/05/25	08/21/25	09/04/25							
Extermination & pest control, Sanitization of offices	Goods	1,299,600	✓					7/15/2025	07/22/25	08/05/25	08/19/25							
Customs & Brokerage fees, Other licenses, accreditations etc	Other Service	2,511,600	✓					7/15/2025	08/05/25	08/21/25	09/04/25							
Dietary expenditure.	Goods	1,229,500	✓					2/15/2025	03/08/25	03/24/25	04/07/25							
Consultancy		2,200,000																
Training, Seminars and Workshops	Other Services	8,215,959		✓				4/15/2025	05/06/25	05/20/25	06/03/25							
Aviation Fuel Handling Training and Monitoring of Sector	Consultancy	2,200,000				✓		5/15/2025	05/22/25	06/07/25	06/21/25							
Capital		824,926,000																
South wing construction (Phase 2)	Works	9,900,000	✓					4/15/2025	05/06/25	05/22/25	06/05/25							
Difference in acquisition of solar home systems	Goods	15,509,000	✓								11/15/24							
Renewable Energy Interventions	Goods	185,571,725			✓			2/15/2025	03/08/25	03/24/25	04/07/25							
Solar pv for GEA 's south wing	Works	16,000,000	✓					4/15/2025	05/06/25	05/22/25	06/05/25							
Design, Supply, Installation and Commissioning of 21 Solar Photovoltaic Mini-Grid Systems (713 kWp with 4,287 kWh BESS) and electrical distribution in Regions 1, 3, 4, 7, 8, 9 and 10	Goods	314,226,795	✓					2/15/2025	03/08/25	03/24/25	04/07/25							

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OFFICE OF THE PRIME MINISTER


Installation of Solar PV systems and Battery Energy Storage Systems at 4 Agro-processing sites (Fort Wellington, Sophia, Parika, Charity) and Battery Energy Storage Systems (Maruranau & White Water)	Goods	79,100,000	✓					2/15/2025	03/08/25	03/24/25	04/07/25							
Installation of 14 Electric Vehicle Charging Stations	Goods	133,862,680	✓					2/15/2025	03/08/25	03/24/25	04/07/25							
Leguan Wind Farm (2x225kWp turbine)	Goods	63,135,000	✓					2/15/2025	03/08/25	03/24/25	04/07/25							
8 Air conditioning Units	Goods	1,464,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
4 Computers	Goods	1,161,600		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
12 Office desks		960,000						2/15/2025	03/08/25	03/24/25	04/07/25							
Chair (3 semi exec and 8 secretarial)	Goods	640,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
24 Stationary chairs	Goods	432,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
1 Photocopier /Scanner	Goods	1,800,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
2 Voltage Regulators/transformers	Goods	39,700		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
4 Water dispenser	Goods	160,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
6 Filing Cabinets	Goods	329,400		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
microwave	Goods	50,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
1 Television	Goods	134,100		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
10 Stools	Goods	250,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
5 Tables (dinning room)	Goods	200,000		✓				2/15/2025	03/08/25	03/24/25	04/07/25							
Agency Total		855,128,760.40																

Date

Programme Manager

PERMANENT SECRETARY
Head of Budget Agency
OFFICE OF THE PRIME MINISTER

BUDOC11: Work Plan					
Agency: 02 Office of the Prime Minister			ESTIMATE YEAR: 2025		
Programme: 024 Telecommunications and Innovations					
Statutory Body: National Data Management Authority					
[1]	[3]	[4]	[5]	[6]	[7]
Description of works/services/purchases	Chart of Accounts	Cost 2025	Month /Year		Intended Output/Outcomes
			Start	End	Achievements
Manifesto Promise 1: Provide increased access to cheaper data and bandwidth by: Scaling up State sponsored efforts to provide country-wide cover with fibre optic cables and other wireless options to ensure subsidized access to poor and remote households.					
Connectivity Charges					
Frontier Global Solutions and Synergy Tech Solutions- High-Speed Internet	6284	896,194,856	Jan	Dec	Continued expansion of High - Speed Internet Services to Hinterland and Remote Communities
Digicel U-Mobile Internet	6284	35,142,000	Jan	Dec	Bartica 300 Mbps link, hinterland locations, Lethem, 911 call routing and sims
E- Networks - Dedicated Internet Access	6284	570,456,000	Jan	Dec	DIA and 30 GBPS connectivity to Georgetown, 10 GBPS to Linden, Essequibo and Bartica
GTT - Dedicated Internet Access	6284	147,690,812	Jan	Dec	Provides continued access to the Internet for existing and new services. Distribution to schools, government agencies and citizens.
GTT - SIP trunk for NDMA PBX	6284	530,000	Jan	Dec	Ability to make phone calls to the public switched telephone network from the Government's PBX.
GTT & Digicel - SIP trunks for 911	6284	1,600,000	Jan	Dec	Enable rapid response & advanced capabilities of emergency (911) call handling.
Tiro Systems LLC	6284	1,199,591,676	Jan	Jun	Guyana ICT 2030 Plan - Phase 1 Implementation. Digital automation completion of 9 agencies (CANU, National Community Policing, GRO, Immigration Support Services, Forensic Science Lab, Fire and Rescue Department, Juvenile Justice, Police Force, Prison Service) under the Ministry of Home Affairs
Data Centre Department					
Procure tools to enhance productivity of the Data Centre Services and NOC teams	6222	500,000	Apr	Jul	These tools are necessary for efficient troubleshooting of electronic equipment, optimizing maintenance of cable runs and for NOC to communicate with customers
Routers, switches and other materials to provide managed and unmanaged fibre internet services	6222	15,000,000	Apr	Aug	These routers are used to provide unmanaged and managed internet service to customers. The also include fibre optic accessories for internal connections (as opposed to outside plant equipment like the outdoor fibre)



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BUDOC11: Work Plan						
Agency: 02 Office of the Prime Minister			ESTIMATE YEAR: 2025			
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Statutory Body: National Data Management Authority						
[1]	[3]	[4]	[5]	[6]	[7]	
Description of works/services/purchases	Chart of Accounts	Cost 2025	Month /Year		Intended Output/Outcomes	
			Start	End	Achievements	
Fire Protection Liliendaal, Castellani Data Centres 1. Procurement of Emergency Lighting 2. Smoke Detectors 3. Supply, install fire suppression system for server room 4. Configuration of zones on fire panel	6282	1,000,000	Apr	Sep	These are necessary to address issues identified in Guyana Fire Service inspection report for Liliendaal Data Centre and by extension Castellani Data Centre There is no automated fire suppression system in the server room	
Procure six (6) CCTV cameras for perimeter monitoring at Liliendaal Data Centre	6282	400,000	Apr	Jun	The Liliendaal Data Centre is critical to NDMA and by extension the operation of the Government of Guyana. There are gaps in the coverage of the existing CCTV cameras. Six additional cameras are required. A monitoring system for the security officer stationed at the location is also required	
Replacement of damaged routers for internet services	6282	1,500,000	Apr	Jul	These routers will be used to replace damaged equipment in the field	
Replacement Huawei IP Phone system with 3CX Phase 1	6284	280,000	Feb	May	The Huawei IP phone system has exceeded its end of life. Huawei has stopped offering this service to customers. This is phase 1 of the project to replace the IP phones for the NOC technicians and receptionists at all NDMA locations. By 2026 all NDMA IP phones will be replaced by this new system	
Renew Fortigate FortiGuard and FortiCare support contracts for two (2) Fortigate 1801F firewalls	6284	10,000,000	Feb	Dec	AntiMalware and other security updates - to better secure the Government's network, as well as extended warranty.	
Renew licenses for Cisco Firepower firewalls	6284	10,000,000	Mar	Jul	AntiMalware and other security updates - to better secure the Government's network, as well as extended warranty.	
Renew LACNIC IP address subscription	6284	220,000	Feb	Dec	LACNIC is the international organization that issues public IP addresses to organizations. This renewal is necessary for NDMA to operate as an IXP	
Renew support contract for Carrier Grade NAT Device 24x7 Technical Support Access/Advanced Hardware Replacement - 1 year contract	6284	4,900,000	Jan	Feb	These devices are used to translate private IP addresses used in the network to public IP address routable on the internet. These devices are a critical part of the internet infrastructure	
Renew subscription for Paper trail application	6284	250,000	Apr	Jul	This software application is essential to streamline log management and analysis, enhancing system troubleshooting and security monitoring capabilities.	
Training Certifications for Data Centre Services staff	6302	1,015,600	Jun	Dec	Network devices have been recently added, necessitating training for engineers to ensure their independent and effective management of these technologies.	
Procure Syslog-NG application and licenses for Cybersecurity logs	6284	3,500,000	Feb	May	The Syslog-ng application is essential to establish a robust centralized log collection system, enabling real-time analysis of critical events across the network. This enhanced visibility strengthens network security by facilitating timely threat detection and response. The One Identity Syslog-ng Store Box will enable us to efficiently collect, store, and analyze logs from various sources. Centralized logging, event correlation, and advanced search capabilities will empower us to extract valuable insights, track trends, and proactively address any anomalies or concerns. The current open source solution rsyslog has limitations and negatively impacts Cybersecurity monitoring	

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BUDOC11: Work Plan

ESTIMATE YEAR: 2025

Agency: 02 Office of the Prime Minister
 Programme: 024 Telecommunications and Innovations
 Statutory Body: National Data Management Authority

[1]	[3]	[4]	[5]	[6]	[7]
Description of works/services/purchases	Chart of Accounts	Cost 2025	Month /Year Start End		Intended Output/Outcomes Achievements
Data Comms Department					
Maintenance of LTE			Jan	Dec	
LTE eNodeB Spares	6282	222,241,200			Improved quality and range of service provided by NDMA LTE network. This will lead to approx 3000 LTE service contracts having a better quality of service, including the Police Handsets under Safe Country expansion. The 2300 Mhz LTE networks has had minimal upgrades and all hardware had passed end of life where no spares are available. The hardware will be upgraded to improve service. An accumulation of damages will be fixed with the procurement of an assortment of LTE parts to be used at NDMA's 55 LTE sites
Renting of Tower Space in Bartica	6241	1,920,000			
Travelling and Accommodations	6261	1,050,000			
Maintenance of Microwave Network			1-Jan-25	31-Dec-25	
Microwave spares	6282	149,127,202			
Rigging Services	6284	2,000,000			The microwave links act as backup and primary backhaul links for the NDMA fibre and wireless network. No high level maintenance was done to equipment since an upgrade in 2019. As such degradation of hardware and quality of service has accumulated. New equipment and parts will see improved service.
Travelling and Accommodations	6261	432,000			
Expansion and Maintenance of Fibre Optic Networks					
Fibre Materials for fibre Optic Network	6222	58,538,632	1-Jan-25	31-Dec-25	Maintenance and expansion of the fibre optic network that is used to connect Safe Country IVS sites, NDMA LTE sites and numerous other government agencies such as schools, police stations, hospitals and health centres. NDMA will provide a better service and a
Travelling and Accommodations	6261	15,600,000			
Maintenance of Wired and Wireless Customers			1-Jan-25	31-Dec-25	
CPE hardware and tools	6222	73,811,930			
Travelling and Accommodations	6261	5,200,000			Provide a high and continuous quality of service for 1600 service contracts. We will also be able to guarantee longer uptimes (>=98%).
Regional Contractors for regions 2,5, 6 and 10	6284	5,000,000			
Procurement of Safety Gears			Jan	Sept	
Safety Gears	6222	15,999,161			Sufficient safe gears will help NDMA to satisfy OSHA standards
Software			Jan	Jun	
Autocad	6284	3,090,000			Autocad will help the engineers to better design and have professional grade schematics to provide to customers
Solarwinds Engineering Toolset	6284	1,672,880			Testing and troubleshooting will be done faster, reducing service downtime

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BUDOC11: Work Plan						
Agency: 02 Office of the Prime Minister		ESTIMATE YEAR: 2025				
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Statutory Body: National Data Management Authority						
[1]	[3]	[4]	[5]	[6]	[7]	
		Cost 2025				
Description of works/services/purchases	Chart of Accounts		Month /Year		Intended Output/Outcomes	
			Start	End	Achievements	
Cloud Services Department						
Renewal of Subscriptions						
Renew VMware vSphere Cloud Foundation for 128 Cores for 1 year	6284	20,500,000	1-Jan-25	12-Jan-25	The virtualised data centre that hosts critical government services, utilises a suite of VMware software to accomplish virtualisation. The below VMWare licenses are required to be renewed to maintain access to critical support, updates and upgrades.	
Renewal of web platform licences - Plesk	6284	1,000,000	2-Jan-25	31-Dec-25	Renewal of licences to support the hosting of government websites	
Renew Speed Kit performance extension for Plesk for 1 year	6284	300,000	2-Jan-25	31-Dec-25	This extension is a performance-add-on that would optimise the loading of government websites hosted to increase their load times up to 300%.	
Renew ImunifyAV+ antivirus plesk extension for 1 year	6284	25,000	1-Jan-25	31-Dec-25	This will improve the capabilities of NDMA's web hosting platform to detect viruses residing in website files with one-click automatic malware cleanup	
Renew WebTotem Security extension for plesk for 1 year	6284	60,000	1-Jan-25	31-Dec-25	This extension will scan all government websites for webshells, viruses, obfuscations, or suspicious file changes and will improve the security posture of the web hosting platform.	
Renew Smart Updates for WP Toolkit for plesk for 1 year	6284	120,000	1-Jan-25	31-Dec-25	This toolkit will allow administrators of government agencies' hosted in the NDMA's platform to easier perform updates without affecting the production website and minimise the likelihood of these updates causing disruptions.	
Renewal 250 Microsoft Office 365 and 2 MS Teams Licences	6284	13,000,000	1-Jan-25	31-Dec-25	Renewal of licenses to support the usage of Microsoft Office at the NDMA including MS Office, Teams, One Drive and Exchange Online.	
Renewal of SSL Certificates	6284	3,300,000	1-Jan-25	31-Dec-25	SSL certificates are a prerequisite for all Government web applications/websites and are critical to their security	
Additional SSL certificates for new websites to be hosted	6284	1,000,000	1-Jan-25	31-Dec-25	SSL certificates are a prerequisite for all Government web applications/websites and are critical to their security	
Renewal of Email platform Licenses - MailEnable	6284	250,000	1-Jan-25	31-Dec-25	The NDMA uses these licenses for its Email Hosting platform Support is required to access critical updates to the Mail server	
MailEnable - Priority support and updates	6284	250,000	1-Jan-25	31-Dec-25	Priority support is required to ensure the NDMA has the fastest possible response from support agents for issues that may affect the NDMA's email hosting platform.	
Renewal of Microsoft 2019 Software Assurance - 2 Years	6284	3,500,000	1-Jan-25	31-Dec-25	Required to access the latest version of Windows server and support and is used to license Windows Server that exist in the NDMA's Virtualised Data Center that hosts critical government services.	
Renew VMware Carbon Black to secure Virtual Infrastructure for 1 year	6284	2,000,000	1-Jan-25	31-Dec-25	This service is used to enhance the security of the virtualised datacenter by ensuring each virtual machine is monitored and protected against malware infections and to combat emerging threats that specifically target virtualised workloads.	
Renew 250 Symantec Licenses expiring 22th August 2024	6284	4,000,000	1-Jan-25	31-Dec-25	Renewal of licences for symantec anti-virus is necessary to secure all devices used by NDMA staff	

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BUDOC11: Work Plan


Agency: 02 Office of the Prime Minister
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ESTIMATE YEAR: 2025

[1]	[3]	[4]	[5]	[6]	[7]
Description of works/services/purchases	Chart of Accounts	Cost 2025	Month /Year Start	End	Intended Output/Outcomes Achievements
Renew monitoring tools used for websites uptime and performance (subscription)	6284	120,000	1-Jan-25	31-Dec-25	Uptime robot provides NDMA with the ability to capture uptime and performance metrics of all NDMA-hosted websites with the view of improving the performance and reliability of same.
Inventory Department			1-Jan-25	31-Dec-25	
Operate safely					
Safety Footwear	6222	180,000			Provision of PPE for Staff to assist in operating safely
Long Boots	6222	36,000			Provision of PPE for Staff to assist in operating safely
Back Support	6222	27,000			Provision of PPE for Staff to assist in operating safely
Safety Vests	6222	18,000			Provision of PPE for Staff to assist in operating safely
Destuffing containers					
Labourers	6284	240,000			Containers are efficiently destuffed avoiding demurrage
Meals	6293	90,000			
Rental of Forklift	6284	136,000			
Branding					
T-Shirts	6284	115,500			Staff will be properly attired in comfortable clothing and have a visible presence when representing the agency.
Asset marking/Verification & Stock Count					
Brady v4500 Bar Code Scanners	6222	1,756,700			Valid scans of bar codes of all types that will eliminate the errors in the recode of serial numbers.
Oil Paint Markers	6223	100,000			Effectively mark Assets that will be outdoors.
Meals, Per Diem, Travel & Accommodation for site visits	6261	718,500			Sustenance on verification and marking exercises.
Equipment Maintenance					
Equipment Service	6282	50,000			Servicing of printer
Administrative Department			1-Jan-25	31-Dec-25	
Security	6281	76,034,704			For the provision of enhance security services at Crown and Forshaw street locations, Castellan and Data Centre

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 OFFICE OF THE PRIME MINISTER

BUDOC11: Work Plan						
Agency: 02 Office of the Prime Minister		ESTIMATE YEAR: 2025				
Programme: 024 Telecommunications and Innovations						
Statutory Body: National Data Management Authority						
[1]	[3]	[4]	[5]	[6]	[7]	
Description of works/services/purchases	Chart of Accounts	Cost 2025	Month /Year		Intended Output/Outcomes	
			Start	End	Achievements	
Office Materials and Supplies (Ink , Tea & Stationery Supplies)	6223	14,196,458			To support the effective functions of other departments	
Drugs & Medical Supplies	6221	1,459,800				
Janitorial & Cleaning Supplies-(Washroom Supplies)	6243	10,400,500				
Print & Non Print-(Newspapers)	6224	2,700,000				
Refreshment & Meals (Drinking Water 5gals & 20 ozs sealed)	6293	10,200,000				
National & Other Events	6291	10,150,000			Celebration of all national holidays	
Field Materials (Loose Tools)	6222	1,045,000			To support the effective functions of other departments	
Accounts Department			1-Jan-25	31-Dec-25		
72 - 3 Ring (4 inch) Binders	6223	158,400				
1 - 3 hole Perforator	6223	21,000				
6 - 25 Page Staple Machines	6223	60,000				
Petty Cash Imprest Books	6224	54,000				
Project Management Department			1-Jan-25	31-Dec-25		
Connecting 80 customers via fibre						
Purchase Customer Fibre Routers	6284	14,000,000			The provisioning of high speed fibre connectivity will see improved quality of services to many agencies including schools, health centres and police stations. Fibre connectivity will enable multiple services from one physical connection, such as an education information system or police database, which reduces analog communication and travelling.	
Purchase Fibre and Accessories	6284	6,000,000				
Purchase Cabinets	6284	7,000,000				
Travelling and Accommodations for Installations	6261	3,000,000				
Development and deployment of WiFi in densely Occupied public spaces			1-Jan-25	31-Dec-25		
Purchase of outdoor Access Points	6284	8,000,000				




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BUDOC11: Work Plan						
Agency: 02 Office of the Prime Minister			ESTIMATE YEAR: 2025			
Programme: 024 Telecommunications and Innovations						
Statutory Body: National Data Management Authority						
[1]	[3]	[4]	[5]	[6]	[7]	
Description of works/services/purchases	Chart of Accounts	Cost 2025	Month /Year		Intended Output/Outcomes	
			Start	End	Achievements	
Purchase outdoor Fibre Routers and media converters	6284	2,500,000			To provide an additional seven WiFiGY zones to improve WiFiGY connectivity and as such improved online digital experience for citizens densely gathered in public spaces for national and related events in Regions 2, 4, and 6.	
Purchase outdoor enclosures, cables & accessories	6284	1,500,000				
Travelling and Accommodations	6261	1,000,000				
Research and development of emerging technologies and solutions			1-Jan-25	31-Dec-25		
Purchase Hardware Devices	6284	4,000,000			Research and development to discover new and improved ways through the application of emerging technologies to deliver quality services to the government and the citizenry of Guyana	
Purchase Sensors and accessories	6284	2,500,000				
Travelling and Accommodations	6261	500,000				
Development and deployment of National Critical Infrastructure Monitoring Solution in collaboration with MoA at 30 locations			1-Jan-25	31-Dec-25		
Purchase edge computer devices	6284	4,500,000			A continuous growth of the current solution that gives the government the ability to remotely monitor Critical Infrastructure including drainage pumps.	
Purchase Housing equipment and accessories	6284	4,800,000				
Purchase sensors	6284	1,740,000				
Cabling and Accessories	6284	900,000				
Travelling and Accommodations	6261	1,080,000				
Development and deployment of IoT based solutions for Air Quality and Weather monitoring at strategic locations across the country			1-Jan-25	31-Dec-25		
Purchase edge compute devices	6284	1,000,000			Application of IoT technologies to support the Government's works towards achieving of SDG no.6 and no. 11 as detailed in Guyana Second Voluntary National Review of the Sustainable Development Goals	
Purchase Housing equipment and accessories	6284	1,500,000				
Purchase sensors	6284	9,500,000				
Cabling and Accessories	6284	600,000				
Travelling and Accommodations	6261	1,800,000				
Maintenance and Expansion of the LoRaWan Network			1-Jan-25	31-Dec-25		

 **PERMANENT SECRETARY**
OFFICE OF THE PRIME MINISTER

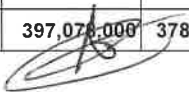
Agency Name: Office of the Prime Minister															
Form Name: Programme 024- Telecommunication and Innovation															
Expenditure Category: Current															
Type of Procurement: Goods															
Fiscal Year: 2025															
N o.	Programme Code	Line Item ID	Activity	Estimated Budget		Procurement Method (OT, RT, RFQ, RFP, SS, CP)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
							Estimated			Q1	Q2	Q3	Q4		
				Govt	Donor		Start	End							
1	024	6221	Drugs and Medical Supplies	1,459,800		RFQ	1-Feb-25	28-Feb-25		1,459,800			0		
2	024	6222	Field Materials and Supplies	233,857,223		OT	1-Jan-25	30-Nov-25		70,000,000	50,000,000	60,000,000	53,857,223		
3	024	6223	Office Materials and Supplies	14,535,858		RFQ	1-Jan-25	31-Oct-25		4,000,000	3,500,000	3,000,000	4,035,858		
4	024	6224	Print and Non-Print Materials	6,827,900		RFQ	1-Jan-25	31-Oct-25		3,500,000	1,070,000	1,687,900	570,000		
5	024	6231	Fuel and Lubricants	38,270,000		SS	1-Jan-25	31-Dec-25		9,000,000	11,464,430	10,000,000	7,805,570		
6	024	6241	Rental of Buildings	84,120,000		OT	1-Jan-25	31-Dec-25		20,280,000	20,280,000	23,280,000	20,280,000		
7	024	6242	Maintenance of Buildings	16,550,000		RFQ	1-Jan-25	30-Nov-25		5,000,000	5,500,000	3,822,500	2,227,500		
8	024	6243	Janitorial and Cleaning Supplies	10,400,500		RFQ	1-Jan-25	31-Oct-25		3,500,000	3,533,500	1,931,500	1,435,500		
9	024	6255	Maintenance of Infrastructure	149,904,700		OT	1-Jan-25	30-Nov-25		40,000,000	60,300,000	44,242,200	5,362,500		
10	024	6261	Local Travel and Subsistence	200,220,500		RFQ	1-Jan-25	31-Dec-25		65,000,000	50,220,500	45,000,000	40,000,000		
11	024	6263	Postage, Telex and Cablegrams	60,000		RFQ	1-Oct-25	30-Nov-25		0	0	60,000			




N o.	Programme Code	Line Item ID	Activity	Estimated Budget		Procurement Method (OT, RT, RFQ, RFP, SS, CP)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments
							Estimated			Q1	Q2	Q3	Q4		
				Govt	Donor		Start	End							
12	024	6265	Other Transport, Travel and Postage	15,000,000		RFQ	1-Jan-25	31-Dec-25		2,500,000	5,000,000	4,000,000	3,500,000		
13	024	6284	Other	3,184,439,394		OT	1-Jan-25	31-Dec-25		1,000,000,000	1,000,000,000	500,000,000	684,439,394		
14	024	6291	National and Other Events	11,150,000		RFQ	1-Jan-25	31-Dec-25		3,000,000	3,000,000	2,500,000	2,650,000		
15	024	6294	Other	7,960,000		RFQ	1-Jan-25	31-Dec-25		3,600,000	1,000,000	2,850,000	510,000		
16	024	6301	Education Subventions and Grants	1,000,000		RFQ	1-Aug-25	30-Sep-25		0		1,000,000	0		
17	024	6302	Training	23,737,320		RFQ	1-Jan-25	31-Dec-25		5,000,000	9,000,000	6,500,000	3,237,320		
				3,999,493,195						1,235,839,800	1,223,868,430	709,874,100	829,910,865		

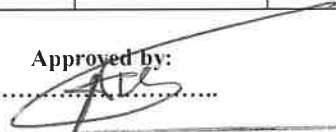
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Agency Name: Office of the Prime Minister Form Name: Programme 024- Telecommunication and Innovation Expenditure Category: Current Type of Procurement: Services																	Fiscal Year 2025	
N o.	Programme Code	Line Item ID	Activity	Estimated Budget '000)		Procurement Method (OT, RT, RFQ, RFP, SS, CP)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments			
							Estimated			Q1	Q2	Q3	Q4					
				Govt	Donor		Start	End										
1	024	6264	Vehicle Spares and Services	24,310,000		RFQ	1-Jan-25	31-Dec-25		6,500,000	8,000,000	8,500,000	1,310,000					
2	024	6271	Telephone Charges	10,000,000		RFQ	1-Jan-25	31-Dec-25		2,500,000	2,500,000	2,500,000	2,500,000					
3	024	6272	Electricity Charges	209,312,400		SS	1-Jan-25	31-Dec-25		55,000,000	60,000,000	45,000,000	49,312,400					
4	024	6273	Water Charges	300,000		SS	1-Jan-25	31-Dec-25		75,000	75,000	75,000	75,000					
5	024	6281	Security Services	76,034,704		OT	1-Jan-25	31-Dec-25		20,000,000	21,000,000	18,000,000	17,034,704					
6	024	6282	Equipment Maintenance	884,428,902		OT	1-Jan-25	31-Dec-25		150,000,000	300,000,000	300,000,000	134,428,902					
7	024	6283	Cleaning and Extermination Services	6,920,000		RFQ	1-Jan-25	31-Dec-25		1,301,500	2,503,000	1,701,500	1,414,000					
8	024	6293	Refreshments and Meals	11,250,000		RFQ	1-Jan-25	31-Dec-25		3,000,000	3,000,000	2,650,000	2,600,000					
				1,222,556,006						238,376,500	397,078,000	378,426,500	208,675,006					


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Agency Name: Form Name: Expenditure Category: Type of Procurement:			Office of the Prime Minister Procurement Plan Prog - 024 - Innovation Department Current Goods													Fiscal Year: 2025	
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, RFP, SS)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments		
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4				
							Start	End									
1	024	6221	Procurement of items to treat minor medical emergencies	130,000		RFQ	11/3/2025	28/05/2025	1	65.000	65.000			Pending			
2	024	6222	Procurement of Safety Booths, Rain Gear and items for out of town Visits	280,000		RFQ	11/3/2025	29/04/2025	1	280.000				Pending			
3	024	6223	Procurement of Stationery Supplies for Office Use	849,000		RFQ	11/3/2025	28/10/2025	8	283.000	283.000	283.000		Pending			
4	024	6224	Procurement of Toners and Cartridges, Printing Paper and other relevant printing materials.	1,300,000		RFQ	11/3/2025	28/10/2025	8	450.000	350.000	300.000	200.000	Pending			
5	024	6231	Procurement of Fuel and Lubricants for (1) vehicle for the department	1,450,000		RFQ	6/2/2025	30/11/2025	9	345.000	400.000	400.000	305.000	Pending			
6	024	6243	Procurement of items for the Cleaning and sanitation of the department	570,000		RFQ	11/3/2025	15/12/2025	9	200.000	200.000	100.000	70.000	Pending			
				4,579,000													

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Agency Name:			Office of the Prime Minister														
Form Name:			Procurement Plan Prog 024 - Innovation Department										Fiscal Year:			2025	
Expenditure Category:			Current														
Type of Procurement:			Services														
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$)		Procurement Method (OT, RT, RFQ,	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments		
							Estimated			Q1	Q2	Q3	Q4				
				Govt	Donor		Start	End									
1	024	6264	Repairs and Servicing of the (1) Vehicle.	1,200,000		RFQ	1/2/2025	30/11/2025	10	300,000	300,000	300,000	300,000	Pending			
2	024	6271	Payment for Telephone Services provided to the Department	220,000		SS	1/22/2025	12/24/2025	12	55,000	55,000	55,000	55,000	Pending	GTT		
4	024	6282	Quarterly Servicing and Minor Repairs to Office Equipment, AC Units, Laptops, desktops printers Etc.	976,000		RFQ	2/2/2025	10/12/2025	10	350,000	300,000	250,000	76,000	Pending			
5	024	6283	Sanitization Services for the Innovation Department	590,000		RFQ	9/2/2025	23/12/2025	10	250,000	150,000	100,000	90,000	Pending			
6	024	6291	ICT Roadshow, Innovation Challenge, Concept Sprint and Technology Showcase	6,900,000		RFQ	3/22/2025	10/31/2025	8	1,500,000	1,500,000	3,900,000		Pending			
7	024	6284	Develop Plan, Website Management, Software and Subscription, Internship Programme, Public Awareness, PWD'S Programme, Implement Intership, and R&D Programme.	8,000,000		RFQ	3/8/2025	10/17/2025	8	3,000,000	2,000,000	2,000,000	1,000,000	Pending			
8	024	6302	Community Level Training in Fundamentals of Computing; Community Level Training in AI, Coding, Graphics, and Animation; Advance Training; Girls in ICT - Guyanese Girls Code; ToT, Innovation Camps; and PWDS Training	31,900,000		RFQ	3/3/2025	9/19/2025	9	10,000,000	8,000,000	9,000,000	4,900,000	Pending			
				49,786,000													

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Agency Name: Form Name: Expenditure Category: Type of Procurement:			Office of the Prime Minister Procurement Plan Prog - 025 - Government Information Services Current Goods													Fiscal Year: 2025	
No.	Programme Code	Line Item ID	Activity	Estimated Budget (G\$ '000)		Procurement Method (OT, RT, RFQ, REP, SS)	Procurement Process (Advertise to Contract Award)		Contract Duration (Months)	Expenditure Phasing				Status (In Progress / Pending)	Comments		
				Govt	Donor		Estimated			Q1	Q2	Q3	Q4				
							Start	End									
1	025	6221	Procurement of items to treat minor medical emergencies	320,000		RFQ	2/1/2025	3/30/2025	2	320,000				Pending			
2	025	6222	Procurement of Safety Booths, Rain Gear and items for Ministerial and other Outreaches	360,000		RFQ	2/1/2025	3/30/2025	2	360,000				Pending			
3	025	6223	Procurement of Stationery Supplies for Office Use	4,293,000		RFQ	1/15/2025	12/15/2025	12	1,500,000	931,000	931,000	931,000	Pending			
4	025	6224	Procurement of Toners and Cartridges, Printing Paper and other relevant printing materials.	6,500,000		RFQ	1/15/2025	12/15/2025	12	2,000,000	1,500,000	1,500,000	1,500,000	Pending			
5	025	6231	Procurement of Fuel and Lubricants for the five (5) vehicles assigned to the department	3,567,000		RFQ	1/15/2025	12/15/2025	12	891,750	891,750	891,750	891,750	Pending			
6	025	6243	Procurement of items for the Cleaning and sanitation of the department	1,000,000		RFQ	1/15/2025	12/15/2025	12	250,000	250,000	250,000	250,000	Pending			
7	025	6261	Local travel and Subsistence	7,100,000		RFQ	1/15/2025	12/15/2025	12	2,500,000	1,700,000	1,700,000	1,700,000	Pending			
8	025	6264	Repairs and Servicing of five (5) vehicles assigned to the Department	5,949,000		RFQ	1/15/2025	12/15/2025	12	1,983,000	1,983,000	1,983,000	1,983,000	Pending			
9	025	6265	Other Travel, Transport and postage	15,800,000		RFQ	1/15/2025	12/15/2025	12	3,500,000	4,100,000	4,100,000	4,100,000	Pending			
10	025	6271	Payment for Telephone and Internet Services provided to the Department	1,049,000		SS	1/15/2025	12/15/2025	12	262,250	262,250	262,250	262,250	Pending	GTT/ENET		
11	025	6272	Electricity Charges	3,342,000		SS	1/15/2025	1/12/2025	12	835,500	835,500	835,500	835,500	Pending			
12	025	6273	Water Charges	270,000		SS	1/15/2025	1/12/2025	12	67,500	67,500	67,500	67,500	Pending			
13	025	6281	Security Services Provided	20,714,000		OT	1/15/2025	1/12/2025	12	5,178,500	5,178,500	5,178,500	5,178,500	Pending			


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14	025	6282	Quarterly Servicing and Minor Repairs to Office Equipment, AC Units, Laptops, desktops printers Etc.	1,400,000	SS	1/15/2025	1/12/2025	12	350,000	350,000	350,000	350,000	Pending	
15	025	6283	Sanitization Services for the Department of Information and Public Affairs	2,400,000	RFQ	9/2/2025	23/12/2025	10	600,000	600,000	600,000	600,000	Pending	
16	025	6241	Rental of Buildings	9,480,000	SS	1/15/2025	12/15/2025	12	2,370,000	2,370,000	2,370,000	2,370,000	Pending	
17	025	6242	Maintenance of Buildings	4,500,000	RFQ	1/15/2025	12/15/2025	12	1,000,000	2,000,000	750,000	750,000	Pending	
18	025	6291	National and other Events	6,600,000	RFQ	1/15/2025	12/15/2025	12	1,100,000	2,000,000	1,000,000	2,500,000	Pending	
19	025	6293	Refreshment and Meals	1,000,000	RFQ	1/15/2025	12/15/2025	12	250,000	250,000	250,000	250,000	Pending	
20	025	6302	Training	12,000,000	RFQ	1/15/2025	12/15/2025	12	1,500,000	7,000,000	2,500,000	1,000,000	Pending	

Prepared By:

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Approved by:



Preparation Guidance Notes

Form Header should include;

a.

Name of Agency (e.g. Ministry of Health)

b.

Fiscal Year the Plan is being prepared for. (e.g. 2020)

c.

Category of Expenditure. (e.g. Capital or Current)

d.

Type of Procurement. (e.g. Goods, Services, Works Consultancy)

The following table provides guidance on the preparation of columns A to Q of the Procurement Plan template.

Columns	General Guidance
A	All activities on the template must be numbered. (e.g. 1,2,3...)
B	Reference each procurement activity according to the appropriate programme.
C	All entries must include a Budget Line-item as per the GoG Chart of Accounts. (e.g. 6211) selected from the drop-down menu provided on the form.
D	A brief activity description must be included for each activity. (e.g. Purchase of a vehicle; Cleaning and fumigation services)
E - F	Estimate the cost of each procurement activity as per the Budget Estimate for both Government and Donor funded projects.
G	Select from the drop-down menu the proposed procurement method.
H-I	Identify the proposed start date and end date for the procurement process; Date of publication/solicitation and date of contract award. The date format to be used is (dd/mm/year).
J-K	The duration of the contract (i.e. start to end) should be included by months. (e.g. 6 months, 12 months, 36 months)
L - O	For each activity, the sum proposed to be expended by quarter should be included in the appropriate quarter.

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