



Annual Schedule of Planned Procurement Activities

Division of Health, Wellness and Social Protection

Tobago House of Assembly

FY 2024/2025

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable)	Contract Type
1	TBD	Health and safety management and consultancy services	80101801	OSH Consultation for Studley Park	TBD	Sept-25	8 Weeks	Open	N/A	Fixed Price
2	TBD	AV Presentation Composing Equipment	45110000	Purchase of Audio/Visual Equipment for the Division	TBD	Sept-25	N/A	RFQ	N/A	Fixed Price
3	TBD	Advertising	82100000	Advertising & Publicity for the Division	As Required	Sept-25	As Required	RFQ	N/A	Fixed Price
4	TBD	Printed Publications	55101500	Provision of Books & Periodicals	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price
5	TBD	Events management	80141607	Events Management Services for activities hosted by the Division	As Required	Sept-25	As Required	RFQ	N/A	Fixed Price
6	TBD	Promotional merchandise	55101533	Provision of Branded Merchandise	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price

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7	TBD	Safety Apparel	46181500	Provision of Personal Protective Equipment (PPE)	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price
8	TBD	Domestic garbage disposals	52141503	White Waste Collection Programme	Quarterly	Quarterly	TBD	Open	N/A	Fixed Price
9	TBD	Chemicals including Bio Chemicals and Gas Materials	12000000	Provision of Various Chemicals for Public Health	As Required	Sept-25	N/A	RFQ	N/A	Fixed Price
10	TBD	Motor Vehicle Expense	78181700	Supply of fuel (Gas and Diesel) Required for Vehicles Owned by the Division	As Required	As Required	N/A	Single Source	N/A	Fixed Price
11	TBD	Vehicle maintenance and repair services	78181500	Maintenance of Vehicles	As Required	As Required	N/A	RFQ	N/A	Fixed Price
12	TBD	Building, Construction Components and Supplies	30000000	Acquisition of Building Materials for Task Force	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
13	TBD	Courier and Postage	78102200	Purchase of Stamps and Track-paks	As Required	Sept- 25	N/A	Sole Source	N/A	Fixed Price

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14	TBD	Cleaning and Janitorial Services	76110000	Provision of cleaning services, material & Supplies	TBD	TBD	As Required	Limited	N/A	Fixed Price
15	TBD	Security Guard Services	92121500	Provision of Security Guard Services of the Division	TBD	TBD	Two Year Contract	Limited	10 Days	Fixed Price
16	TBD	Office Furniture	56101700	Provision of Furniture & Furnishing	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
17	TBD	Office Equip. & Accessories & Supplies	44000000	Provision of Office Equipment	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
18	TBD	Office Supply	44120000	Provision of Office Stationery and Supplies	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
19	TBD	Commercial Automotive Insurance Policies	64121503	Vehicle Insurance for Fleet	As Required	Sept- 25	Yearly	RFQ	N/A	Fixed Price
20	TBD	Building maintenance and repair services	72101500	Repair works to Office Buildings (various locations)	As Required	TBD	TBD	Limited	N/A	Fixed Price

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21	TBD	Motor Vehicle	25101500	Supply of Motor Vehicles for the Division	TBD	Sept- 25	N/A	Limited	N/A	Fixed Price
22	TBD	Food and Beverage Products	50000000	Supply and Delivery of Grocery Items	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
23	TBD	Fire Extinguishers	72101516	Fire extinguisher inspection maintenance and repair service	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
24	TBD	Psychometric Testing	80111719	Employee psychometric testing service	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
25	TBD	Catering services	90101603	Provision of Catering Services for Meetings and Events	As Required	Sept- 25	As Required	RFQ	N/A	Fixed Price
26	TBD	Passenger Marine Transportation	78111700	Business Travel via sea	As Required	Sept- 25	As Required	Sole Source	N/A	Fixed Price
27	TBD	Passenger Air Transportation	78111500	Business Travel via air	As Required	Sept- 25	As Required	Single Source	N/A	Fixed Price

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28	TBD	Passenger Road Transportation	78111800	Supply of ground transport related to official travel	As Required	Sept- 25	As Required	Limited	N/A	Fixed Price
29	TBD	Meetings events	80141902	Capacity Building events	As Required	Sept- 25	N/A	Limited	N/A	Fixed Price
30	TBD	Hotel Accomodation	90111800	Supply of Hotel Rooms related to official travel	As Required	Sept- 25	As Required	Limited	N/A	Fixed Price
31	TBD	Uniforms	53102700	School Uniforms, Garage Uniforms etc.	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
32	TBD	Clothing	53100000	Clothing for Children at Probation Hostel & Community Residence	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
33	TBD	Dental Services	85122000	Dental Services for Children at Probation Hostel & Community Residence	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
34	TBD	Emergency Medical Services	85121504	Emergency Medical Services for Children at Probation Hostel & Community Residence	As Required	Sept- 25	N/A	Single Source	N/A	Fixed Price

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35	TBD	Education and Training Services	86000000	Provision of Various Training Programs for the Division	As Required	Sept- 25	N/A	Limited	N/A	Fixed Price
36	TBD	Educational or recreational items	57040000	Provision of Training and Educational Resources	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
37	TBD	Baby Care	42330101	Provision of Baby Care/Nursery Products for Programme for Adolescent Mothers	As Required	Sept- 25	N/A	RFQ	N/A	Fixed Price
38	TBD	Computer Equipment and Accessories	43210000	Supply and Delivery of IT Equipment and Accessories	As Required	TBD	N/A	TBD	N/A	Fixed Price
39	TBD	Repairs to Equipment	81112300	Repair and Maintenance of Printers, Computers, Other Office Equipment	As Required	As Required	N/A	RFQ	N/A	Fixed Price
40	TBD	Software	43230000	Purchase of Various Computer Software for the Division	As Required	As Required	N/A	TBD	N/A	Fixed Price
41	TBD	Software	43230000	Renewal of Software licenses	As Required	As Required	Annual	Single Source	N/A	Fixed Price

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42	TBD	Social Protection Digitalization	43232600	Digitalization of Social Protection grant process	TBD	Sept- 25	2 Months	Open	TBD	Fixed Price
43	TBD	Communication Devices and Accessories	43190000	Provision of Mobile Phones w/ plan	As Required	As Required	N/A	Single Source	N/A	Fixed Price
44	TBD	Computer and Technology Based Services	81000000	Computer and Printer services,Network Cabling and Server Room Upgrade	As Required	As Required	TBD	TBD	N/A	Fixed Price
45	TBD	Security and control equipment	46151600	Supply and Installation of Security and Control Equipment for the Division	TBD	TBD	TBD	TBD	N/A	Fixed Price
46	TBD	GIS Project	43232600	Implementation of Public Health GIS system	TBD	Sept-25	4 Months	Open	10 Days	Fixed Price

TBD: To Be Determined

RFQ: Request for Quotation

N/A Not Applicable

Important Notice: 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 Division to issue a solicitation, and (c) confer any rights on suppliers or contractors.