



DIVISION OF TOURISM, CULTURE, ANTIQUITIES AND TRANSPORTATION,  
12 SANGSTER'S HILL, SCARBOROUGH, TOBAGO.  
PROCUREMENT DEPARTMENT  
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## ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES - FY 2024-2025

**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 Documentets | Expected Delivery/Completion Date | Estimated Project Duration (works & services) | Procurement Method | Standstill Period (Where Applicable) | Contract Type |
|-----|----------------|---|-------------|---|--|-----------------------------------|---|--------------------|--------------------------------------|---------------|
| 1   | TBD            | Provision of Security Guard Services        | 92121500    | Provision of Security Services  | As Required                                    | TBD                               | TBD   | RFP                | N/A                                  | Fixed Price   |
| 2   | TBD            | AV Presentation Composing Equipment         | 45110000    | Purchase of Audio Visual Equipment for the Division                         | TBD  | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 3   | TBD            | Advertising                                 | 82100000    | Advertising & Publicity   | As Required                                    | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 4   | TBD            | Printed Publications                        | 55101500    | Provision of Books & Periodicals  | As Required                                    | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 5   | TBD            | Events Management                           | 80141607    | Events Management Services for activities hosted by the Division            | As Required                                    | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 6   | TBD            | Promotional Merchandise                     | 55101533    | Provision of Branded Merchandise  | As Required                                    | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 7   | TBD            | Safety Apparel                              | 46181500    | Provision of Personal Protective Equipment (PPE)                            | As Required                                    | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 8   | TBD            | Motor Vehicle Expense                       | 78181700    | Supply of fuel (Gas and Diesel) Required for Vehicles owned by the Division | Quarterly                                      | 30-Sep-25                         | TBD   | Single Source      | N/A                                  | Fixed Price   |
| 9   | TBD            | Vehicle Maintenance & Repairs               | 78181500    | Maintenance of Vehicles   | As Required                                    | 30-Sep-25                         | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 10  | TBD            | Building Construction Components & Supplies | 30000000    | Acquisition of building materials for Task Force                            | As Required                                    | 30-Sep-25                         | N/A   | RFQ                | N/A                                  | Fixed Price   |

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| 11  | TBD            | Courier & Postage                      | 78102200 | Purchase of Stamps & Track-packs                         | As Required                                  | 30-Sep-25                        | As Required                                   | Sole Source        | N/A                                  | Fixed Price   |
| 12  | TBD            | Telephone, Internet & Cable            | 72151600 | Supply & Install for Cloud-based Telephone System        | As Required                                  | N/A                              | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 13  | TBD            | Catering Services                      | 90101600 | Catering Services for Meetings & Events                  | As Required                                  | 30-Sep-25                        | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 14  | TBD            | Grocery Items & Water                  | 50000000 | Supply & Delivery of grocery items, water                | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Varied        |
| 15  | TBD            | Cleaning Services                      | 76110000 | Supply of Cleaning & Janitorial Services                 | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 16  | TBD            | Education & Training Services          | 86000000 | Provision of Training Staff in Various Areas             | As Required                                  | 30-Sep-25                        | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 17  | TBD            | Office Furniture                       | 56101700 | Provision of Furniture & Furnishings                     | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 18  | TBD            | Office Equipment & Accessories         | 44000000 | Provision of Office Equipment                            | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 19  | TBD            | Electrical Equipment                   | 39120000 | Provision of Electrical Equipment, Components & Supplies | As Required                                  | As Required                      | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 20  | TBD            | Office Supplies                        | 44120000 | Provision of Office Stationery & Supplies                | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 21  | TBD            | Commercial Automotive Insurance Policy | 64121503 | Vehicle Insurance for Fleet                              | As Required                                  | 30-Sep-25                        | Annually                                      | RFQ                | N/A                                  | Fixed Price   |
| 22  | TBD            | Domestic Garbage Disposal              | 52141503 | Disposal of Garbage Program                              | As Required                                  | 30-Sep-25                        | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 23  | TBD            | Building Maintenance & Repair Service  | 72101500 | Repair Works to Office Buildings (various locations)     | As Required                                  | 30-Sep-25                        | TBD   | TBD                | N/A                                  | Fixed Price   |

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|-----|----------------|---|----------|---|--|----------------------------------|---|--------------------|--------------------------------------|---------------|
| 24  | TBD            | Motor Vehicle                           | 25101500 | Supply of Motor Vehicles  | TBD  | 30-Sep-25                        | N/A   | TBD                | N/A                                  | Fixed Price   |
| 25  | TBD            | Fire Extinguishers                      | 72101516 | Fire Extinguisher inspection, maintenance and repair service        | As Required                                  | 30-Sep-25                        | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 26  | TBD            | Passenger Marine Transportation         | 78111700 | Business Travel via sea   | As Required                                  | 30-Sep-25                        | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 27  | TBD            | Passenger Air Transportation (Domestic) | 78111500 | Business Travel via air   | As Required                                  | 30-Sep-25                        | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 28  | TBD            | Meetings                                | 80141902 | Capacity Building Events  | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 29  | TBD            | Hotels & Lodging                        | 90111000 | Hotel Rooms   | As Required                                  | 30-Sep-25                        | As Required                                   | RFQ                | N/A                                  | Fixed Price   |
| 30  | TBD            | Uniforms                                | 53102700 | Work Uniforms   | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 31  | TBD            | Distribution & Conditioning/Equipment   | 40170000 | Provision of Plumbing and Pipe Fittings                             | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 32  | TBD            | Management Advisory Services            | 80101500 | Provision of Strategic Planning Services                            | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 33  | TBD            | Computer Equipment and Accessories      | 43210000 | Supply and Delivery of Computer Equipment and Accessories           | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 34  | TBD            | Repairs to Equipment                    | 81112300 | Repair & Maintenance of Printers, Computers, Other Office Equipment | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 35  | TBD            | Cyber Security Software                 | 43232600 | Provision of Cyber Security Software                                | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |

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| 36  | TBD            | Data Protection Software                            | 43232600 | Provision of Backup Software                                       | As Required                                  | 30-Sep-25                        | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 37  | TBD            | Software  | 43230000 | Renewal of Software Licenses                                       | As Required                                  | As Required                      | Yearly  | RFQ                | N/A                                  | Fixed Price   |
| 38  | TBD            | Communication Devices & Accessories                 | 43190000 | Provision of Mobile Phones w/plan                                  | As Required                                  | As Required                      | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 39  | TBD            | Computer & Technology-based Services                | 81000000 | Computer & Printer Services, Network Cabling & Server Room Upgrade | As Required                                  | As Required                      | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 40  | TBD            | Security Cameras                                    | 46171610 | Installation of Security Cameras                                   | As Required                                  | 30-Sep-25                        | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 41  | TBD            | IT Equipment  | 43210000 | Purchase of Electronic Devices                                     | As Required                                  | 30-Sep-25                        | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 42  | TBD            | Sinage  | 55120000 | Facility Signs   | As Required                                  | As Required                      | TBD   | RFQ                | N/A                                  | Fixed Price   |
| 43  | TBD            | Tools & General Machinery                           | 27110000 | Supply & Delivery of Hand Tools                                    | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 44  | TBD            | Pest Management Services                            | 72102100 | Pest Management Services   | As Required                                  | 30-Sep-25                        | N/A   | RFQ                | N/A                                  | Fixed Price   |
| 45  | TBD            | Building & Facility Maintenance and Repair Services | 72101500 | Pigeon Point Infrastructural Works                                 | As Required                                  | 30-Sep-24                        | N/A   | TBD                | N/A                                  | Fixed Price   |
| 46  | TBD            | Building & Facility Maintenance and Repair Services | 72101500 | Perimeter Lighting at Fort King George Heritage Park               | As Required                                  | 30-Sep-24                        | N/A   | TBD                | N/A                                  | Fixed Price   |

**ABBREVIATIONS**

RFQ - Request for Quotation

TBD - To Be Determined

N/A - Not Applicable

RFP - Request for Proposal

