



OFFICE OF THE CHIEF SECRETARY

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 undermentioned regarding the publication of this notice:

Publication under this section is intended for informational purposes only and does not:-

- (a) constitute a solicitation;
- (b) oblige the Office of the Chief Secretary (procuring entity) to issue a solicitation; and
- (c) confer any rights on suppliers or contractors.

NO.	PROJECT NUMBER	PROJECT NAME	UNSPSC CODE LEVEL 3	BRIEF DESCRIPTION	PROPOSED DATE FOR ISSUE OF BIDDING DOCUMENTS	EXPECTED DELIVERY/ COMPLETION DATE	EXPECTED PROJECT DURATION (for works & services)	PROPOSED METHOD	STANDSTILL PERIOD (if applicable)	CONTRACT TYPE
1	OCS-RFQ/2024/2025	Accommodation, & Lodging Facilities	90111800	Provision of Accommodation – Hotels related to Official Travel	As Required	30 th Sept. 2025	As Required	Limited Bidding	N/A	Fixed Price
2	OCS-RFQ/2024/2025	Supply, Branding and Delivery of Promotional Items	82121500	Provision of Branded Tokens/Items etc.	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
3	OCS-RFQ/2024/2025	Provision of HR Consultancy Services	80111500	Provision of HR Consultancy Services for the Management Services Unit	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
4	OCS-RFQ/2024/2025	Provision of Scanners for Digitizing Documents	44101500	Purchasing of Scanners for Digitizing Documents/Files	As Required	30 th Sept. 2025	As Required	Sole Select	N/A	Fixed Price
5	OCS-RFQ/2024/2025	Repair and Installation of Sprinkler System at the Buccoo Integrated Facility	72101510	Repair, Supply and Installation of Sprinklers at the Buccoo Integrated Facility	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
6	OCS-ITB/2024/2025	Provision of Fireworks for Independence & Republic Day Celebration 2025	12131600	Fireworks Display for the Independence Day and Republic Day Celebrations	As Required	24 th Sept. 2025	As Required	Limited Bidding	N/A	Fixed Price
7	OCS-RFQ/2024/2025	Surveying of Lands at Courland Development	E0902001	Surveying and of State Lands at the Courland Development	As Required	30 th Sept. 2025	As Required	Limited Bidding	12 Days	Fixed Price
8	OCS-RFQ/2024/2025	Provision of Audio-Visual Services	80161507	Television Monitors, Microphones, Speakers	As Required	30 th Sept. 2025	30 th Sept. 2025	RFQ	N/A	Fixed Price
9	OCS-RFQ/2024/2025	Supply and Installation of Water Pumps at the Roxborough Administrative Complex	72101510	Provision and installation of Water Pumps at the Administrative Complex at Roxborough	As required	30 th Sept. 2025	30 th Sept. 2025	RFQ	N/A	Fixed Price
10	OCS-RFQ/2024/2025	Repairs to Water Pump at the Calder Hall Administrative Complex (HCAC)	72101510	Servicing/Repairing the Water Pump at the HCAC	As Required	30 th Sept. 2025	30 th Sept. 2025	RFQ	N/A	Fixed Price
11	OCS-RFQ/2024/2025	Repairs to Air Conditioning Units at the Hochoy Charles Administrative Complex (HCAC)	40101700	Servicing and repairing Air conditioning Units at HCAC	As Required	30 th Sept. 2025	30 th Sept. 2025	RFQ	N/A	Fixed Price
12	OCS-RFQ/2024/2025	Provision of Editorial & Graphic Design & Fine Arts Services	82101600	Provision of Radio Advertising Services	As required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
			82101602	Provision of Television Advertising Services						
13	OCS-RFQ/2024/2025	Maintenance and Repairs to the Community Warning Systems	77111508	Maintenance and Repairs of the Community Early Warning Systems- Disaster Preparedness	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
14	OCS-RFQ/2024/2025	Provision of First Aid Kits for Vehicles	42172001	Outfitting the Division’s fleet of vehicles with Mobile Medical First Aid Kits	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed price
15	OCS-RFQ/2024/2025	Provision of Personal & Domestic Services	91101606	Make up application Press Briefings and Television Productions	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
16	OCS-RFQ/2024/2025	Repairs and Maintenance of Equipment	72101507	Repair and Preventative maintenance tom the Division’s Properties	As required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
17	OCS-RFQ/2024/2025	Engineering, Research & Technology Based Services	81161700	Network Administration, Mobile Telephone Support Services	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
18	OCS-RFQ/2024/2025	Education and Training Services	86132100	Training Facilitation Services for professional development	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
19	OCS-RFQ/2024/2025	Domestic Kitchen Appliances	52141500	Kitchen Appliances and Supplies for Government Quarters and Apartments	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price

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20	OCS-RFQ/2024/2025	Domestic Laundry Appliances	52141600	Laundry Appliances and Supplies for Government Quarters and Apartments	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
21	OCS-RFQ/2024/2025	Other Domestic Household Appliances	52141800	Appliances and Supplies for Government Quarters and Apartments	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed price
22	OCS-RFQ/2024/2025	Provision of Advertising Services Print Radio Broadcasting	82101500 82101600	Advertising Services for the Division's Events, Programmes via Publications or Air (Radio, Television, Town Crier)	As Required	30 th Sept. 2025	As Required	RFQ RFQ Sole Select	N/A	Fixed Price
23	OCS-RFQ/2024/2025	Commercial Automotive Insurance	641211503	Insurance for Division's Fleet	As required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
24	OCS-RFQ/2024/2025	Provision of Live Entertainment for Events /Functions	90131500	Provision of Live Performances for functions/events hosted by the Division	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
25	OCS-RFQ/2024/2025	Provision of Medals & Trophies	49101700	Awards for Tobago Day Celebration, Chief Secretary's Art Competitions etc.	As Required	30 th Sept. 2025	As Required	RFQ	N//A	Fixed Price
26	OCS-RFQ/2024/2025	Provision of Tools and Machinery	27110000	Supply and Delivery of Hand Tools e.g. Power Saws, Brush Cutters, Drills etc.	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
27	OCS-RFQ/2024/2025	Leasing of Office Equipment		Photo Copiers	As Required	As Stipulated	Per Annum	RFQ	N/A	Fixed Price
28	OCS-RFQ/2024/2025	Supply and Installation of Signage	55120700	Signage for Offices, Buildings, Parking Lots, Safety & Tobago Day		30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
29	OCS-RFQ/2024/2025	Provision of Fuel & Other Lubricants	15100000	Gasoline, Diesel as required for the Division's Fleet	As Required	As Required	30 th Sept. 2025	As Required	RFQ	N/A
30	OCS-RFQ/2024/2025	Local Travel – Air	78111500	Provision of Tickets for Official Travel – Local and Overseas	As Required	30 th Sept. 2025	As Required	Single Source	N/A	Fixed Price
31	OCS-RFQ/2024/2025	Local Travel – Sea	78111700	Travel via the Fast Ferry/Boat to Trinidad	As Required	30 th Sept. 2025	As Required	Sole Select	N/A	Fixed Price
32		Local Travel – Ground	78111800	Ground Transfers related to Official Travel	As Required	30 th Sept. 2025	As Required		N/A	
33	OCS-RFQ/2024/2025	Cinematographer Services							N/A	
34	OCS-RFQ/2024/2025	Provision of Janitorial Services for Hochoy Charles Administrative Complex (HCAC)	76110000	Provision of Cleaning and Janitorial Services	As Required	As Required	3 years	Limited Bidding	12 days	Fixed Price
35	OCS-RFQ/2024/2025	Provision of Computer Software Licensing Services	81112500	Purchasing Software and Software Licensing/ A Subscription Fees for use throughout the Division	As Required	As Required	As Required	RFQ	N/A	Purchase Order
36	OCS-RFQ/2024/2025	Telephone, Cable & Internet	72151600	Provision, Supply & Installation of Cloud Based Telephone Systems (Wi Fi, Cable Access etc.)	As Required	N/A	As Required	RFQ	N/A	Fixed Price
37	OCS-RFQ/2024/2025	Editing Services	82111801	Provision of Editing services for the Division's Publications	As Required	N/A	As Required	RFQ	N/A	Fixed price
38	OCS-RFQ/2024/2025	Provision of Janitorial and Cleaning Services for Legal Building	761100000	Provision of Cleaning and Janitorial Services	As Required	N/A	As Required	Limited Bidding	12 Days	Fixed Price
39	OCS-RFQ/2024/2025	Humanitarian Relief Items,	57050200	Provision of Ready to Eat Meals (Rations)	As Required	N/A	As Required	Sole Select	N/A	Fixed Price
40	OCS-RFQ/2024/2025	Office Supplies	44120000	Supply and Delivery of Stationer & Office Supplies	As Required	30 th Sept. 2025	N/A	RFQ	N/A	Fixed Price
41	OCS-RFQ/2024/2025	Elevator Maintenance	72101506	Provisional Maintenance/ Servicing of Elevators	As Required	30 th Sept. 2025	N/A	RFQ	N/A	Fixed Price
42	OCS-ITB/2024/2025	Repairs and Maintenance of the HVAC at Shaw Park Facility	72101511	Preventative Maintenance /Servicing		As Required	As Required	Limited Bidding	12 Days	Fixed price

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43	OCS-ITB/2024/2025	Repairs and Maintenance of the HVAC at Hochoy Charles Administrative Complex	72101511	Preventative Maintenance/ Servicing	As Required	As Required	As Required	Limited Bidding	12 Days	Fixed Price
44	OCS-RFQ/2024/2025	Repairs and Maintenance of Plumbing at Shaw Park Facility	72101510	Plumbing System Maintenance or Repair	As Required	30 th Sept. 2025	As Required	Limited Bidding	12 days	Fixed Price
45	OCS-RFQ/2024/2025	Provision of Computer Equipment and Accessories	44100000	Supply and Delivery of Computer Equipment and Accessories for the Division	As Required	30 th Sept. 20025	As Required	RFQ	N/A	Fixed Price
46	OCS-RFQ/2024/2025	Decorating Services	80141607	Provision of Decor Services for events hosted by the Division	As Required	30 th Sept. 2025	As Required	RFQ	N/A	Fixed Price
47	OCS-RFQ/2024/2025	Provision of in Person Translation/ Interpretation Services	82112000	Provision of Interpretation/Translation services for Media Briefings	As Required	30 th Sept. 20025	30 th Sept. 2025	RFQ	N/A	Fixed Price
48	OCS-RFQ/2024/2025	Provision of Sign Language Services for Media Briefings and other Public Address	821120607	Sign Language Experts	As Required	30 th Sept. 20025	30 th Sept. 2025	RFQ	N/A	Fixed Price
49	OCS-RFQ/2024/2025	Provision of Catering Services	901010600	Catering service for hosting of Meetings and Events	As required	30 th Sept. 20025	30 th Sept. 2025	RFQ	N/A	Fixed price
50	OCS-RFQ/2024/2025	Provision of Personnel Protective Equipment (PPE)	46181500	Safety Apparel for employees in varying Units – OSH, TEMA, Land Management	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Fixed Price
51	OCS-RFQ/2024/2025	Provision of Building Maintenance Services	72101507	Plumbing System Maintenance	As Required	As Required	30 th Sept. 2025	Limited Bidding	12 days	Fixed Price
52	OCS-RFQ/2024/2025	Maintenance and Repair Services for the Vehicles	78181500	Provision of Preventative Maintenance & Repairs for the Division Fleet of Vehicles - Tyres, Parts, Servicing etc.	As Required	30 th Sept. 20025	As required	RFQ	N/A	Fixed Price
53	OCS-RFQ/2024/2025	Provision of Broadcasting Services	83121700	Radio & Television Production of the Division	As required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Fixed Price
54	OCS-RFQ/2024/2025	Live Streaming Services	81161750	Live Streaming of Division's Events	As Required	30 th Sept. 2025	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
55	OCS-RFQ/2024/2025	Postage & Courier Services	7810220	Purchase of Track Packs and Mailing Stamps	As Required	30 th Sept. 20025	30 th Sept. 2025	Sole Select	Fixed Price	Purchase Order
56	OCS-RFQ/2024/2025	Florist	10161600	Wreaths and Floral arrangements	As Required	30 th Sept. 20025	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
57	OCS-RFQ/2024/2025	Provision of Professional Portraits - Photographs	82121600	Photographing of Assemblymen, Chief Admin., and Admins. and other Executive Staff for Public Display	As Required	As Required	As Required	RFQ	Fixed Price	Purchase Order
58	OCS-RFQ/2024/2025	Editorial and Support Services	82111801	Editing of materials prepared by Units under the Division for publication via magazine etc.	As Required	As Required	As Required	RFQ	Fixed Price	Purchase Order
59	OCS-RFQ/2024/2025	Provision of Professional Artists and Performers	82151700	Performing Artiste such as Pannist, Vocalists, Dancers, Drummers, Choirs etc. for functions held by the Division	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
60	OCS-RFQ/2024/2025	Provision of Preventative Maintenance Services to Elevators at Roxborough and Calder Hall Administrative Complexes	72101506	Servicing of the Elevators throughout the Division	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
61	OCS-RFQ/2024/2025	Provision of Preventative Maintenance and Repair Services to the Portable Generator at the Residence of the Chief Secretary	72101517	Preventative Maintenance and Repair Services	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
62	OCS-RFQ/2024/2025	Provision of Preventative Maintenance Services and Repair	72101517	Preventative Maintenance and Repair Services	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order

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		Services to the Portable Generator at the HCAC								
63	OCS-RFQ/2024/2025	Provision of Furniture and Furnishings for the Chief Secretary's Residence	56101500	Accommodation Furniture -indoor/outdoor, mirrors, cabinets etc,	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
64	OCS-RFQ/2024/2025	Provision of Furniture and Furnishings for the Government Quarters	56101500	Accommodation Furniture-indoor/outdoor, mirrors, cabinets etc,	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
65	OCS-RFQ/2024/2025	Supply of Office Machines for Varying Departments /Units throughout the Division	44100000	Office Machines – Photocopiers, Computers, Calculators, Binding Machines, Plotters, etc,	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
66	OCS-RFQ/2024/2025	Supply of Office Desks for use at varying Departments/Units throughout the Division	44111500	Office Desks and Accessories	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
67	OCS-RFQ/2024/2025	Supply of Office Supplies for the Division Stores Department	44120000	Stationery Products – envelopes, photocopy paper, pens, pencils, rulers, staples, paper clips etc,	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
68	OCS-RFQ/2024/2025	Provision of Personal Communication Devices	43191501	Mobile Phones	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
69	OCS-RFQ/2024/2025	Provision of Computer Equipment and Accessories	43211500	Desktop Computers, Laptops, Tablets, Servers	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order
70	OCS-RFQ/2024/2025	Provision of Vehicles for Joint Security Island Patrol	25100000	4x4 Vehicles with Off Road Capabilities	As Required	As Required	30 th Sept. 2025	Limited Bidding	12 Days	Fixed Price
71	OCS-RFQ/2024/2025	Provision of Art Supplies for Chief Secretary Art Competition	60120000	Art Supplies	As Required	As Required	30 th Sept. 2025	RFQ	Fixed Price	Purchase Order