



**ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023-2024**

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**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. It is important that Suppliers and Contractors understand that this publication of 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.

**Pleas note:** All registered suppliers, service providers, and contractors are strongly encouraged to become prequalified in your respective line/lines of business.

No.	PROJECT NUMBER	PROJECT NAME	UNSPSC	BRIEF DESCRIPTION	PROPOSED 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	RFP	Provision of Videography & Photography Services	82131600	Videography & Photography Services needed for the Sittings of the Tobago House of Assembly and other functions	TBD	TBD	Monthly	Single Source	N/A	Variable
2	RFQ:IT-001-FY23-24	Supply and Delivery of Computers	43211500	Supply and Delivery of 38 Computers	1-Mar-24	21-Mar-24	Once	RFQ	N/A	Fixed Price
3	RFQ: GenAd-003-FY23-24	Purchase of Vehicle	25101503	Purchase of an Executive Vehicle (SUV)	8-Apr-24	22-Apr-24	Once	Single Source	N/A	Fixed Price
4	RFQ: IT-74B-FY23-24	Supply and Delivery of Printers	43212100	Purchase of 5 Printers	1-Mar-24	21-Mar-24	Once	RFQ	N/A	Fixed Price
5	TBD	Bottled Water	50202301	Bottled water required for the functioning of the Assembly Legislature	2-Jan-24	30-Sep-24	As Needed	RFQ	N/A	Fixed Price
6	TBD	Toiletries	14111700	Toiletries required for the functioning of the Assembly Legislature	2-Jan-24	30-Sep-24	Quarterly	RFQ	N/A	Fixed Price

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7	TBD	Catering Services	90101600	Catering Services required for the Sittings of the House/Meetings/Other Functions	2-Jan-24	30-Sep-24	Monthly	RFQ	N/A	Variable
8	TBD	Cleaning Supplies	47131800	Cleaning Supplies required for routine maintenance of buildings	2-Jan-24	30-Sep-24	Quarterly	RFQ	N/A	Fixed Price
9	TBD	Provision of Refreshments	50000000	Refreshments required for meetings/Sittings of the House	1-Jan-24	30-Sep-24	Quarterly	RFQ	N/A	Variable
10	TBD	Television Broadcasting	83121700	Television Broadcasting of the Sittings of the House	2-Jan-24	30-Sep-24	Monthly	RFQ	N/A	Fixed Price
11	TBD	IT Equipment	52161545	Purchase of a video recorder to be used during the Sittings of the House	2-Jan-24	28-Mar-24	Once	RFQ	N/A	Fixed Price
12	TBD	Bar Services	90101600	Required for Independence Day Celebrations and The People's Gala	1-Jul-24	26-Aug-24	Twice	RFQ	N/A	Fixed Price

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13	TBD	Decorative Services	10000000	Required for Independence Day Celebrations and The People's Gala	1-Jul-24	26-Aug-24	Twice	RFQ	N/A	Fixed Price
14	TBD	Office Furniture	56101700	Furniture inclusive of desks, chairs, filing cabinets	2-Jan-24	28-Mar-24	Once	RFQ	N/A	Fixed Price
15	TBD	Theatrical Performance	90131501	Theatrical Performance for the Night of Mystery Program	1-Apr-24	30-Apr-24	Once	RFQ	N/A	Fixed Price
16	TBD	Entertainment	90155050	DJ Services	2-Aug-24	27-Aug-24	Once	RFQ	N/A	Fixed Price
17	TBD	Tents, Cocktail Tables & Table Covers	57060401	Rental of Tents, Cocktail Tables & Table Covers for The Night of Mystery, Independence Day Celebrations, People's Gala and other functions	1-Apr-24	27-Aug-24	5 Times	RFQ	N/A	Fixed Price
18	TBD	Advertising Services	82100000	Advertising for the Night of Mystery Program	1-Mar-24	27-Mar-24	Once	RFQ	N/A	Fixed Price

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19	RFP	Security Services	92121504	Provision of Security Services for the Assembly Legislature Building	TBD	TBD	Monthly	Open	10	Variable
20	RFP	Janitorial Services	76110000	Provision of Janitorial Services for the Assembly Legislature Building	TBD	TBD	Monthly	Open	10	Variable
21	TBD	Printing Services	55100000	Printing of Invitations for the Independence Day Celebrations and the People's Gala	1-Jul-24	31-Jul-24	Twice	RFQ	N/A	Fixed Price
22	TBD	Airline Tickets	78111502	Supply of Airline Tickets for domestic and international travel	2-Jan-24	30-Sep-24	As Required	RFQ	N/A	Fixed Price
23	TBD	Hotel Accommodations	90111800	Supply of Hotel Rooms related to official travel	2-Jan-24	30-Sep-24	As Required	RFQ	N/A	Cost Reimbursable
24	TBD	Ground Transportation	78111800	Supply of ground transport related to official travel	2-Jan-24	30-Sep-24	As Required	RFQ	N/A	Fixed Price
25	TBD	Postal Supplies	78102201	Supply of Postage Supplies	1-Jul-24	30-Sep-24	Once	RFQ	N/A	Fixed Price

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26	TBD	Ink and Toner	44000000	Supply of ink and toner for multiple printers	2-Jan-24	30-Sep-24	As Needed	RFQ	N/A	Fixed Price
27	TBD	Maintenance of Office Equipment	72154066	Servicing of printers/photocopiers including replacement of parts	2-Jan-24	30-Sep-23	As Needed	RFQ	N/A	Variable
28	TBD	Maintenance of Vehicles	78181500	Servicing and repairs to the Division's Official Vehicles including replacement of parts and tyres	2-Jan-24	30-Sep-24	As Required	RFQ	N/A	Variable
29	TBD	Clothing	53101700	Supply of cardigans to be used for the UK Study Tour	1-Jul-24	30-Aug-24	Once	RFQ	N/A	Fixed Price
30	TBD	Safety Supplies	57030400	Supply of PPE	2-Jan-24	30-Sep-24	As Needed	RFQ	N/A	Fixed Price
31	TBD	Air Conditioning Units	40101701	Supply of AC Units for various offices	2-Jan-24	30-Sep-24	Estimated 6 Units	RFQ	N/A	Fixed Price
32	TBD	Maintenance of AC Units	72101511	Servicing of AC units and parts replacement	2-Jan-24	30-Sep-24	As Required	RFQ	N/A	Variable

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33	TBD	Stationery	44000000	Supply of Stationery for office use	2-Jan-24	30-Sep-24	Quarterly	RFQ	N/A	Fixed Price
34	TBD	IT Equipment	44000000	Supply of 2 Waste Toner Baskets for repairs to a photocopier	2-Jan-24	31-Jan-24	Once	RFQ	N/A	Fixed Price
35	TBD	Software subscription	81112500	Supply of a software subscription for graphic design	2-Jan-24	31-Jan-24	Once	RFQ	N/A	Fixed Price
36	TBD	IT Equipment	43211600	Replacement of a Power Adapter Charger for a Laptop	2-Jan-24	31-Jan-24	Once	RFQ	N/A	Fixed Price
37	TBD	Laundry Services	91111500	Laundry & Dry Cleaning linens	2-Jan-24	30-Sep-24	Monthly	RFQ	N/A	Fixed Price
38	TBD	Branded Items	49101700	Memorabilia	2-Jan-24	30-Sep-24	Once	RFQ	N/A	Fixed Price
39	TBD	Domestic Appliances	52000000	Small & Large Kitchen Appliances and Electronics	2-Jan-24	30-Sep-24	Once	RFQ	N/A	Fixed Price

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40	TBD	Rubbing Alcohol	51471900	Rubbing Alcohol	2-Jan-24	30-Sep-24	Once	RFQ	N/A	Fixed Price
41	TBD	Lecturns & Sound Systems	45111500	Supply of Lecturns & Sound Systems for various programs/functions	2-Jan-24	30-Sep-24	Estimated 4 Times	RFQ	N/A	Fixed Price
42	TBD	Mobile Devices	43190000	Supply of mobile devices for official office use	2-Jan-24	30-Sep-24	Once	RFQ	N/A	Fixed Price
43	TBD	Electrical Components & Lighting	39000000	Supply of electrical parts & lighting	2-Jan-24	30-Sep-24	As Needed	RFQ	N/A	Fixed Price
44	TBD	First Aid Kit	42192420	Supply of a First Aid Kit	2-Jan-24	30-Sep-24	Once	RFQ	N/A	Fixed Price
45	TBD	Clothing	53101600	Supply of Branded T-Shirts	1-Feb-24	29-Feb-24	Once	RFQ	N/A	Fixed Price

**TBD:** To Be Determined

**RFP:** Request for Proposal

**RFQ:** Request for Quotation

**ITT:** Invitation to Tender