



DIVISION OF SETTLEMENTS, PUBLIC  
UTILITIES AND  
RURAL DEVELOPMENT  
**TOBAGO HOUSE OF ASSEMBLY**

ANNUAL SCHEDULE OF  
PLANNED PROCUREMENT ACTIVITIES  
FINANCIAL YEAR 2024-2025

## IMPORTANT NOTICE!

IN ACCORDANCE WITH SECTION 27 (INFORMATION ON POSSIBLE FORTHCOMING PROCUREMENT) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT, 2015 (AS AMENDED), SUPPLIERS AND CONTRACTORS ARE TO NOTE THE UNDERMENTIONED REGARDING THE PUBLICATION OF THIS NOTICE:

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# **12** STRATEGIC PROCUREMENT ACTIVITIES



## Division of Settlement, Public Utilities and Rural Development

### Annual Schedule of Planned Procurement Activities for the financial year October 01, 2024 to September 30, 2025

Date Published: Thursday December 05, 2024

Version: 001

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type	
<b>12 - STRATEGIC PROCUREMENT ACTIVITIES (HIGH SUPPLY RISK AND RELATIVELY HIGH VALUE)</b>											
<b>PROJECT EXECUTION UNIT</b>											
1	ITB/2024-2025	Construction of Outfall Drain at Charlotteville Housing Development	30121700	Construction of a RC Box Drain.	30-Dec-2024	31-May-2025	Three (3) Months	Limited Bidding	TBD	FIDIC Red Book Price Contract	Fixed
2	ITB/2024-2025	Construction of a Retaining Wall at Blenheim Housing Development	72152700	Construction of a retaining wall to prevent to land slippage which can compromise the structural integrity of a home.	30-Dec-2024	31-Jul-2025	Three (3) Months	Limited Bidding	TBD	FIDIC Red Book Price Contract	Fixed
3	ITB/2024-2025	Construction of Retaining Wall and Drainage Accommodations to Lift Station, Courland Housing Development	72152700	For protection of erosion, a retaining wall is required at the back of the lift station along with drainage to direct water flow which contributes to the land erosion.	30-Jan-2025	29-Aug-2025	Six (6) Months	Limited Bidding	TBD	FIDIC Red Book Price Contract	Fixed
4	ITB/2024-2025	Completion of the Sewer Link, Signal Hill Housing Development	72141100	Completion of infrastructure to connect the existing sewer system to the new lift station.	28-Feb-2025	25-Jul-2025	Six (6) Weeks	Limited Bidding	TBD	FIDIC Red Book Price Contract	Fixed
5	ITB/2024-2025	Construction of Outfall Drains at Courland Housing Development	30121700	The design and construction of drainage to enable adequate water runoff for the development.	28-Feb-2025	25-Nov-2025	Eight (8) Months	Limited Bidding	TBD	FIDIC Yellow Book Fixed Price Contract	
6	ITB/2024-2025	Construction of Retaining Walls at Courland Housing Development	72152700	Stabilisation of a number of Lots due to erosion.	28-Mar-2025	30-May-2025	One (1) Month	Limited Bidding	TBD	FIDIC Red Book Price Contract	Fixed
<b>COMMUNICATIONS UNIT</b>											
7	RFQ/2024-2025	Provision of Multimedia Services for a Duration of One (1) Year	82131600	Multimedia Services (Graphic Design and Videography)	January, 2025	N/A	One (1) Year	Limited Bidding	TBD	Unit Price Contract	



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8	RFP/2024-2025	Design, Development, Commissioning, Hosting and Maintenance of a Website for the Division	81112100	Website Design, Development and Commissioning; Website Training for Ten (10) Employees; Website Hosting and Maintenance	January, 2025	TBD	TBD	Limited Bidding	TBD	Fixed Price Contract
<b>RURAL DEVELOPMENT UNIT</b>										
9	RFQ/2024-2025	Provision of Cleaning, Prepping and Art Design Services for Retaining Walls based in North Eastern Tobago.	82141500	Transform the retaining walls in various rural communities across Northeast Tobago by providing comprehensive cleaning, surface preparation, and artistic design services.	TBD	TBD	One (1) Year	Limited Bidding/ Single Source	TBD	Fixed Price Contract
10	RFQ/2024-2025	Provision of Services to Supply, Install and Maintain Statistical Package for the Social Sciences (SPSS) Software	43231500	The delivery of comprehensive services for the supply, installation, and ongoing maintenance of SPSS (Statistical Package for the Social Sciences) software for the intended users.	December, 2024	February, 2025	N/A	Limited Bidding/ Single Source	TBD	Purchase Order
<b>HUMAN RESOURCE UNIT</b>										



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11	RFP/2024-2025	Provision of a Stores and Inventory Management System Software	43231500	Establishment of a Stores and Inventory Management Systems that will allow economic order quantities, reorder levels, and where appropriate, buffer stock in an electronic format. The software must have the capacity to record the receipt, storage, issuance and disposal stores and equipment. This requirement is in accordance with Regulation 5 (5), (6), and (7) of the Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021	March, 2024	TBD	TBD	Limited Bidding	TBD	Fixed Price Contract
<b>REGISTRY UNIT</b>										
12	RFP/2024-2025	Digitisation of the Registry Unit	43231500	Provision of a solution that will allow electronic storage, management, and retrieval of records, ensuring enhanced efficiency, security, and accessibility. Features should include automated files' tracking utilising RFID system, secure data storage, electronic signature integration, and customizable workflows to meet DSPURD's needs.	April, 2025	September, 2025	Four (4) Months	Limited Bidding	TBD	Fixed Price Contract



**69 LEVERAGE  
PROCUREMENT  
ACTIVITIES**



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<b>69 - LEVERAGE PROCUREMENT ACTIVITIES (LOW SUPPLY RISK AND RELATIVELY HIGH VALUE)</b>										
<b>DEPARTMENT OF SETTLEMENTS</b>										
1	RFQ/2024-2025	Supply, Delivery, Installation and Commissioning of Digital Number System for the Settlements Department	43231500	Three (3) Digit Take-A-Number System for the Reception Area,	20-Dec-2024	28-Feb-2025	N/a	Limited Bidding	N/A	Fixed Price Contract
<b>PROJECT EXECUTION UNIT</b>										
2	ITB/2024-2025	Replacement of Tank Farms at Adventure Housing Development	24111800	Tank farms presently serving various townhouse units will be dismantled and replaced with the connection of individual tank and pump to each individual unit.	30-Dec-2024	28-Feb-2025	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
3	ITB/2024-2025	Restoration and Replacement of Perimeter Lighting at Adventure Housing Development	39111500	Restoration and replacement of defective lighting around the development.	30-Dec-2024	3-Feb-2025	Three (3) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
4	ITB/2024-2025	Painting of Townhouses and Cleaning of Guttering at Adventure Housing Development	72151300	Buildings are to be repainted as per contractual agreement by the Division.	30-Dec-2024	31-Mar-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
5	RFQ/2024-2025	Provision of Assessment of Waste Water Treatment Plant at Courland Housing Development	47101500	Diagnostic assessment to ascertain all works to be undertaken.	30-Dec-2024	28-Feb-2025	Two (2) Weeks	Limited Bidding	TBD	Purchase Order
6	RFQ/2024-2025	Provision of Landscaping Services at Access Road Courland Housing Development	72102900	One off cut/ clearing of rubbish at access road to Waste Water Treatment Plant.	30-Dec-2024	31-Jan-2025	Two (2) Weeks	Limited Bidding	TBD	Purchase Order
7	ITB/2024-2025	Repairs to Slipper Drain and Road Surface at Castara Housing Development	30121700	Repair of road side kerb and slipper to allow proper access to lots and to aid in the control of surface water for better access for pedestrians.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract





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8	ITB/2024-2025	Refurbishment of Community Bins at Castara Housing Development	47121700	Refurbishment of Commiunity Bins to prevent a Public health issue.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
9	ITB/2024-2025	Maintenance of Drains and Waterways at Castara Housing Development	30121700	The clearing of the outfall drains is a necessary maintenance activity that has not been undertaken since the completion of the development over 10 years ago.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
10	ITB/2024-2025	Remedial Works to Roadside Drains and Road Surface at Kilgwyn Housing Development	30121700	Repairs to Drains to Improve Homeowner's Access to their Properties.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
11	ITB/2024-2025	Clearing of Outfall Drains and Refurbishment of Retention Pond at Kilgwyn Housing Development	30121700	The clearing of the retention pond is a necessary maintenance activity that would aid in the prevention of flooding in the development. In addition, the fencing around the retention pond has to be repaired and in its present state is posing a Public Safety Hazard.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
12	ITB/2024-2025	Refurbishment of the Car Park and Fencing at Milford Court Commercial Plaza	72152700	Refurbishment of the 1000 sqft Car Park at the Milford Court Commercial Plaza. In addition, refurbishment of the rear fencing to improve security at the facility.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract



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13	ITB/2024-2025	Repairs to the Public Convenience and Roofs of all Buildings at Milford Court Commercial Plaza	72121100	Repairs to leaking roofs of rental units occupied by the Pharmacy and the Daycare. In addition, undertaking of necessary maintenance within the Public Convenience area and water supply infrastructure.	30-Dec-2024	30-Apr-2025	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
14	RFQ/2024-2025	Clearing of a Landslip at Blenheim Housing Development	72141500	A small landslip occurred in the development which is partially blocking the roadway. This project will allow for the landslip to be cleared.	30-Dec-2024	28-Feb-2025	Two (2) Weeks	Limited Bidding	N/A	Purchase Order
15	ITB/2024-2025	Reconstruction of a Box Drain at Belle Garden Phase I Housing Development	30121700	Reconstruction of a box drain which does not flow. This project is to remove Public Health Threat.	30-Dec-2024	31-Mar-2025	Six (6) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
16	ITB/2024-2025	Provision of Play Park Upgrades at Adventure Housing Development	95121500	Remedial works to play park assets.	30-Dec-2024	28-Feb-2025	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
17	RFQ/2024-2025	Build and Install Cupboards to Unit 76, Adventure Housing Development	30161800	Division to replace cupboard due to roof leak which damaged the original cupboard works.	30-Dec-2024	17-Jan-2025	One (1) Week	Limited Bidding	N/A	Purchase Order
18	ITB/2024-2025	Supply and Installation of Pull Box Metal Covers, Courland Housing Development	39121300	Pull boxes at the development are presently in an unsafe condition due to missing metal covers. This work is also required to enable safe installation of HV cables.	30-Dec-2024	10-Feb-2025	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
19	ITB/2024-2025	Construction of Transformer Plinths, Courland Housing Development	39122300	Transformer plinths are to be constructed to enable the installation of transformers and connection of HV cables.	30-Dec-2024	3-Feb-2025	Three (3) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract



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20	ITB/2024-2025	Provision of Cleaning of Drains, Coral Gardens Housing Development	70171800	The clearing of the drains around the Play Park is a necessary maintenance activity that would aid in the prevention of flooding in the development.	30-Dec-2024	20-Feb-2025	Two (2) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
21	ITB/2024-2025	Construction of Septic Tanks, Roxborough Housing Development	72151100	Eleven (11) septic tanks are to be constructed to replace the existng septic tanks which have become compromised.	30-Jan-2025	28-Mar-2025	Two (2) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
22	ITB/2024-2025	Provision of Drain Clearing and Grill Replacement at Dillon Crescent, Adventure Housing Development	70171800	Drain will be cleared of overgrown vegetation to enable sufficient runoff of gray water. Rusted grill protection to drain will also be replaced.	30-Jan-2025	28-Feb-2025	Two (2) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
23	ITB/2024-2025	Remedial Works to Drainage at Two (2) Cul-De-Sac, Adventure Housing Development	70171800	Drain to be redone to enable adequate water runoff at cul-de-sac.	30-Jan-2025	28-Mar-2025	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
24	ITB/2024-2025	Construction of Access Ramp and Access Staircases at Unit 23, Adventure Housing Development	72152700	Due to lack of access to unit for disable owner, an access ramp and two (2) access staircases will be constructed to enable safe access to unit.	28-Feb-2025	30-Apr-2025	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
25	ITB/2024-2025	Repair to Access Roads at Courland Housing Development	72141000	Due extensive rainfall, which damaged the access roads, repairs are needed to ensure safe access to the development and the Waste Water Treatment Plant..	28-Feb-2025	30-Apr-2025	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract



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26	ITB/2024-2025	Provision of Roof Repairs, Adventure Housing Development	72101500	Remedial works to a number of unit's roof which encounter major leaking issues.	28-Mar-2025	30-May-2024	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
27	ITB/2024-2025	Provision of Remedial Works to the Waste Water Treatment Plant at Courland Housing Development	47101500	The Waste Water Treatment Plant requires major remedial work to enable operation of its systems.	28-Mar-2025	30-Oct-2025	Six (6) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
28	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 1 R, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
29	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 2 R, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
30	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 3 R, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
31	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 4 L, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
32	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 5 L, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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33	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 7 L, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
34	RFPQ/001/2 023/2024	Provision of Landscaping Services for Main Drain and Greenspace Opposite Conservation Area, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
35	RFPQ/001/2 023/2024	Provision of Landscaping Services for Dillon Crescent Reserve and Sidewalk, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
36	RFPQ/001/2 023/2024	Provision of Landscaping Services for Yorke Avenue Reserve and Sidewalk, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
37	RFPQ/001/2 023/2024	Provision of Landscaping Services for Northern Perimeter Fencing, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
38	RFPQ/001/2 023/2024	Provision of Landscaping Services for Northern Box Drain, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
39	RFPQ/001/2 023/2024	Provision of Landscaping Services for Yorke Avenue Box Drain and Green Space, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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40	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 31-35, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
41	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 44b-47, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
42	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 48,50 And 57, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
43	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 65-69, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
44	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 80-82, , Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
45	RFPQ/001/2 023/2024	Provision of Landscaping Services for Sewer Treatment Plant Drains, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
46	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 92-97 Roadside and Slipper Drains, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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47	RFPQ/001/2 023/2024	Provision of Landscaping Services for Open Area, Sign Area and Roadside, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
48	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 9, 12, 13, 35 And Associated Drain, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
49	RFPQ/001/2 023/2024	Provision of Landscaping Services for Swale Drain and Sewer Treatment Plant, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
50	RFPQ/001/2 023/2024	Provision of Landscaping Services for Along Saratoga Drive, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
51	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 44-46, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
52	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 54-57 And 59, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
53	RFPQ/001/2 023/2024	Provision of Landscaping Services for Swale Drain and Roadside, Development Sign Area, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
54	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package A, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
55	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package B, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
56	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package C, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
57	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package D, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
58	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package E, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
59	RFPQ/001/2 023/2024	Provision of Landscaping Services for Sewer Treatment Plant, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
60	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package F, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract





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61	RFPO/001/2 023/2024	Provision of Landscaping Services for Package G, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
62	RFPO/001/2 023/2024	Provision of Landscaping Services for Package H, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
63	RFPO/001/2 023/2024	Provision of Landscaping Services for Commercial Lot #78, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
64	RFPO/001/2 023/2024	Provision of Landscaping Services for Play Park (Lot #1) And Adjacent Area, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
65	RFPO/001/2 023/2024	Provision of Landscaping Services for Commercial Lot #2, Development Sign and Round About, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
66	RFPO/001/2 023/2024	Provision of Landscaping Services for Drains And Sidewalks, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	N/A	August 23, 2025 - August 22, 2026	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
<b>RURAL DEVELOPMENT UNIT</b>										
67	ITB/2024- 2025	Construction of Washroom Facilities at Speyside Lookout	72121100	Collaborative Project with Habitat for Humanity.	TDB	TBD	Six (6) Months	Limited Bidding	TBD	Fixed Price Contract



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68	ITB/2024-2025	Construction of Washroom Facilities at Bloody Bay	72121100	Collaborative Project with Habitat for Humanity.	TBD	TBD	Six (6) Months	Limited Bidding	TBD	Fixed Price Contract
<b><i>PUBLIC UTILITIES UNIT</i></b>										
69	ITB/2024-2025	Construction of Bus Shelters	72151900	Five (5) Bus Shelters to be constructed at Mt. Marie (2), Signal Hill (2) and Old Government Farm Road (1).	January, 2025	May, 2025	Three (3) Month	Limited Bidding	TBD	Fixed Price Contract



**85** ROUTINE  
PROCUREMENT  
ACTIVITIES



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<b>85 - ROUTINE PROCUREMENT ACTIVITIES (LOW SUPPLY RISK AND RELATIVELY LOW VALUE)</b>										
<b>DEPARTMENT OF SETTLEMENTS</b>										
1	RFQ/2024-2025	Supply and Delivery of Computers and other Equipment for the Settlements Department	43211500	Three (3) Desktop Computers; Six (6) Uninterruptible Power Supply (UPS); One (1) Color LaserJet All-in-One Printer; One (1) Document Scanner.	20-Dec-2024	28-Feb-2025	N/A	Limited Bidding	N/A	Purchase Order
2	RFQ/2024-2025	Supply and Delivery of Office Equipment for the Settlements Department	44101600	One (1) Shredder; Eight (8) Canon Printing Electronic Calculators.	20-Dec-2024	28-Feb-2025	N/A	Limited Bidding	N/A	Purchase Order
3	RFQ/2024-2025	Supply and Delivery of Furniture for the Settlements Department-Roxborough Sub-Office	56100000	One (1) Cabinet (Lateral 4-drawer) Settlements Department-Roxborough Sub-Office.	20-Dec-2024	28-Feb-2025	N/A	Limited Bidding	N/A	Purchase Order
4	RFQ/2024-2025	Supply and Delivery of Smart HD Television for Settlements Departments	52161500	One (1) HD Smart Television 40" for the Reception Area.	20-Dec-2024	28-Feb-2025	N/A	Limited Bidding	N/A	Purchase Order
<b>HUMAN RESOURCE UNIT</b>										
5	RFQ/2024-2025	Supply and Delivery of Stationery Supplies	44121600	Photocopying Paper, Pens, Pencils, Twine, Envelopes, Self Inking Stamps and other related stationeries for the replenishment of Stores.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
6	RFQ/2024-2025	Supply and Delivery of Office Supplies	47121700	Hand Sanitiser, Bottled Water, Airfreshener, Garbage Bags, Paper Towel, Disinfectant Spray, WD-40 and other related office supplies.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
7	RFQ/2024-2025	Supply and Delivery of Bottled Water for Water Dispensers	50202300	5-Gallon Water Refills	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order



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8	RFQ/2024-2025	Supply of Vehicle Maintenance Supplies	47131800	Car Polish Wax, Tire Shine, Airfreshener, Bug Wash and other related supplies.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
9	RFQ/2024-2025	Supply and Delivery of Commercial Toilet Tissue Rolls for Dispensers	14111700	Sixty (60) Cases Toilet Tissue Rolls.	Biannually	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
10	RFQ/2024-2025	Procurement of Training Services	86101700	Financial Accounting, Performace Management, Note Writing, Minute Taking.	As-needed basis	TBD	TBD	Single Source Selection	N/A	Purchase Order
11	RFQ/2024-2025	Supply and Delivery of Meals	50192700	Lunch/snack plates with drinks for varied training sessions.	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
<b>OFFICE OF THE ADMINISTRATOR</b>										
12	RFQ/2024-2025	Procurement of Hotel Accomodation with Meals for Officers to attend the ICATT Conference	50192700	Required for three (3) Officers.	November, 2024	One (1) week after issue of Purchase Order	3 nights/4 days	Single Source Selection	N/A	Purchase Order
13	RFQ/2024-2025	Procurement of Return Airfare for Officers to attend the ICATT Conference	78111500	Required for three (3) Officers.	November, 2024	One (1) week after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order
14	RFQ/2024-2025	Procurement of Taxi Service/Ground Transportation for Officers to attend the ICATT Conference	78111800	Required for three (3) Officers.	November, 2024	One (1) week after issue of Purchase Order	4 days	Single Source Selection	N/A	Purchase Order
15	RFQ/2024-2025	Procurement of Grocery Items for the Office of the Administrator	50203300	Nuts, Biscuits, Teas, Non-alcohol Drinks, etc.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
16	RFQ/2024-2025	Procurement of Tokens for the hosting of Administrator's Meeting	82121500	DSPURD's branded memorabilia/ paraphernalia	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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17	RFQ/2024-2025	Procurement of Meals for the hosting of Administrator's Meeting	50192700	Lunch/snack plates with drinks for twelve (15) persons	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>GENERAL ADMINISTRATION</b>										
18	RFQ/2024-2025	Supply and Delivery of Desktop Computer for the Technical Advisor	43211500	One (1) 27" 4K IPS Monitor for Desktop PC, Desktop PC (i7 16 GB DDR5, 512 GB SSD), Pro Webcam with Privacy Shutter	December, 2024	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
19	RFQ/2024-2025	Supply and Delivery of Office Equipment for the Management Accountant	52141500	One (1) 4.5 cu. ft Refrigerator One (1) Kettle	March, 2025	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
20	RFQ/2024-2025	Supply and Delivery of Desktop Computer and other related Equipment for the Management Accountant	43211500	One (1) Desktop computer and 24" Monitor for PC One(1) UPS Battery Back up	December, 2024	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>COMMUNICATIONS UNIT</b>										
21	RFQ/2024-2025	Supply, Branding and Delivery of Promotional Items	82121500	Branded Spandex Table Cloths For 6ft Tables: Six (6) White Branded Table Cloths; Six (6) Black Branded Table Cloths And Six (6) Blue Branded Table Cloths. Branded Spandex Table Cloths For 4ft Tables: Six (6) White Branded Table Cloths; Six (6) Black Branded Table Cloths And Six (6) Blue Branded Table Cloths.	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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22	RFQ/2024-2025	Supply, Branding and Delivery of Promotional Tokens	82121500	Branded Umbrellas Branded Tote Bags Branded Tea Mugs Branded Pens Branded Pencils Branded Water Bottles Branded Keychains	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
23	RFQ/2024-2025	Supply and Delivery of Promotional Items	82121500	Posters highlighting Settlements Services, Public Utilities Programmes, Electrical Inspectorate Services. Brochures for Settlements Department Clerical Unit - Grants, Housing and Land Application Process, Public Utilities Programmes, Rural Development Programmes.	December, 2024 January, 2025 May 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
24	RFQ/2024-2025	Supply, Branding and Delivery of Promotional Backdrop	82121500	Backdrop dimensions: 20 ft x 10 ft	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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25	RFQ/2024-2025	Supply, Branding and Delivery of Standee Banners	82121500	Branded Standee Banners with Division's Mission and Vision Statement for Main Administrative Building, Public Utilities, Rural Development, Electrical Inspectorate, Roxborough Sub-Office and Settlements Department's Client Relations Unit and Branded Standee Banner for Settlements Department's Client Relations Unit with Services Offered.	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
26	RFQ/2024-2025	Procurement of Newspaper Advertisements	82101500	Newspaper Advertising	December, 2024 February, 2025 May, 2025 August, 2025	One (1) week after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
27	RFQ/2024-2025	Procurement of Newspaper Advertising Services	82101500	Public Mobile Advertising	December, 2024 January, 2025 May, 2025 August, 2025	One (1) week after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
28	RFQ/2024-2025	Procurement of Media Engagement	82101600	Media Interviews for Executives and other pertinent Officers.	December, 2024 January, 2025 May, 2025 August, 2025	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
29	RFQ/2024-2025	Provision of Live Streaming Services	82101500	Live Coverage of the Division's Official Events	December, 2024 February, 2025 May, 2025 August, 2025	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order





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30	RFQ/2024-2025	Rental of Events' Infrastructure	30241700	Tents, Generators, Portacool, Portafloor, Turf Carpet, Tables, Tablecloths, Banquet Chairs	December, 2024 February, 2025 May, 2025 August, 2025	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
31	RFQ/2024-2025	Provision of Decorating Services	72153600	Decorative services are required for the Division's three (3) Buildings to commemorate festive event and public holidays.	December, 2024, February, 2025 May, 2025 August, 2025	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
32	RFQ/2024-2025	Supply and Delivery of Resfreshments for Events	50192700	Lunches with drinks. Snack Plates with drinks.	December, 2024 February, 2025 May, 2025 August, 2025	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
33	RFQ/2024-2025	Design and Printing of Signage	82121500	Directional Signs	December, 2024	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
34		Design and Printing of Puzzle for Events	82121500	3 Dimensional House for Games at Events	December, 2024	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
35	RFQ/2024-2025	Procurement of Radio Advertisements	82101600	Radio Advertising	March, 2025 June, 2025 September, 2025	One (1) week after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
36	RFQ/2024-2025	Supply and Delivery of Patriotic Promotional Items	5512700	Flags and Pennants for Independence and Republic Day	July, 2025	Two (2) weeks after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
<b>RURAL DEVELOPMENT UNIT</b>										
37	RFQ/2024-2025	Supply and Delivery of Office Furniture for the Rural Dvelopment Unit	56101700	Filing Cabinets, White Board, Office Desks, Office Chairs	May, 2025	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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38	RFQ/2024-2025	Supply and Delivery of Computers and other related Accessories for the Rural Development Unit	43211500	Laptops, Desktops, All-in-Printers, Tablets	May, 2025	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>PUBLIC UTILITIES UNIT</b>										
39	RFQ/2024-2025	Supply and Delivery of Catering	50192700	Public Utilities Meetings (including Appreciation Christmas Lunch 2024)	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>OFFICE OF THE SECRETARY</b>										
40	RFQ/2024-2025	Provision of Grocery Items for the Office of the Secretary	50203300	Nuts, Biscuits, Teas, Non-alcohol Drinks, etc.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
41	RFQ/2024-2025	Supply, Branding and Delivery of Promotional Items for the Office of the Secretary	82121500	Diaries, Cups, Mugs, Journals and other Memorabilia.	Bi-annual	Three (3) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
42	RFQ/2024-2025	Supply and Delivery of Speciality/Executive Office Stationery and Supplies	44121600	Heavy Duty Stapler, Coloured Folders, Pens, 3-Ring Binders, Desk Organisers and other related stationeries.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
43	RFQ/2024-2025	Supply and Delivery of Medium Size Shredder for the Office of the Secretary	44101600	Medium Commercial Paper Shredder (20-25 Sheets).	January, 2025	One (1) Month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
44	RFQ/2024-2025	Supply and Delivery of Computers for Staff in the Office of the Secretary	43211500	Four (4) Desk Top Computers.	January, 2025	One (1) Month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>INFORMATION AND COMMUNICATION TECHNOLOGY UNIT</b>										
45	RFQ/2024-2025	Supply and Delivery of Desktop Computers for the ICT Department	43211500	Two (2) Desktop PC to facilitate the duties of IT Officers.	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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46	RFQ/2024-2025	Supply and Delivery of Line Conditioners	43222900	Seven Line Conditioners to support the recently purchased All In One Printers.	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
47	RFQ/2024-2025	Supply and Delivery of Two (2) Laptop Computers	43211500	Two (2) laptops to suffice the needs of Specialist Engineer and Officer in the Rural Development Unit	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
48	RFQ/2024-2025	Supply and Delivery of Wide Format Printers	43212100	Two (2) requested wide format printers to suffice the needs of the Programme Director (PEU) and Rural Development Unit	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
49	RFQ/2024-2025	Supply and Delivery of four Tablets	43211500	Three (3) Tablets to facilitate the duties of Three Electrical Inspectorate Officers and One (1) for the Rural Development Unit	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
50	RFQ/2024-2025	Provision of Microsoft 365 Licences	43231500	Ten (10) M365 Licences to be allocated to various heads of section for ease of internal communication.	January, 2025	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
51	RFQ/2024-2025	Supply and Delivery of Desktop Computers	43211500	Eleven (11) Desktop Computers to facilitate the duties of staff in several units. General Administration, Procurement Unit, Settlements Department, Project Execution Unit, and Electrical Inspectorate	May, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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52	RFQ/2024-2025	Supply and Delivery of Toners and other related parts for HP Desktop Printers	44103100	To facilitate the effective functioning of an average of seventeen (17) or more HP Desktop Printers distributed throughout the DSPURD.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>REGISTRY UNIT</b>										
53	RFQ/2024-2025	Procurement of Desktop Computers	43211500	Three (3) Desktop Computers to be used by Officers for Registry Data Entry.	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
54	RFQ/2024-2025	Supply, Delivery and Installation of Shelving for the Registry Unit	24102000	To be utilised to house Closed Files of the Registry Unit	December, 2024	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
55	RFQ/2024-2025	Supply and Delivery of a Heavy Duty Shredder for the Registry Unit	44101600	One (1) Shredder	December, 2024	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
56	RFQ/2024-2025	Supply of Office Equipment for the Registry Unit	52141500	Procurement of one (1) Microwave and one (1) Kettle to replace existing deplorable items likewise.	January, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
57	RFQ/2024-2025	Supply, Delivery and Installation of an Office File Compactor for the Registry Unit	56101700	Replacement of the existing filing compactor is now obsolete and severely damaged due to frequent moving. This have affected its functionality.	April, 2025	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
58	RFQ/2024-2025	Supply and Delivery of Specialised Bristol Boards for the Registry Unit	60121100	To be used for the construction of new files by the Registry Unit for the Division.	August, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>ACCOUNTING UNIT</b>										



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Version: **001**

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
59	RFQ/2024-2025	Supply and Delivery of Office Supplies for the Accounting Unit	44101800	Six (6) X-Large Portable Solar Calculator 12 Digit Displa; One (1) Binding Machine; One (1) Cork/Bulletin Board (3ft x 2ft); One (1) White Board (3ft x 2ft); One (1) Easel (Dry Wipe - Collapsable and Adjustable - 3ft x 3ft).	April, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
60	RFQ/2024-2025	Supply and Delivery of Computers for the Accounting Unit	43211500	Five (5) Desktop PC (16 GB Ram, 512 GB Pcle SSD)	April, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
61	RFQ/2024-2025	Supply and Delivery of Office Furniture for the Accounting Unit	56101700	Two (2) Four Drawer Fireproof Cabinet; Five (5) Lateral Filing Cabinet (Four Drawer - Metal)	April, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>PROCUREMENT AND DISPOSAL UNIT</b>										
62	RFQ/2024-2025	Supply and Delivery of 3-Ring Binders for the Creation of Procurement Proceedings Files	44122000	Thirty (30) 1 1/2" Three (3) Ring Binders w/external and external transparent pockets; Thirty (30) 2" Three (3) Ring Binders w/external and external transparent pockets; Thirty (30) 3" Three (3) Ring Binders w/external and external transparent pockets	Biannually	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
63	RFQ/2024-2025	Procurement of Office Furniture for the Procurement Unit	56101700	One (1) Kitchen Pantry Free-Standing Cabinet; Four (4) Office Visitors' Chairs; Two (2) Office Chair; One (1) Office Desk; One (1) 2-Door Storage Cabinet; One (1) 6 Ft. Folding Table.	February, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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64	RFQ/2024-2025	Procurement of Office Equipment for the Procurement Unit	52141500	One (1) Microwave Oven - Stainless Steel 1.6 cu. Ft; One (1) Refrigerator - 4.5 cu. ft. One (1) Refrigerator - 12 cu. ft. One (1) Electric Kettle.	February, 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
65	RFQ/2024-2025	Supply and Delivery of Refreshments for Tender Evaluation Meetings	50192700	Provision of snack plates, lunches and drinks for Evaluation Committee Members	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
66	RFQ/2024-2025	Provision of Tea Station Items for Tender Evaluation Meetings	50203300	Provision of tea, coffee, coffee creamer, mints, nuts, crackers, biscuits, etc.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>OCCUPATIONAL SAFETY AND HEALTH COMMITTEE</b>										
67	RFQ/2024-2025	Procurement of Training Services	86101700	Defensive Driving, Accident Reporting, Working at Heights, Supervisory Management, Electrical Safety	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
68	RFQ/2024-2025	Procurement of Personal Protective Equipment (PPE)	46181600	Safety shoes, reflective vests, reflective hats, raincoats, etc	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
69	RFQ/2024-2025	Procurement of Personal First Aid Kits	42171900	Ten (10) persons personal first aid kits	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
70	RFQ/2024-2025	Procurement of Meals, Beverages and Cases of Bottled Water	50192700	Refreshments for Safety Week 2025 for facilitators	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
71	RFQ/2024-2025	Procurement for Trophies	49101700	Trophies are for the winners of competitions	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
72	RFQ/2024-2025	Procurement for Gift vouchers	14111600	Gift vouchers for winners of the Safety Week 2025 competition	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
73	RFQ/2024-2025	Procurement for Snack Plates and Beverages	50192700	Snack plates are for competitors of aerobics burnout competition	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
74	RFQ/2024-2025	Procurement for payment to aerobics instructors	91101500	Last man standing aerobics competition	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order



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75	RFQ/2024-2025	Procurement of Stop Signs	55121700	Stops signs for emergency drills	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
76	RFQ/2024-2025	Procurement of Vehicle First Aid Kits	42171900	First aid kits for division's vehicle	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
77	RFQ/2024-2025	Procurement of 100-Persons Capacity First Aid Kits	42171900	First Aid Kits are required for the Division's Three (3) Office Buildings	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
<b>EVENTS COMMITTEE</b>										
78	RFQ/2024-2025	Supply and Delivery of Branded Tshirts for Tobago Day Celebration 2024	82121500	136 Branded Tshirts for Staff Participation at Tobago Day Celebration 2024	November	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
79	RFQ/2024-2025	Provision of Catering and Beverages for Tobago Day Celebration 2024	50192700	Catered meals and beverage for Staff Participation at Tobago Day Celebration 2024	November	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
80	RFQ/2024-2025	Supply of Uniform for March Past Team for Tobago Day Celebration 2024	53111600	20 Uniforms for Members Participating at Tobago Day Celebration 2024	November	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
81	RFQ/2024-2025	Supply and Delivery of Branded Flags and Memorabilia for Tobago Day Celebration 2024	82121500	Flags, horns,whistle, banners etc	November	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
82	RFQ/2024-2025	Supply and Delivery of 136 Christmas Tokens for Staff Members	50203300	136 Christmas Tokens (Ham) for Staff	December	One (1) week after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
83	RFQ/2024-2025	Supply, Branding and Delivery of Tshirts, Flags, other Memorabilia for Inter-department Competition 2025	82121500	Branded Tshirts, horn, flags	February	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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84	RFQ/2024-2025	Provision of Catering and Beverages for Inter-department competition 2025	50192700	Catered meals and beverage for Staff Participation at Inter-department competition 2025	February	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
85	RFQ/2024-2025	Provision of Design and Construction of Costume for Personality at the Inter-department competition 2025	82161500	Construction of talent and costume wear for personality at the Inter-department competition 2025	February	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order





# **11 BOTTLENECK PROCUREMENT ACTIVITIES**



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<b>11 - BOTTLENECK PROCUREMENT ACTIVITIES (HIGH SUPPLY RISK AND RELATIVELY LOW VALUE)</b>										
<b>INFORMATION AND COMMUNICATION TECHNOLOGY UNIT</b>										
1	RFQ/2024-2025	Upgrade of Home Application Fulfillment System	43231500	Licence to facilitate upgrade of outdated oracle platform and database reconstruction.	April, 2025	One (1) Month after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order
2	RFQ/2024-2025	Procurement of RFX Drafter (Orbidder 2.0) Software for Procurement Unit	43231500	To accelerate the development of solicitation document that allows 1-50 concurrent users.	May, 2025	One (1) week after issue of Purchase Order	N/A	Sole Source Selection	N/A	Fixed Price Contract
3	RFQ/2024-2025	Supply and Delivery of Toners and other related parts for Konica Monolta Photocopiers	44103100	To facilitate the effective functioning of all seven (7) Konica Minolta Copiers distributed throughout the DSPURD.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
4	RFQ/2024-2025	Preventative Maintenance of Konica Monolta Photocopiers	44103100	To facilitate the effective functioning of all seven (7) Konica Minolta Copiers distributed throughout the DSPURD.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
<b>OFFICE OF THE ADMINISTRATOR</b>										
5	RFQ/2024-2025	Preventative Maintenance of Bottleless Water Coolers	48101700	Change-out/ servicing of 5 Micron Sediment, Carbon and Carbon Block Filters of the Division's three (3) Bottleless Water Coolers.	Quarterly	One (1) week after issue of Purchase Order	1 day	Sole Source Selection	N/A	Purchase Order
6	RFQ/2024-2025	Preventative Maintenance of Bottleless Water Coolers	48101700	Change-out/ servicing of Reverse Osmosis Membrane of the Division's three (3) Bottleless Water Coolers	Depends on TDS reading	One (1) week after issue of Purchase Order	1 day	Sole Source Selection	N/A	Purchase Order



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7	RFQ/2024-2025	Preventative Maintenance of Bottleless Water Coolers	48101700	Full internal/external sanitisation of the Division's three (3) Bottleless Water Coolers	August, 2025	One (1) week after issue of Purchase Order	1 day	Sole Source Selection	N/A	Purchase Order
8	RFQ/2024-2025	Preventative Maintenance of the Division's Vehicles	78181500	Changing of Oil, Filters etc. Vehicle fleet count: Seven (7)	Quarterly	One (1) week after issue of Purchase Order	2 days	Sole Source Selection	N/A	Purchase Order
9	RFQ/2024-2025-007	Provision of Individual Consultant Services - Operationalisation of the Tobago Urban & Rural Housing Corporation	80101500	Fifty (50) Hours	November, 2025	Immediately after signing Contratual Agreement	50 Hours	Single Source Selection	N/A	Unit Price Contract
10	RFQ/2024-2025	Repair of Vehicle assigned to Electrical Inspectorate	78181500	Provision of diagnostic assessment and repairs to one (1) Nissan Wingroad Motor Vehicle to an operable state.	TBD	One (1) Month after issue of Purchase Order	1 month	Single Source Selection	N/A	Purchase Order
<b>ACCOUNTING UNIT</b>										
11	RFQ/2024-2025	Supply of TrackPaks for the Accounting Unit	44121500	One (100) TrackPaks 8.5x14; One (100) TrackPak 4x9.	April, 2025	Two (2) weeks after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order



# THANK YOU, SUPPLIERS AND CONTRACTORS!

WE EXTEND OUR HEARTFELT GRATITUDE TO ALL SUPPLIERS AND CONTRACTORS FOR THEIR DEDICATED PERUSAL AND KEEN INTEREST IN THE DIVISION OF SETTLEMENT, PUBLIC UTILITIES, AND RURAL DEVELOPMENT'S ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES FOR THE FINANCIAL YEAR 2024-2025. YOUR COLLABORATION AND COMMITMENT ARE INTEGRAL TO OUR SUCCESS.

WITH SINCERE APPRECIATION,

DSPURD