



**DIVISION OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT**

**December 5<sup>th</sup>, 2024**

**TOBAGO HOUSE OF ASSEMBLY**

#10 Montessori Drive, Glen Roads, Scarborough, Tobago [Tel:639-4818/639-2615](tel:639-4818/639-2615)

**Annual Schedule of Planned Procurement Activity 2024/2025**

No.	PROJECT NUMBER	PROJECT NAME	UNSPSC CODE	BRIEF DESCRIPTION	PROPOSE DATE FOR ISSUE OF BIDDING DOCUMENTS	ESTIMATED DATE OF COMPLETION	ESTIMATED PROJECT DURATION (for works or Service)	PROCUREMENT METHOD	STANDSTILL PERIOD (DAYS)	CONTRACT TYPE
1	AO- 2425-01	Motor Vehicle	25101500	To Lease/Supply Motor Vehicles for the Division of Community Development, Youth Development and Sport.	Jan-25	March-25	Three Months	RFQ	N/A	Fixed Price
3	AO- 2425-01	Repair and Maintenance of Vehicle	78181500	Provision of Preventative Maintenance and Repair Services ( parts and spare parts repairs) for Vehicles Owned by the Division of Community Development, Youth Development and Sport.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
4	AO- 2425-01	Motor Vehicle Expenses	15100000	Provision of Fuel (Gasoline, Diesel, LPG) required for Vehicles and equipment owned by the Division of Community Development, Youth Development and Sport.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
5	AC-2425-02	Courier and Postage	78102200	Purchase of Stamps and Track-Packs Used for Domestic Deliveries.	A Required	Sept -25	N/A	SOLE SOURCE	N/A	Fixed Price
6	AO- 2425-01	Office Stationery & Supplies	50000000	Supply and Delivery of Grocery Supplies Tea Milk Coffee, Sugar, Biscuits, Water etc.	Jan-25	Sept-25	As Required	RFQ	N/A	Fixed Price
7	AO- 2425-01	Office Stationery & Supplies	44120000	Supply and Delivery of Stationery and Office Supplies.	Quarterly	Sept-25	As Required	RFQ	N/A	Fixed Price
8	DCDYDS-2425-03	Catering Services	901010600	Provision of Catering Services for Meetings and Events.	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price
9	IT-2425-04	Telephone, Internet, Cable	72151600	Supply, Install and Support for a Cloud Based Telephone System for the Division of Community Development, Youth Development and Sport.	Jan- 25	Mar-25	One Year Subscription	Limited	N/A	Fixed Price

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**DCDYDS**

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10	IT-2425-04	Telephone, Internet, Cable	81112100	Provision of Internet Broadband for the Division of Community Development, Youth Development and Sport.	April-25	June-25	Three Years	Limited	N/A	Fixed Price
11	IT-2425-04	Telephone, Internet, Cable	81112100	Provision of Wi-Fi Hotspot Service for the Division of Community Development, Youth Development and Sport.	Jan-25	Feb-25	Three Years	Limited	N/A	Fixed Price
12	IT-2425-04	Repairs to Equipment	72154000	Repair and Maintenance of Printers, Computers, Other Office Equipment.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
13	IT-2425-04	Software	43231500	Provision of Microsoft Office 365 E3 Licenses.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
14	IT-2425-04	Software	43233000	Provision of windows Server, CALs and SQL Server Licenses.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
15	IT-2425-04	Software	43233200	Supply of an Antivirus Software for the Division of Community Development, Youth Development and Sport Servers.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
16	IT-2425-04	Software	81112501	Renewal of Fortinet Licenses.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
17	IT-2425-04	Software	43231500	Provision of Bulk Emailing Tool.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
18	IT-2425-04	Software	43233415	Provision of Graphics/Photo/ Video imaging Software.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
19	IT-2425-04	Software	81112501	Supply PDF Editor License.	Jan- 25	Mar-25	One Year Subscription	Single Source	N/A	Fixed Price
20	IT-2425-04	Website Development	43232400	To Development and Maintain Division's website.	Jan- 25	Sept-25	N/A	Single Source	N/A	Fixed Price

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21	IT-2425-04	Website	60121000	Supply of License Stock Photos and Images for the Website.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
22	IT-2425-04	Computer Equipment Accessories	43210000	Provision of Computer/ Server Equipment.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
23	IT-2425-04	Computer Equipment	43210000	Supply and Delivery of Laptop Computers and Peripheral Devices for the Division of Community Development, Youth Development and Sport.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
24	IT-2425-04	Contracted Service-IT	43232200	Supply and Implementation of an Electronic Management System (Procurement Management).	Jan- 25	Mar-25	N/A	Limited	N/A	Fixed Price
25	IT-2425-04	Contracted Service-IT	81111800	Provision of Penetration testing Services to determine Vulnerability of the IT Infrastructure.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
26	IT-2425-04	Contracted Service-IT	81111800	Provision of Consultancy Services to enhance Cybersecurity Posture.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
27	IT-2425-04	Contracted Service-IT	43233200	Renewal of UNDSL support (Network).	Jan- 25	Mar-25	N/A	Single Source	N/A	Fixed Price
28	DCDYDS-24-25-03	Office Furniture	56101700	Supply, Deliver, Install, and Assemble Furniture and Furnishings for the Division of Community Development, Youth Development and Sport, Main Office.	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price
29	DCDYDS-24-25-03	Published Products	55000000	Provision of Branded Tokens.	Jan-25	Sept-25	N/A	RFQ	N/A	Fixed Price
30	AO-2425-01	Personal Protective Equipment	46180000	Acquisition of PPE for the execution of Duties.	March -25	April-25	N/A	RFQ	N/A	Fixed Price
31	CEPEP-2425-05	Tools and General Machinery	2711000	Supply and Delivery of Hand Tools.	Jan-25	Sept-25	N/A	RFQ	N/A	Fixed Price

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32	BMU-2425-06	Distribution and Conditioning/Equipment /Supplies	40180000	Provision of Tubes Tubing and Tube Fittings.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
33	BMU-2425-06	Distribution and Conditioning/Equipment /Supplies	40150000	Provision of Industrial Pumps and Compressors	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
34	BMU-2425-06	Distribution and Conditioning/Equipment /Supplies	40101700	Provision of Cooling Equipment/parts and accessories..	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
35	BMU-2425-06	Building and Facility Maintenance and Repair Services	72100000	Provision for the Refurbishment of Buildings/Facilities under the purview of the Division.	Jan-25	Sept-25	N/A	Open	N/A	Fixed Price
36	BMU-2425-06	Building, Construction Components and Supplies	30000000	Acquisition of Building materials for buildings/facilities minor repairs.	Jan-25	Sept-25	N/A	RFQ	N/A	Fixed Price
37	BMU-2425-06	Specialized Trade Construction and Maintenance Services	72150000	Provision for Special Construction Services under the purview of the Division.	Jan-25	Sept-25	N/A	Limited	N/A	Fixed Price
38	BMU-2425-06	Industrial Manufacturing	23271700	Provision for Welding Services.	Jan- 25	Mar-25	N/A	Limited	N/A	Fixed Price
39	GA-2425-02	Management Advisory Services	80101500	Provision of Strategic Planning Consultation Services.	Jan- 25	Mar-25	N/A	Limited/RFP	N/A	Fixed Price

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40	BMU-2425-06	Electrical Equipment	39120000	Provision of Electrical Equipment, Components and Supplies.	Jan- 25	Mar-25	N/A	Limited	N/A	Fixed Price
41	BMU-2425-06	Distribution and Conditioning/Equipment /Supplies	40170000	Provision of Piping and Pipe Fittings.	Jan- 25	Mar-25	N/A	Limited	N/A	Fixed Price
42	IT-2425-04	Hosting Database Cloud	81162200	Provision of Cloud Based Hosting Services for the Database.	Jan- 25	Mar-25	N/A	Limited	N/A	Fixed Price
43	AO- 2425-01	Cleaning and Janitorial Services	76110000	Provision for Cleaning and Janitorial Services.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
44	AO- 2425-01	Industrial Cleaning Services	76121501	Provision for Refuse Collection and Disposal.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
45	YD-2425-08	Printed Publication	55101500	Provision of Books and Periodicals for Youth Development Centres.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
46	CD-2425-10	Meeting Events	80141902	Capacity Building Events.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
47	COM-2425-13	Publicity and Campaign	80171600	Promoting the Division works/events on established media network, newspaper, television, radio and printed materials.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
48	HR-2425-09	Education and Training Services	86000000	Provision for Training of Staff in various subject areas.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
49	GA-2425-02	Travel/Linkages	78111000	Travel via air/sea and ground transportation for Work/Assignment.	Jan- 25	Sept-25	N/A	Sole Source	N/A	Fixed Price

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50	COM-2425-13	Publicity and Campaigns	80171600	Promotion of the Division works/events via media network, newspaper, television, radio and printed materials.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
51	BMU-2425-06	Signage	55120000	Acquisition of Signage and Branding of property under the purview of the Division.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
52	COM-2425-13	Video and Photography Production Management	45110000	Purchase of video and photography equipment.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
53	FA-2425-12	Auctioneering Service	80141705	Provision of Auctioneering services for the disposal of tangible assets ( equipment, furniture and vehicles).	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
54	GA-2425-02	Travel/Linkages	90120000	Provision of accommodation and ground transportation.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
55	GA-2425-02	Airline Tickets	78111500	Purchase of Airline Tickets required for travelling Regionally and Internationally.	As Required	As Required	N/A	Single Source	N/A	Fixed Price
56	SP-2425-11	Dirt & Soil	11111500	Acquisition of soil for various recreational grounds and parks.	Jan- 25	Sept-25	N/A	Limited	N/A	Fixed Price
57	CD-2425-10	Security Services	92121500	Provision for Security Services (Baton and Armed Officers).	Feb 25	April-25	One Year Contract	Open	N/A	Fixed Price
58	CEPEP-2425-05	Driving Services		Transportation Services for the removal of waste.	Feb 25	April-25	One Year Contract	Limited	N/A	Fixed Price

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**ABBREVIATIONS**

**RFQ** - Request for Quotation  
**TBD** - To Be Determined  
**N/A** - Not Applicable  
**ITT** - Invitation to Tender  
**RFP** - Request for Proposal