



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
47	TBD	Building & Facility Maintenance and Repair Services	72101500	Mt. Irvine Beach Facility Upgrade to Lifeguard Tower	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price

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48	TBD	Building & Facility Maintenance and Repair Services	72101500	Mt. Irvine Beach Facility Upgrade to Roof	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price
49	TBD	Building & Facility Maintenance and Repair Services	72101500	Upgrade to Lifeguard Tower at Castara Beach Facility	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price
50	TBD	Building & Facility Maintenance and Repair Services	72101500	Upgrade to Lifeguard Station/Quarters at Castara Beach Facility	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price
51	TBD	Building & Facility Maintenance and Repair Services	72101500	Upgrade to the roof of the Icon's Museum and Shutters at Fort King George Heritage Park	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price
52	TBD	Building & Facility Maintenance and Repair Services	72101500	Fort Campbellton Upgrade to Cabana and Perimeter Fence	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price
53	TBD	Heavy Construction Machinery & Equipment	22100000	Clearing 5 Acres of Land	TBD	30-Sep-24	N/A	TBD	N/A	Fixed Price
54	TBD	Building & Facility Maintenance and Repair Services	72101500	Installation of Perimeter Fencing	TBD	30-Sep-24	N/A	TBD	N/A	Fixed Price
55	TBD	Building & Facility Maintenance and Repair Services	72101500	Upgrade to Bloody Bay Beach Facility	TBD	30-Sep-24	N/A	TBD	N/A	Fixed Price
56	TBD	Personal Safety & Protection	46180000	Lifeguard PPE	TBD	30-Sep-24	N/A	RFQ	N/A	Fixed Price

ABBREVIATIONS

RFQ - Request for Quotation

TBD - To Be Determined

N/A - Not Applicable

RFP - Request for Proposal