

The Ministry of Trade and Industry
Annual Schedule of Planned Procurement Activity
Financial Year 2023/2024

No.	Project Number	Project Name	UNSPSC	Description	Proposed Date for Issuing Bidding Documents	Estimated Date for Completion	Procurement Method	Standstill Period (Days)	Contract Type
1.	TBD	Information Technology Broadcasting and Telecommunications	43000000	Upgrade of IP Telephony System	January 2024	March 2024	RFQ	NA	Fixed Price
2.	TBD	OSS Wireless access network equipment and components	43223112	Upgrade of the Wireless Network	January 2024	April 2024	RFQ	NA	Fixed Price
3.	TBD	Network Switches	43222612	Purchase of Network Switches	March 2024	May 2024	RFQ	NA	Fixed Price
4.	TBD	Air Conditioners	40101701	Portable AC unit	April 2024	June 2024	RFQ	NA	Fixed Price
5.	TBD	Voltage Regulator	39121635	voltage regulators	April 2024	May 2024	RFQ	NA	Fixed Price
6.	TBD	Notebook Computers	43211503	Supply of Laptops	November 2023	February 2024	RFQ	NA	Fixed Price

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7.	TBD	Photocopier rental or leasing service	80161801	Leasing of two Multi-function copiers	November 2023	January 2024	RFQ	NA	Fixed Price
8.	TBD	Computer Software Licensing Service	81112501	Microsoft SharePoint & SQL Software	January 2024	March 2024	RFQ	NA	Fixed Price
9.	TBD	Photocopier Toner	44103127	Toner cartridges	January 2024	February 2024	RFQ	NA	Fixed Price
10.	TBD	Computer Accessories	43211600	Purchase of Computer supplies	February 2024	April 2024	RFQ	NA	Fixed Price
11.	TBD	Printing Equipment Maintenance	81101707	Servicing and repairs of printers	As required	September 2024	RFQ	N/A	Fixed Price
12.	TBD	Uninterruptable power supply (UPS)	39121011	Servicing of 3 -30 KVA UPS	December 2023	February 2024	RFQ	N/A	Fixed Price
13.	TBD	Uninterruptable power supply (UPS)	39121011	Servicing of 10 KVA UPS	December 2023	February 2024	RFQ	N/A	Fixed Price
14.	TBD	Uninterruptable power supply (UPS)	39121011	Repair of UPS	March 2024	June 2024	RFQ	N/A	Fixed Price
15.	TBD	Uninterruptable power supply (UPS)	39121011	Repair of UPS	February 2024	May 2024	RFQ	N/A	Fixed Price
16.	TBD	Heating and Cooling and Air Conditioning (HVAC) Construction	72151200	Servicing of AC unit in Server Room Head Office	November 2023	January 2024	RFQ	N/A	Fixed Price

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		and Maintenance Services							
17.	TBD	Heating and Cooling and Air Conditioning (HVAC) Construction and Maintenance Services	72151200	Servicing of AC unit in Barataria Server Room	November 2023	January 2024	RFQ	N/A	Fixed Price
18.	TBD	Heating and Cooling and Air Conditioning (HVAC) Construction and Maintenance Services	72151200	Repair of AC unit in Barataria Server Room	As Required	September 2024	RFQ	N/A	Fixed Price
19.	TBD	Heating and Cooling and Air Conditioning (HVAC) Construction and Maintenance Services	72151200	Repair of AC unit in Server Room Head Office	As Required	September 2024	RFQ	N/A	Fixed Price
20.	TBD	Wireless Access Network Equipment (WLAN)	43223108	Installation of network connections on levels 9,11, 15 & 16	March 2024	June 2024	RFQ	N/A	Fixed Price
21.	TBD	Electrical Plugs	39121402	Installation of electrical plugs in Conference Rooms	April 2024	Jul-24	RFQ	N/A	Fixed Price

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22.	TBD	Back-up/Archival Software	43233415	Veeam Backup Licenses	November 2023	January 2024	RFQ	N/A	Fixed Price
23.	TBD	Telephone Support Service	81161708	Cisco Smartnet support for IP Telephony System	January 2024	April 2024	RFQ	N/A	Fixed Price
24.	TBD	Computer Software Licensing Service	81112501	Vmware Licenses for Head Office & Baratara (3 yrs)	May 2024	Jul-24	RFQ	N/A	Fixed Price
25.	TBD	Office Equipment and Accessories and Supplies	44000000	Office stationary	As required	September 2024	RFQ	N/A	Fixed Price
26.	TBD	Food and Beverage Products	50000000	Kitchen supplies	As required	September 2024	RFQ	N/A	Fixed Price
27.	TBD	Catering services	90101603	Catering	As required	September 2024	RFQ	N/A	Fixed Price
28.	TBD	Newspapers	55101504	Local Newspaper subscription	January 2024	September 2024	Sole Source	N/A	Fixed Price
29.	TBD	Lamps and lightbulbs	39101600	Replacement lightbulbs	February 2024	September 2024	RFQ	N/A	Fixed Price
30.	TBD	Workstations and office packages	56111500	Office partitions	February 2024	September 2024	RFQ	N/A	Fixed Price
31.	TBD	Odor control equipment	47101530	Bathroom deodorizers	October 2023	November 2023	RFQ	N/A	Fixed Price
32.	TBD	Vehicle maintenance and repair services	78181500	Tyres, Parts and Services for General Vehicle Maintenance	As required	September 2024	RFQ	N/A	Fixed Price

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33.	TBD	Cleaning and janitorial services	76110000	Office Maintenance	December 2023	February 2024	RFQ	N/A	Fixed Price
34.	TBD	Paints and primers	31211500	Material for interior restoration	December 2023	February 2024	RFQ	N/A	Fixed Price
35.	TBD	Plumbing system maintenance or repair	72101510	Maintenance and repairs to kitchenette plumbing	As required	September 2024	RFQ	N/A	Fixed Price
36.	TBD	Locksmith services	72101505	Procurement of Locksmith services	March 2024	September 2024	RFQ	N/A	Fixed Price
37.	TBD	Electrical equipment maintenance and repair service	73152108	Electrician	As required	September 2024	RFQ	N/A	Fixed Price
38.	TBD	Interior Plant Landscaping Services Rental	76111506	Rental of Plans	January 2024	September 2024	RFQ	N/A	Fixed Price
39.	TBD	Bottle Water Dispensers or accessories	48101711	Maintenance of Bottle Water Dispenser	February 2024	September 2024	Sole Source	N/A	Fixed Price
40.	TBD	Carpet Laying service	72152503	Carpet	December 2023	February 2024	RFQ	N/A	Fixed Price
41.	TBD	Cleaning and janitorial services	76110000	Cleaning of carpet and chairs	December 2023	February 2024	RFQ	N/A	Fixed Price
42.	TBD	Sanitary waste receptacles	47131703	Female sanitary bins	December 2023	February 2024	RFQ	N/A	Fixed Price

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43.	TBD	Security Guard Services	92121504	Security Officers	January 2024	September 2024	Open	N/A	Fixed Price
44.	TBD	National Postal Delivery Service	78102201	Courier and Postage	As required	September 2024	Sole Source	N/A	Fixed Price
45.	TBD	Office Equipment and Accessories and Supplies	44000000	Office Chairs, fire proof cabinet	April 2024	September 2024	RFQ	N/A	Fixed Price
46.	TBD	Blinds and Shades	52131600	Blinds and Shades	March 2024	September 2024	RFQ	N/A	Fixed Price
47.	TBD	Mobile Phones	43191501	Cell Phones	January 2024	September 2024	RFQ	N/A	Fixed Price
48.	TBD	Domestic Kitchen Appliances	52141500	Kitchen Appliances	June 2024	September 2024	RFQ	N/A	Fixed Price
49.	TBD	Tablet Computers	43211509	Tablets and Styluses	November 2023	January 2024	RFQ	N/A	Fixed Price
50.	TBD	Promotional or Advertising Printing	52121505	Brochures and booklets	January 2024	March 2024	RFQ	N/A	Fixed Price
51.	TBD	Press release services	82111901	Newspaper press releases	January 2024	March 2024	Sole Source	N/A	Fixed Price
52.	TBD	Promotional Merchandise	80141605	Branded Shirts	January 2024	September 2024	RFQ	N/A	Fixed Price
53.	TBD	Conference Centers	90111601	Conference seminars and other functions	As required	September 2024	RFQ	N/A	Fixed Price
54.	TBD	Training Planning and Development Consultancy Service	86132102	Training for Scrap Metal Inspectors and TTPS Officers	March 2024	September 2024	Open	10 days	Fixed Price

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55.	TBD	Conference Centers	90111601	Conference seminars and functions	As required	September 2024	RFQ	N/A	Fixed Price
56.	TBD	Economic Development Consultancy	81121505	Consultancy to conduct an assessment of opportunities for Metal Recycling Value Chain in Trinidad and Tobago	December 2024	February 2024	RFP	10 days	Fixed Price
57.	TBD	Training planning and development consultancy service	86132102	Consultancy to Develop a Strategic plan for the MTI	December 2023	February 2024	Open	10 days	Fixed Price
58.	TBD	News and publicity services	82111900	National Action Plan to combat Illicit Trade - Advertisements	December 2023	February 2024	RFQ	10 days	Fixed Price
59.	TBD	Legal review and inquiry services	80122000	Consultancy to prepare amendments to Legislation related to Illicit Trade in Trinidad and Tobago	January 2024	March 2024	Open	10 days	Fixed Price

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60.	TBD	Trade statistics	93171803	Consultancy to develop a system for collection and dissemination of data on illicit trade and Trinidad and Tobago	January 2024	March 2024	Open	10 days	Fixed Price
61.	TBD	Database information retrieval	81111901	Consultancy to develop a reference pricing system database for specific commodities	March 2024	May 2024	Open	10 days	Fixed Price
62.	TBD	Recruitment services	93141802	Recruitment Contractor	December 2023	January 2024	Open	10 days	Fixed Price
63.	TBD	Office Equipment and Accessories and Supplies	44000000	Business card cutter	January 2024	September 2024	RFQ	N/A	Fixed Price
64.	TBD	Radio Placement	82101901	Radio advertising campaign	March 2024	September 2024	RFQ	N/A	Fixed Price
65.	TBD	World Wide Web – WWW site operation host services	81112105	Website Hosting	January 2024	September 2024	RFQ	N/A	Fixed Price
66.	TBD	Promotional merchandise	80141605	Branded tokens	March 2024	September 2024	RFQ	N/A	Fixed Price
67.	TBD	Promotional or advertising printing	82121505	Printing of Brochures	March 2024	April 2024	RFQ	N/A	Fixed Price

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68.	TBD	News and publicity services	82111900	Programme/ Grant Campaign Advertisements	January 2024	September 2024	RFQ	N/A	Fixed Price
69.	TBD	Liquid crystal display LCD panels or monitors	43211902	Television Monitor	April 2024	September 2024	RFQ	N/A	Fixed Price
70.	TBD	Trade shows and exhibits	80141900	Design and build booth for Trade Show	March 2024	May 2024	RFQ	N/A	Fixed Price
71.	TBD	Restaurants and catering	90100000	Corporate Functions	January 2024	September 2024	RFQ	N/A	Fixed Price
72.	TBD	Public relations and professional communications services	80170000	Public outreach/exhibitions	March 2024	September 2024	RFQ	N/A	Fixed Price
73.	TBD	Data services	81112000	The provision of mobile data	January 2024	February 2024	RFQ	N/A	Fixed Price
74.	TBD	Computer software licensing rental or leasing service	81112500	Renewal of Software Licenses	January 2024	February 2024	Sole Source	N/A	Fixed Price
75.	TBD	Graphic design	82140000	Advertisement Design	June 2024	September 2024	RFQ	N/A	Fixed Price
76.	TBD	Video production services	82131603	Production of a documentary on the yachting sector	June 2024	September 2024	RFQ	N/A	Fixed Price
77.	TBD	Safety Apparel	46181500	PPE Equipment	January 2024	April 2024	RFQ	N/A	Fixed Price

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78.	TBD	Airline ticket or boarding pass	43212111	Domestic Airline Tickets	As Required	September 2024	Sole Source	N/A	Fixed Price
79.	TBD	Airline ticket or boarding pass	43212111	International Airline	As Required	September 2024	RFQ	N/A	Fixed Price

END

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