



DIVISION OF COMMUNITY DEVELOPMENT, YOUTH DEVELOPMENT AND SPORT
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 2023/2024

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	TBD	Fixed Assets Module Software	43231600	Supply, Install and Support Fixed Assets Software Solutions for the Division of Community Development, Youth Development and Sport	As Required	Sept-24	3 Months	Limited	N/A	Fixed Price
2	TBD	Motor Vehicle	25101500	To Supply Motor Vehicles for the Division of Community Development, Youth Development and Sport	TBD	TBD	N/A	Open	N/A	Fixed Price
3	TBD	Motor Vehicle Expenses	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	TBD	Motor Vehicle Expenses	78181700	Supply of Fuel (Gas and Diesel) required for Vehicles Owned by the Division of Community Development, Youth Development and Sport	As Required	As Required	N/A	Single Source	N/A	Fixed Price
5	TBD	Courier and Postage	78102200	Purchase of Stamps and Track-Packs Used for Domestic Deliveries	As Required	As required	N/A	Sole Source	N/A	Fixed Price
6	TBD	Grocery Items & Water	50000000	Supply and Delivery of Grocery Supplies Tea Milk Coffee, Sugar, Biscuits, Water etc.	As Required	Sept-24	N/A	RFQ	N/A	Varied
7	TBD	Office Stationery & Supplies	44120000	Supply and Delivery of Stationery and Office Supplies	As required	Sept-24	N/A	RFQ	N/A	Varied
8	TBD	Catering Services	901010600	Provision of Catering Services for Meetings and Events	As Required	Sept-24	As required	RFQ	N/A	Varied
9	TBD	Telephone, Internet, Cable	72151600	Supply, Install and Support for a Cloud Based Telephone System for the Division of Community Development, Youth Development and Sport	As Required	As Required	N/A	Limited	10 Days	Fixed Price

Please Note: In accordance with section 27 of the Public Procurement and Disposal 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 a 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	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
10	TBD	Telephone, Internet, Cable	81112100	Provision of Internet Broadband and Cable TV Service for the Division of Community Development, Youth Development and Sport	As Required	As Required	N/A	Limited	10 Days	Fixed Price
11	TBD	Telephone, Internet, Cable	81112100	Provision of Wi-Fi Hotspot Service for the Division of Community Development, Youth Development and Sport	As Required	As Required	N/A	RFQ	N/A	Fixed Price
12	TBD	Repairs to Equipment	72154000	Repair and Maintenance of Printers, Computers, Other Office Equipment	As Required	As Required	N/A	Limited	N/A	Fixed Price
13	TBD	Software	43231500	Provision of Microsoft Office 365 E3 Licenses	As Required	As Required	One Year Renewal	Limited	N/A	Fixed Price
14	TBD	Software	43233000	Provision of windows Server, CALs and SQL Server Licenses	As Required	As Required	One Year Renewal	Limited	N/A	Fixed Price
15	TBD	Software	43233200	Supply of an Antivirus Software for the Division of Community Development, Youth Development and Sport Servers	As Required	As Required	One Year Renewal	Limited	N/A	Fixed Price
16	TBD	Software	81112501	Renewal of Fortinet Licenses	As Required	As Required	One Year Renewal	Limited	N/A	Fixed Price
17	TBD	Software	43231500	Provision of Bulk Emailing Tool	As Required	As Required	One Year Renewal	RFQ	N/A	Fixed Price
18	TBD	Software	43233415	Provision of Graphics/Photo/ Video imaging Software	As Required	As Required	One Year Renewal	Selective	N/A	Fixed Price
19	TBD	Software	81112501	Supply PDF Editor License	As Required	As Required	One Year Renewal	Selective	N/A	Fixed Price
20	TBD	Website Development	43232400	To Development and Maintain Division's website	As Required	As required		RFP	N/A	Fixed Price

Please Note: In accordance with section 27 of the Public Procurement and Disposal 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 a 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	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
21	TBD	Website	60121000	Supply of License Stock Photos and Images for the Website	As Required	As Required		RFP	N/A	Fixed Price
22	TBD	Computer Equipment Accessories	43210000	Provision of Computer/ Server Equipment	TBD	TBD	One Year Renewal	Selective	N/A	Fixed Price
23	TBD	Computer Equipment	43210000	Supply and Delivery of Laptop Computers and Peripheral Devices for the Division of Community Development, Youth Development and Sport	As Required	Sept-24	N/A	Open	10 Days	Fixed Price
24	TBD	Contracted Service-IT	43232200	Supply and Implementation of an Electronic Management System (Procurement Management)	As required	Sept-24	N/A	Open	10 Days	Fixed Price
25	TBD	Contracted Service-IT	81111800	Provision of Penetration testing Services to determine Vulnerability of the IT Infrastructure	As Required	As Required	N/A	Limited	10 Days	Fixed Price
26	TBD	Contracted Service-IT	81111800	Provision of Consultancy Services to enhance Cybersecurity Posture	As Required	As Required	N/A	Limited	10 Days	Fixed Price
27	TBD	Contracted Service-IT	43233200	Renewal of UNDSL support (Network)	As Required	As Required	N/A	RFQ	N/A	Fixed Price
28	TBD	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-24	N/A	RFQ	N/A	Fixed Price
29	TBD	Published Products	55000000	Provision of Branded Tokens	As Required	As Required	N/A	RFQ	N/A	Fixed Price
30	TBD	Personal Protective Equipment	46181500	Supply and Delivery of PPE Items such as safety boots, vest, hats, pants/shirts etc	As Required	As Required	N/A	RFQ	N/A	Fixed Price
31	TBD	Tools and General Machinery	2711000	Supply and Delivery of Hand Tools	As Required	As Required	N/A	RFQ	N/A	Fixed Price

Please Note: In accordance with section 27 of the Public Procurement and Disposal 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 a 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	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
32	TBD	Distribution and Conditioning/Equipment /Supplies	40180000	Provision of Tubes Tubing and Tube Fittings	As Required	As Required	N/A	RFQ	N/A	Fixed Price
33	TBD	Distribution and Conditioning/Equipment /Supplies	40150000	Provision of Industrial Pumps and Compressors	As Required	As Required	N/A	RFQ	N/A	Fixed Price
34	TBD	Distribution and Conditioning/Equipment /Supplies	40101700	Provision of Cooling Equipment/parts and accessories	As Required	As Required	N/A	RFQ	N/A	Fixed Price
35	TBD	Building and Facility Maintenance and Repair Services	72100000	Provision for the Refurbishment of Buildings/Facilities under the purview of the Division	As Required	As Required	N/A	ITT	N/A	Fixed Price/Negotiable
36	TBD	Building and Facility Maintenance and Repair Services	72121505	Provision for Waste Water and Sewage Treatment Plant Construction Service under the purview of the Division	As Required	As Required	N/A	ITT	N/A	Fixed Price/Negotiable
37	TBD	Specialized Trade Construction and Maintenance Services	72150000	Provision for Special Construction Services under the purview of the Division	As Required	Sept-24	N/A	ITT	N/A	Fixed Price/Negotiable
38	TBD	Industrial Manufacturing	23271700	Provision for Welding Services	As required	TBD	N/A	RFQ	N/A	Fixed Price
39	TBD	Management Advisory Services	80101500	Provision of Strategic Planning Consultation Services	As Required	Sept-24	N/A	RFQ	N/A	Fixed Price

Please Note: In accordance with section 27 of the Public Procurement and Disposal 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 a 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	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
40	TBD	Electrical Equipment	39120000	Provision of Electrical Equipment, Components and Supplies	As Required	As Required	N/A	RFQ	N/A	Fixed Price
41	TBD	Distribution and Conditioning/Equipment /Supplies	40170000	Provision of Piping and Pipe Fittings	As Required	As Required	N/A	RFQ	N/A	Fixed Price
42	TBD	Hosting Database Cloud	81162200	Provision of Cloud Based Hosting Services for the Database	As Required	Sept-24	One Year Renewal	Selective	N/A	Fixed Price
43	TBD	Cleaning and Janitorial Supplies	47130000	Provision for Cleaning and Janitorial Supplies	As Required	As Required	N/A	RFQ	N/A	Fixed Price
44	TBD	Cleaning and Janitorial Services	76110000	Provision for Cleaning and Janitorial Services	As Required	As Required	N/A	RFQ	N/A	Fixed Price
45	TBD	Industrial Cleaning Services	76121501	Provision for Refuse Collection and Disposal	As Required	As Required	N/A	ITT	N/A	Fixed Price
46	TBD	Printed Publication	55101500	Provision of Books and Periodicals for Youth Development Centres	As Required	As Required	N/A	RFQ	N/A	Fixed Price
47	TBD	Meeting Events	80141902	Capacity Building Events	As Required	As Required	N/A	RFQ	N/A	Fixed Price
48	TBD	Advertising	82101500 82101600	Advertising of Programmes and Services	As Required	Sept-24	As Required	RFQ	N/A	Fixed Price
49	TBD	Education and Training Services	86000000	Provision for Training of Staff in various subject areas	As Required	As Required	N/A	RFQ	N/A	Fixed Price
50	TBD	Travel/Linkages	78111000	Travel via air/sea and ground transportation for Work/Assignment	As Required	Sept-24	As Required	Limited	N/A	Fixed Price

Please Note: In accordance with section 27 of the Public Procurement and Disposal 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 a 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	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
52	TBD	Publicity and Campaigns	80171600	Promotion of the Division works/events via media network, newspaper, television, radio and printed materials	As Required	Sept-24	As required	Selective	N/A	Fixed Price
53	TBD	Signage	55120000	Acquisition of Signage and Branding of property under the purview of the Division	As required	Sept-24	As Required	Open	N/A	Varied
54	TBD	Video and Photography Production Management	45110000	Purchase of video and photography equipment	As Required	Sept-24	As Required	Selective	N/A	Fixed Price
55	TBD	Auctioneering Service	80141705	Provision of Auctioneering services for the disposal of tangible assets (equipment, furniture and vehicles)	As Required	TBD	As Required	RFP	N/A	Varied

Please Note: In accordance with section 27 of the Public Procurement and Disposal 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 a solicitation, (b) oblige the office to issue a solicitation, and (c) confer any rights on suppliers or contractors.

ABBREVIATIONS

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