



TOBAGO HOUSE OF ASSEMBLY
DIVISION OF FINANCE, TRADE AND THE ECONOMY
Annual Schedule of Planned Procurement Activities
Financial Year 2024 - 2025

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 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	Market research one on one interviews	80141513	Data Collection and Compilation of Information regarding National Training Needs Assessment (Tobago) - Project	Dec-24	Jan-25	four (4) weeks	selective	N/A	Fixed Price
2	TBD	Website Development ,Management and Upgrade	43232400	To develop and management of Division's website for two (2) years	Jan-25	Mar-24	Monthly	selective	N/A	Fixed Price
3	TBD	Provision of Janitorial Services	76111501	Janitorial Services at various locations at the Division for two (2) years	Jan-25	Mar-24	daily	Open	15	Fixed Price
4	TBD	Provision of Security Services	92121504	Security Officers needed at Victor E Bruce Financial Complex for two (2) years	Jan-25	Mar-24	daily	Open	15	Fixed Price
5	TBD	Market research one on one interviews	80141513	Data Collection and Compilation of Information for Tobago's Gross Domestic Product	Jan-25	Mar-24	six (6) weeks	selective	N/A	Fixed Price



TOBAGO HOUSE OF ASSEMBLY
DIVISION OF FINANCE, TRADE AND THE ECONOMY
Annual Schedule of Planned Procurement Activities
Financial Year 2024 - 2025

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
6	TBD	Market research one on one interviews	80141513	Data Collection and Compilation of Information for Factors Hindering the growth of Tobago's Business	Feb-25	Mar-25	four (4) weeks	selective	N/A	Fixed Price
7	TBD	Decoration ,Curation and Disposal for Trade and Investment Show 2024	82151509	Providing decoration, curation and subsequent sustainable disposal of items used to decorate the booth at the Trade and Investment Convention	Feb-25	Apr-25	Once	Open	10	Fixed
8	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-25	Mar-25	daily	Open	N/A	Fixed Price
9	TBD	Garbage collection or destruction or processing or disposal	76121501	Garbage Disposal services at the Victor E Bruce Financial Complex for two (2) years	Jan-25	Mar-25	Daily	Open	N/A	Fixed Price
10	TBD	Building maintenance and repair services	72101500	Repair works to Micro Centres Buildings and Victor E Bruce Financial Complex (various locations)			As needed	selective	N/A	Variable
11	TBD	Fresh combination meals	50192701	Catering meals for various department /units			As needed	selective	N/A	Variable
12	TBD	Uniforms	53102700	Uniforms for Drivers and Security Personnel			As needed	selective	N/A	Variable
13	TBD	Safety Apparel	46181500	Provision of Personal Protective Equipment			As needed	selective	N/A	Variable
14	TBD	Acquisition of Petrol	15100000	Gasoline or Petrol for Division's vehicle			As needed	selective	N/A	Variable
15	TBD	Purchase of Office Equipment and furniture	44100000	Office Equipment and Computers to be used within the Division of Finance			As needed	selective	N/A	Variable



TOBAGO HOUSE OF ASSEMBLY
DIVISION OF FINANCE, TRADE AND THE ECONOMY
Annual Schedule of Planned Procurement Activities
Financial Year 2024 - 2025

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
16	TBD	Repair and Servicing Elevators	72101506	Repairs and servicing elevators at the Victor E Bruce Financial Complex for two (2) years	Jan-24	Feb-24	Quarterly	selective	N/A	Fixed
17	TBD	Purchase of Vehicles	44100000	Vehicle to be used by drivers / couriers the Division of Finance			As needed	selective	N/A	Fixed Price
18	TBD	Purchase of Office Furniture	44100000	Office Equipment to be used within the Division of Finance			As needed	selective	N/A	Variable
19	TBD	Rodent control	72102106	Provision of quarterly pets control services at the Victor E Bruce Financial Complex for a period of one (1) year			Quarterly	selective	N/A	Fixed Price
20	TBD	Generator maintenance and or repair service	72101517	Generator Maintenance at the Victor E Bruce Financial Complex for a period of two years			Quarterly	Single Source Selection	N/A	Fixed Price
21	TBD	Mailing supplies	44121500	Provision of Track Packs and Postage Stamps			As needed	Sole Source Selection	N/A	Fixed Price
22	TBD	Provision of Stationery	4412000	The supply of Stationery and Office Supplies to be used within the Division for two (2) years			As needed	selective	N/A	Variable
23	TBD	Provision of Newspaper Advertisement Services	82101504	Provision of newspaper services when needed			As needed	selective	N/A	Variable
24	TBD	Provision of Radio Advertisement Services	82101601	Provision of radio advertisement services when needed			As needed	selective	N/A	Variable
25	TBD	Provision of Television Advertisement Services	82101602	Provision of television advertisement services when needed			As needed	selective	N/A	Variable



TOBAGO HOUSE OF ASSEMBLY
DIVISION OF FINANCE, TRADE AND THE ECONOMY
Annual Schedule of Planned Procurement Activities
Financial Year 2024 - 2025

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
26	TBD	Computer graphics service	81111512	creation of Artwork for branded items,	As needed			selective	N/A	Variable
27	TBD	Provision of Branded items	80141605	Provision of branded items and memorabilia	As needed			selective	N/A	Variable
28	TBD	Vehicle Repairs and Maintenance	78180100	Repairs and servicing Division's Vehicles	As needed			selective	N/A	Variable
29	TBD	Hotel Accommodation	90111501	Hotel accommodation for staff to attend meetings, conferences and seminars	As needed			selective	N/A	Variable
30	TBD	Passenger Marine Transportation	78111700	Travel via sea voyage	As needed			Single Source Selection	N/A	Variable
31	TBD	Hosting of Events	80170000	Hosting of Commemorative Events, Conferences, Seminars and Stakeholders Engagement.	As needed			selective	N/A	Variable
32	TBD	Photocopiers and Printers	44100000	Repair and Servicing of Photocopiers and Printers	As needed			selective	N/A	Variable
33	TBD	Mobile Phones	43191500	mobile phones to be added to the corporate closed user group plan	As needed			Single Source Selection	N/A	Fixed
34	TBD	Disposal of Unserviceable Articles	80131802	Auction / Public Tender of Division's unserviceable articles	As needed			Selective	N/A	Variable