



TOBAGO HOUSE OF ASSEMBLY
DIVISION OF FINANCE, TRADE AND THE ECONOMY
 Annual Schedule of Planned Procurement Activities
 Financial Year 2023 - 2024

IMPORTANT NOTICE

Section 27 of the Public Procurement and Disposal of Public Property

No of 2015 as amended, states that information regarding all planned procurement activities for the financial year shall be published electronically. Suppliers and Contractors must understand that this publication of these scheduled activities does not;

(a) constitute a solicitation

(b) oblige the Division to issue a solicitation, and

(c) confer any rights on suppliers or contractors.

No	PROJECT NUMBER	PROJECT NAME	UNSPSC	BRIEF DESCRIPTION	PROPOSE DATE FOR ISSUE OF BIDDING DOCUMENTS	ESTIMATED DATE OF COMPLETION	ESTIMATED PROJECT DURATION (For Works and Services)	PROCUREMENT METHOD	STANDSTILL (DAYS) [if applicable]	CONTRACT TYPE
1	TBD	Mobile Phones	43191500	Corporate Mobile Plan for staff at the Division for two (2) years	Jan-24	Feb-24	Monthly	selective	N/A	Variable
2	TBD	Vehicle Repairs and Maintenance	78180100	Repairs and servicing of Division's Vehicles	As required	As required	As needed	selective	N/A	Variable
3	TBD	Provision of Catering Services	90101603	Framework agreement for the provision of Catering services for meetings and events (snack boxes, lunches , buffet meals) for one (1) year	Jan-24	Feb-24	As needed	Open	10	Variable
4	TBD	Repair and Servicing Elevators	72101506	Repairs and servicing elevators at the Victor E Bruce Financial Complex for two (2) years	Jan-24	Jan-24	Quarterly	selective	N/A	Fixed



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5	TBD	Provision of Janitorial Services	76111501	Janitorial Services at various locations at the Division (Victor E Bruce Financial Complex, Record Centre and Roxborough) for two (2) years	Jan-24	Mar-24	daily	Open	15	Fixed Price
6	TBD	Provision of Security Services	92121504	Security Officers needed at Victor E Bruce Financial Complex for two (2) years	Jan-24	Mar-24	daily	Open	15	Fixed Price
7	TBD	Market research one on one interviews	80141513	Survey, Interview, Data Collection and Compilation of Information - Tobago Gross Domestic Product	Jan-24	Apr-24	8 weeks	Open	10	Fixed Price
8	TBD	Market research one on one interviews	80141513	Survey, Interview, Data Collection and Compilation of Information - Factors Hindering the growth of Tobago's Businesses	Jan-24	Mar-24	6 weeks	Open	10	Fixed Price
9	TBD	Provision of Landscaping Services	72102902	Landscaping at various locations at the Division Victor E Bruce Financial Complex and Cove) for two (2) years	Jan-24	Mar-24	Monthly	Open	10	Fixed Price
10	TBD	Website Management	43232400	Maintaining and Management of Division's website for two (2) years	Feb-24	Mar-24	As needed	Open	10	Fixed Price



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11	TBD	Garbage collection or destruction or processing or disposal	76121501	Garbage Disposal services at the Victor E Bruce Financial Complex for two (2) years	Feb-24	Mar-24	Daily	selective	10	Fixed Price
12	TBD	Provision of Stationery	4412000	Framework agreement for the provision of Stationery and Office Supplies to be used within the Division for two (2) years	Feb-24	Feb-24	As needed	selective	N/A	Variable
13	TBD	Public or outdoor artwork or decorative fixture installation and maintenance	82151509	Décor for ; Global Money Week Financial Literacy Month Decorations World Consumer Rights Day	Feb-24	Feb-24	Once	Open	N/A	Fixed Price
14	TBD	Purchase of Office Equipment	44100000	Office Equipment to be used within the Division of Finance	Mar-24	Mar-24	once	Open	N/A	Variable
15	TBD	Rodent control	72102106	Provision of quarterly pets control services at the Victor E Bruce Financial Complex for a period of one (1) year	Mar-24	Mar-24	Quarterly	selective	N/A	Fixed Price
16	TBD	Generator maintenance and or repair service	72101517	Generator Maintenance at the Victor E Bruce Financial Complex for a period of two years	Mar-24	Mar-24	Quarterly	Open	10	Fixed Price
17	TBD	Public or outdoor artwork or decorative fixture installation and maintenance	82151509	Providing decoration, curation and subsequent sustainable disposal of items used to decorate the booth at the Trade and Investment Convention JULY 2024	Feb-24	April	Once	Open	10	Fixed



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18	TBD	Building construction and support and maintenance and repair services	72100000	Remedial Works to Various Micro Centres	Feb-24	Mar-24	45 days	Open	15	Fixed
19	TBD	Office Equipment and Accessories and Supplies	44000000	Purchase Office Furniture and Furnishings	Apr-24	Apr-24	Once	selective	N/A	Fixed Price
20	TBD	Mailing supplies	44121500	Track Packs for use by the Division	Apr-24	Apr-24	As needed	RFQ	N/A	Variable
21	TBD	Office Furniture and Furnishings	44000000	Purchase Office Furniture and Furnishings	Apr-24	Apr-24	Once	selective	10	Variable
22	TBD	Provision of Janitorial Services	76111501	Janitorial Services at various Micro Centres for two (2) years	Apr-24	Apr-24	daily	Open	15	Fixed Price
23	TBD	Provision of Security Services	92121504	Security Officers needed at various Micro Centres for two (2) years	Apr-24	Apr-24	daily	Open	15	Fixed Price
23	TBD	Training Workshops and Conferences	86000000	Capacity building trainings and seminars for staffers	May-24	Jun-24	5 days	selective	N/A	Fixed Price
24	TBD	Grocery Items and refreshments	50000000	refreshments Items needed for meeting	As required	As required	As needed	selective	N/A	Variable



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25	TBD	Office Furniture and Furnishings	44000000	Purchase Office Furniture and Furnishings	May-24	Jun-24	once	selective	N/A	Fixed Price
26	TBD	Provision of Newspaper Advertisement Services	82101504	Provision of newspaper services when needed	As required	As required		selective	N/A	Variable
27	TBD	Provision of Radio Advertisement Services	82101901	Provision of at least 80 radio advertisements for the year	As required	As required	As needed	selective		Variable
28	TBD	Fire extinguisher inspection maintenance and repair service	72101516	Annual Fire extinguisher inspection maintenance at the Victor E Bruce Financial Complex, Roxborough Inland Revenue, Scarborough Customs	As required	As required	5 days	selective	N/A	Fixed Price
29	TBD	Computer graphics service	81111512	creation of Artwork for branded items,	As required	As required	As needed	RFQ	N/A	Variable
30	TBD	Electrical equipment and components and supplies	39120000	Inventory of electrical supplies to be used at the Division's Various Locations	As required	As required	As needed	RFQ	N/A	Variable
31	TBD	Plumbing Fixtures and Supplies	30180000	Inventory of plumbing supplies to be used at the Division's Various Locations	As required	As required	As needed	RFQ	N/A	Variable
32	TBD	Commercial and industrial furniture	56110000	Purchase Office Furniture and Furnishings	As required	As required	As needed	RFQ	N/A	Variable



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33	TBD	Hotel Accommodation	90111501	For members of staff to attend to work related matters in Trinidad	As required	As required	As needed	RFQ	N/A	Variable
34	TBD	Provision of Branded items	80141605	Branded items for Division's events	As required	As required	As needed	RFQ	N/A	Variable
35	TBD	Public or outdoor artwork or decorative fixture installation and maintenance	82151509	Décor for ; BDU's C3 Mall Caravan	Mar-24	Apr-24	Once	Open	10	Fixed
36	TBD	Public or outdoor artwork or decorative fixture installation and maintenance	82151509	Décor for : BDU's Creative Think Tank	Aug-24	Sep-24	Once	Open	10	Fixed
37	TBD	Hosting of Conferences Seminars	90111600	Hosting Division's conferences and seminars	As required	As required	As needed	Open	N/A	Variable
38	TBD	Disposal of Unserviceable Articles	80131802	Auction / Public Tender of Division's unserviceable articles	As required	As required	As needed	Open	N/A	Variable

KEY

RFQ Request For Quotation

N/A Not Applicable

DFTE Division of Finance, Trade and the Economy

TBD To be determined



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