



TOBAGO HOUSE OF ASSEMBLY
THE DIVISION OF FINANCE, TRADE AND THE ECONOMY

Annual Schedule of Planned Procurement Activities
for the fiscal year October 2025 to September 2026

Published Date: 10TH December 2025

version: 001

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
OFFICE OF THE ADMINISTRATOR										
1	RFQ/2025-2026	Procurement of Meals	50192700	Supply and delivery of lunches/snack boxes with drink for Heads of Department	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding/single source selection	N/A	Purchase Order
2	RFQ/2025-2026	Procurement of Rental of tents	56101700	Supply and delivery of tents for the Finance Month Thanksgiving service 2025 and Tobago day Sports and family day 2025	Nov 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
3	RFQ/2025-2026	Procurement of Musical band	90155000	Provision of musical band for the Tobago day Sports and family day 2025	Nov 2025	One (1) week after issued of PO	N/A	Limited bidding	N/A	Purchase Order
4	RFQ/2025-2026	Procurement of PA System	90155000	Provision of PA system and sound services for Finance Month Thanksgiving service 2025	Nov 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
5	RFQ/2025-2026	Procurement of Ushers	90155000	Provision of Usher services for Finance Month Activities 2025	Nov 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
6	RFQ/2025-2026	Procurement of Décor services	82121500	Backdrop, plants, tables and table cloth for the Finance Month Thanksgiving service 2025	Nov 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
7	RFQ/2025-2026	Procurement of Entertainment services	90131500	To supply the service for the Finance Month Thanksgiving service 2025.	Nov 2025	One (1) week after issue of Purchase Order	N/A	Single source selection	N/A	Purchase Order
8	RFQ/2025-2026	Provision of Return Airline Tickets to Trinidad for Administrator to attend Budget Presentation 2025	78111500	Required for One (1) staff member	Oct 2025	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
9	ITT/202-2026	Provision of the supply of Bathroom Tissue for the Division	76111501	Supply and delivery of Bathroom Tissue, sanitary bins, soap dispensers for the Victor E Bruce Financial complex	Mar 2026	Feb 2028	2 years	Open	N/A	Fixed price
10	RFQ/2025-2026	Provision of Hotel Accommodation for Administrator to attend Budget Presentation 2025	50192700	Required for One (1) staff member		One (1) week after issue of Purchase Order	1 night/2 days	Single Source selection	N/A	Fixed price

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
11	RFQ/2025-2026	Provision of Ground Transportation in Trinidad for Administrator to attend Budget Presentation 2025	78111800	Required for One (1) staff member	Oct 2025	One (1) week after issue of Purchase Order	3 trips	Single Source selection	N/A	Purchase Order
12	RFQ/2025-2026	Provision of Return Airline Tickets to Trinidad for the Administrator to attend ICATT Training 2025	78111500	Required for One (1) staff member	Nov 2025	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
13	RFQ/2025-2026	Provision of Hotel Accommodation for the Administrator to attend ICATT Training 2025	50192700	Required for one (1) member of staff	Nov 2025	One (1) week after issue of Purchase Order	2nights/3 days	Single Source selection	N/A	Fixed price
14	RFQ/2025-2026	Provision of Ground Transportation for the Administrator to attend ICATT Training 2025	78111800	Required for one (1) member of staff	Nov 2025	One (1) week after issue of Purchase Order	1 trip	Single Source selection	N/A	Purchase Order
15	ITT/2025-2026	Provision of Janitorial Services	76111501	Janitorial Services for the following locations: Victor E Bruce Financial complex, District Revenue Service (roxb) and records Office	Mar 2026	Feb 2028	2 years	open	N/A	Fixed price

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
16	ITT/2025-202	Provision of Security Services	92121504	Security Services for the following locations: Victor E Bruce Financial complex, District Revenue Service (roxb) and records Office	Mar 2026 Dec 2025	Feb 2028 Dec 2027	2years	open	N/A	Fixed price
17	RFQ/2025-2026	Procurement of Grocery items	50203300	Kitchen supplies and assortment of non-alcoholic beverages, assortment of teas, sugar, creamer, biscuits, nuts, napkins, paper towel, mints etc	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
18	ITT/2025-202	Provision of Maintenance services for Bottle Water Dispensers/ Accessories	44103100	Maintenance of bottle-less water cooler system in the Victor E Bruce Financial Complex	Mar 2026	TBD	N/A	Single source selection	N/A	Purchase Order
19	RFQ /2025-2026	Maintenance & Repairs	44103100	Servicing of Konica Minolta Photocopier in the unit.	As needed basis	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
20	RFQ /2025-2026	Procurement of Office stationery	44121600	Purchase of computer inks- HP 414A (M,K,C,Y) & HP 201A (K,C,M,Y)	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
21	ITT/2025-202	Provision of Landscaping Services	72102902	Landscaping Maintenance- Victor E Bruce Financial Complex	Mar 2026	Feb 2028	2 years	Open	N/A	Fixed price

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
22	ITT/2025-202	Provision of Pest Control services	72102100	Pest Control – Victor E. Bruce Financial Complex	Mar 2026	Feb 2027	1 year	Open	N/A	Fixed price
23	ITT/2025-202	Provision of Garbage Collection services	76121501	Offsite Garbage Disposal	Mar 2026	Feb 2028	2 years	Open	N/A	Fixed price
24	ITT/2025-202	Provision of Generator maintenance and or repair service	72101517	Generator Maintenance and repairs at the Victor E Bruce Financial Complex	Mar 2026	Feb 2027	1 year	Open	N/A	Fixed price
25	RFQ/2025-2026	Procurement of Minor Equipment	56101700	Office Furniture for the use by staff under the Office of the Administrator One (1) Trolley, Two (2) 2 door filing cabinet, Four (4) Executive Chairs.	Aug 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
26	ITT/2025-202	Provision of Decoration Services	82151509	Decorating of Victor E. Bruce Financial Complex: Independence /Republic Day and Christmas	Dec 2025	Dec 2027	2years	Limited bidding	N/A	Purchase Order
27	RFQ/2025-2026	Procurement of branded T-shirts	53103000	Supply and delivery of branded Dri- fit t-shirts for various programs. Required by ALL staff members	As needed basis	One (1) week after issue of PO	N/A	Limited bidding	N/A	Purchase Order
OFFICE OF THE SECRETARY										
28	RFQ/2025-2026	Procurement of Grocery items	50203300	Supply of non-alcoholic beverages, assortment of teas, sugar, creamer, biscuits, nuts, napkins, paper towel, mints etc	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
29	RFQ/2025-2026	Provision of Return Airline Tickets for staff to Trinidad	78111500	Required for staff members to attend various meetings	As needed basis	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
30	RFQ/2025-2026	Provision of Hotel Accommodation for officers to Trinidad	50192700	Required for staff members to attend various meetings	As needed basis	One (1) week after issue of Purchase Order	N/A	Single Source selection	N/A	Fixed price
31	RFQ/2025-2026	Provision of Ground Transportation for officers in Trinidad	78111800	Required for staff members to attend various meetings	As needed basis	One (1) week after issue of Purchase Order	N/A	Single Source selection	N/A	Purchase Order
32	RFQ/2025-2026	Procurement of Meals	50192700	Supply and delivery of lunches/snack boxes with drink for various programs	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding/single source selection	N/A	Purchase Order
33	RFQ/2025-2026	Procurement of Décor services	82121500	Backdrop, plants, tables and table cloth for various programs	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
34	RFQ/2025-2026	Procurement of PA System	90155000	Provision of PA system and sound services various programs	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
35	RFQ/2025-2026	Acquisition of new vehicle to service the Office of the Secretary of Finance	25101500	Purchase of Volvo S60 or BYD Sealion 7	Mar 2026	Two (2) months after issue of Purchase Order	N/A	Single Source selection	N/A	Purchase Order
36	RFQ/2025-2026	Procurement of Promotional items and tokens for Officials, Diplomats, High level Visitors	82121500	Supply and delivery of branded tokens such as eco bags, executive brief bags, multiport power banks, desk organisers, executive pen sets, pen stands, notebooks, diaries and 150 call cards for the Secretary of Finance and Chief Technical Advisor	Feb 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
37	RFQ/2025-2026	Training for Staff	86132000	Enrolment of staff in training programmes such as protocol support, etiquette, executive/ professional communication and business writing skills, Microsoft Office Suite and professional and ethical conduct for administrative staff	Quarterly	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
38	TBD	Official Overseas Travel	TBD	Study visit on the implementation of IFMIS in comparative governance structures and countries	Mar 2026	TBD	N/A	Limited - bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
39	RFQ /2025-2026	Maintenance & Repairs	44103100	Servicing of Konica Minolta Photocopier in the unit.	As needed basis	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
40	RFQ /2025-2026	Procurement of Printing Budget presentation documents	82121500	Cost of artwork, Designs and supply of budget documents.	Jun 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
<u>BUDGETS DEPARTMENT</u>										
41	RFQ /2025-2026	Supply and Delivery of Office stationery	44121600	Photocopy paper, toners, envelopes, track paks, envelopes, cover sheets	Monthly	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
42	RFQ /2025-2026	Maintenance of Photocopier	44103100	To facilitate the effective functioning of one (1) Konica Minolta Copier in the Budgets department.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Single source selection	N/A	Purchase Order
43	RFQ/2025-2026	Procurement of Grocery items	50203300	Teas, non-alcoholic beverages, biscuits, mints, cups etc.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
44	RFQ/2025-2026	Provision of Return Airline Tickets to Trinidad to attend ICATT Training 2025	78111500	Required for One (1) staff member	Nov 2025	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
45	RFQ/2025-2026	Provision of Hotel Accommodation for officer to attend ICATT Training 2025	50192700	Required for one (1) member of staff	Nov 2025	One (1) week after issue of Purchase Order	2nights/3 days	Single Source selection	N/A	Fixed price
46	RFQ/2025-2026	Provision of Ground Transportation for officer to attend ICATT Training 2025	78111800	Required for one (1) member of staff	Nov 2025	One (1) week after issue of Purchase Order	1 trip	Single Source selection	N/A	Purchase Order
47	RFQ/2025-2026	Provision of Return Airline Tickets for officers to Trinidad to attend standing Finance Committee Meeting 2025	78111500	Required for Two (2) staff members	Oct 2025	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
48	RFQ/2025-2026	Provision of Hotel Accommodation for officers to Trinidad to attend standing Finance Committee Meeting 2025	50192700	Required for Two (2) members of staff	Oct 2025	One (1) week after issue of Purchase Order	1 night/2 days	Single Source selection	N/A	Fixed price
49	RFQ/2025-2026	Provision of Ground Transportation for officers to attend standing Finance Committee Meeting 2025	78111800	Required for Two (2) members of staff	Oct 2025	One (1) week after issue of Purchase Order	3 trips	Single Source selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
50	RFQ/2025-2026	Provision of Return Airline Tickets to Trinidad for officers to attend Budget Presentation 2025	78111500	Required for Three (3) staff members	Oct 2025	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
51	RFQ/2025-2026	Provision of Hotel Accommodation in Trinidad for officers to attend Budget Presentation 2025	50192700	Required for Three (3) members of staff	Oct 2025	One (1) week after issue of Purchase Order	1 night/2 days	Single Source selection	N/A	Fixed price
52	RFQ/2025-2026	Provision of Ground Transportation in Trinidad for officers to attend Budget Presentation 2025	78111800	Required for Three (3) members of staff	Oct 2025	One (1) week after issue of Purchase Order	3 trips	Single Source selection	N/A	Purchase Order
FINANCIAL LITERACY SECRETARIAT										
53	RFQ/2025-2026	Procurement of Promotional items	82121500	Branded memorabilia, branded t-shirts and goodie bags for the campers	Jan 2026 Apr 2026 Jun 2026	Two (2) weeks after issue of PO	N/A	Limited bidding	N/A	Purchase Order
54	RFQ/2025-2026	Procurement of Grocery items	50203300	Teas, bottled water, biscuits, mints, cups etc.	Monthly	One (1) week after issue of PO	N/A	Limited bidding	N/A	Purchase Order
55	RFQ/2025-2026	Procurement of Recording services		Provision of recording services for the Happy Global Money Week	Feb 2026	One (1) week after issue of PO	N/A	Limited bidding	N/A	Purchase Order

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
56	RFQ/2025-2026	Procurement of Trophies		Challenge Trophies / Plaques 1 st ,2 nd and 3 rd winners at closing ceremonies of various programs	Feb 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Orders
57	RFQ/2025-2026	Procurement of Prizes		Laptop, iPad, Book vouchers and two (2) tablets	Jan 2026 Jun 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
58	RFQ/2025-2026	Procurement of catering services	50192700	Lunch /snack boxes with drinks	Jan 2026 April 2026 Jun 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
59	RFQ/2025-2026	Procurement of Décor services	82121500	Backdrop, plants, tables and table cloth for: Global Money Week Closing Ceremony, Investor Education Forum, Youth Biz Virtual Summer Camp closing ceremony	Jan 2026 Apr 2026 Jun 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
60	RFQ/2025-2026	Procurement of Entertainment services	82101500	To supply the service for the following programs: Global Money Week Closing Ceremony, Investor Education Forum, Youth Biz Virtual Summer Camp closing ceremony	Jan 2026 Apr 2026 Jun 2026	One (1) week after issue of Purchase Order	N/A	Single source selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
61	RFQ/2025-2026	Procurement of PA System services	90155000	To supply the service for: Global Money Week Closing Ceremony, Investor Education Forum, Youth Biz Virtual Summer Camp closing ceremony	Jan 2026 Apr 2026 Jun 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
62	RFQ/2025-2026	Procurement of Consultancy Services services	80101500	Supply of the services for the Investor Education Forum	Apr 2026	One (1) week after issue of Purchase Order	N/A	Single source Selection	N/A	Purchase Order
63	RFQ/2025-2026	Procurement of Photography and Videography services	82131600	Supply of the services for three (3) days for Investor Education Forum	Apr 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
64	RFQ/2025-2026	Procurement of Office Stationeries	44121600	Supply and Delivery of Office stationery such as certificates of participation for campers	Jun 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
65	RFQ/2025-2026	Procurement of MC services	90155000	To supply the service for the following programs: Global Money Week Closing Ceremony, Investor Education Forum, Youth Biz Virtual Summer Camp closing ceremony	Jan 2026 Apr 2026 Jun 2026	One (1) week after issue of Purchase Order	N/A	Single source Selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
CO-OPERATIVE DEVELOPMENT UNIT										
66	RFQ/2025-2026	Procurement of Training services	86101700	Parliamentary Procedure Training, Junior Co-operative Society (JCS) Re-Activation and Entrepreneurial Programme, Junior Co-operative Education Programme, Teacher Guide Training, JCS Know Your Co-operative Tour, Dispute Resolution Training	Nov 2025 Jan 2026 Feb 2026 April 2026 May 2026 June 2026	One (1) week after issue of Purchase Order	N/A	Open	N/A	Purchase Order
67	RFQ/2025-2026	Supply and Delivery of Meals	50192700	Lunch / snack boxes with drinks for Training sessions, caravans etc	As – needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
68	RFQ/2025-2026	Provision of Consultancy Services	80101500	Consultancy Services for the Training Programs	June 2026 Nov 2026	One (1) week after issue of Purchase Order	N/A	Single source selection	N/A	Purchase Order
69	RFQ/2025-2026	Provision of Airline Tickets	78111500	Supply of Airline tickets for one (1) Consultant Personnel	Nov 2025	One (1) week after issue of PO	N/A	Sole selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
70	RFQ/2025-2026	Procurement of Office Stationeries	44121600	Supply and Delivery of Seed Capital, Stationery, Passbooks Collection Sheets, Ledgers, Receipt Books, Cash Pans, Brochures	As needed basis	two (2) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
71	RFQ/2025-2026	Procurement of Photography and Videography services	82131600	Supply of the services for Dispute Resolution Training, Outreach Educational Caravan, JCS Know Your Co-operative Tour, JCS Quiz competition Award Ceremony	May 2026 June 2026 July 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
72	RFQ/2025-2026	Procurement of Décor services	82121500	Backdrop, plants, tables and table cloth for the following training, competition, caravan and JCS Quiz competition Award Ceremony	Jan 2026 Feb 2026 April 2026 May 2026 June 2026 July 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
73	RFQ/2025-2026	Procurement of PA System services	90155000	To supply services for the following events: Parliamentary Procedure Training, Junior Co-operative Society (JCS) Re-Activation and Entrepreneurial Programme, Junior Co-operative Education Programme, Teacher Guide Training, JCS Know Your Co-operative Tour, Dispute Resolution Training, JCS Quiz competition and Award Ceremony	Nov 2026 Jan 2026 Feb 2026 April 2026 May 2026 June 2026 July 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
74	RFQ/2025-2026	Procurement of Taxi service/ ground Transport	78111800	Provision of Ground Transport for Facilitators & Students	May 2026	One (1) week after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
75	RFQ/2025-2026	Procurement of Venue		Rental of venue to host JCS Quiz competition with Tobago Primary School students and Award Ceremony for JCS Quiz competition	June 2026 July 2026	One (1) week after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
76	RFQ/2025-2026	Procurement of Promotional items	82121500	Supply of branded tokens for Outreach Educational Caravan and Award Ceremony for JCS Quiz competition	June 2026 July 2026	two (2) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
77	RFQ/2025-2026	Procurement of 360 Photo booth		Rental of 360 Photobooth services for 3hrs maximum for Award Ceremony event.	July 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
BUSINESS DEVELOPMENT UNIT										
78	RFQ/2025-2026	Supply and Delivery of Meals	50192700	Lunch / snack boxes with drinks for Outreach programs, Pre-funding Training etc	As – needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable)	Contract Type
79	RFQ/2025-2026	Procurement of Marketing Advertising services	82101600	Supply of radio and television advertising services for Creative tank, Tobago Business Awards, Business Plan writing Competition, Tic 2026	Oct 2025 Dec 2025 June 2026 July 2026	One (1) week after issue of Purchase Order	Nov 2025	Limited bidding	N/A	Purchase Order
80	RFQ/2025-2026	Procurement of Promotional items	82121500	Supply of branded tokens for Creative tank competition, BDU Business Awards, Outreach programs etc	Oct 2025 Dec 2025 April 2025 May 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
81	RFQ/2025-2026	Procurement of PA System services	90155000	To supply the service for the following programs: Creative tank competition, BDU Business Awards, Outreach programs etc	Oct 2025 Dec 2025 April 2025 May 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
82	RFQ/2025-2026	Procurement of Décor Services		To supply the service for the following programs: BDU Business Awards	Dec 2025	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
83	RFQ /2025-2026	Procurement of Office stationery	44121600	Provision of Photocopy paper, toners, cover sheets	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
84	RFQ /2025-2026	Procurement of Certificates		Supply of Certificates of Participation for Capacity building & training	Jan 2025	June 2025	Six months	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable)	Contract Type
85	RFQ /2025-2026	Supply and delivery of Rental of tables services		Rental services of tables for the following programs: Pre-funding Training, Capacity building & training	Nov 2025 Dec 2025 Jan 2026	Sep 2026 June 2026	11 months Six months	Limited bidding	N/A	Purchase Order
86	RFQ/2025-2026	Procurement of Award Trophies		Purchasing of twenty-five (25) Award trophies for SME's at the BDU Tobago Business Awards	Dec 2025	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Orders
87	RFQ/2025-2026	Provision of Consultancy Services	80101500	Consultancy Services for the Capacity Building and Training	Jan 2026	June 2026	Six months	Single source selection	N/A	Purchase Order
88	RFQ/2025-2026	Procurement of Grocery items	50203300	Teas, non-alcoholic beverages, biscuits, mints, cups etc for meetings and trainings	Monthly	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
89	ITT/ 2025-2026	Remedial works		Remedial works at five (5) Micro centres in Tobago. <ul style="list-style-type: none"> • Installation of Check Meters, electrical works • Marking of Car Park • Installation of Fire suppression system 	Jan 2026	Jun 2026	Six months	Open (local contractors within the various geographical areas)	N/A	Fixed price

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
90	RFQ/2025-2026	Procurement of branded t-shirts	53103000	Supply and delivery of branded t-shirts for World Down Syndrome Day	April 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
91	RFQ/2025-2026	Procurement of Therapist services		Provision of Therapist services for Outreach program on World Autism Day 2026	May 2026	One (1) week after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
92	RFQ/2025-2026	Building Maintenance and Repair services	72101500	Repair works to five (5) Micro Centres: servicing of Ac, Power washing, electrical, cesspit cleaning etc	Quarterly	TBD	N/A	Limited bidding	N/A	Fixed Price
93	RFQ/2025-2026	Provision of Return Airline Tickets to attend TIC 2026	78111500	Required for ten (10) SME's and six (6) BDU staff members	July 2026	July 2026	1 week	Sole Source selection	N/A	Purchase Order
94	RFQ/2025-2026	Provision of Hotel Accommodation for persons to attend TIC 2026	50192700	Required for ten (10) SME's and six (6) BDU staff members	July 2026	July 2026	1 week	Single Source selection	N/A	Fixed price
95	RFQ/2025-2026	Provision of Ground Transportation to attend TIC 2026	78111800	Required for ten (10) SME's and six (6) BDU staff members	July 2026	July 2026	1 week	Limited bidding	N/A	Purchase Order
CONSUMER AFFAIRS UNIT										
96	RFQ/2025-2026	Procurement of Grocery items	50203300	Smalta, Tea bags, Sun mix, Water, Welch, Advil, paper towel, lysol	Monthly	One (1) week after issue of PO	N/A	Limited bidding	N/A	Purchase Order

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
97	RFQ /2025-2026	Procurement of Office stationery	44121600	Provision of Photocopy paper, toners, Notebooks, Stapler, Paper punch, pens, printing paper, pencils, flash drive, calculator	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
98	RFQ /2025-2026	Procurement of Newspaper Advertising services	82101500	Provision of Newspaper Ads for various Outreach Programs, Price collection activities, Consumer safety tips for the Christmas season etc	Oct 2025	Sept 2026	N/A	Single source selection	N/A	Purchase Order
99	RFQ/2025-2026	Procurement of branded t-shirts	53103000	Supply and delivery of branded Dri- fit t-shirts for Outreach Programs. Required by ALL staff members	Oct 2025	One (1) week after issue of PO	N/A	Limited bidding	N/A	Purchase Order
100	RFQ/2025-2026	Procurement of Marketing Advertising services	82101600	Supply of radio and television advertising services for Outreach Programs, FILE IT RIGHT, consumer protection week, Christmas in July	Oct 2025 Jan 2026 Mar 2026 July 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
101	RFQ/2025-2026	Procurement of Promotional items	82121500	Supply of branded tokens for Outreach programs, Christmas Drive, Public Awareness Booths, spending habits School Drive, Consumer affairs summer camp	Oct 2025 Nov 2025 Dec 2025 Feb 2026 April 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
102	RFQ/2025-2026	Provision of Consultancy Services	80101500	Consultancy Services for the WOW Outreach program, Training sessions, E-commerce Safety Campaign	Nov 2025 Jan 2026 Sept 2026	One (1) week after issue of Purchase Order	N/A	Single source selection	N/A	Purchase Order
103	RFQ/2025-2026	Procurement of Flyers and brochures		Supply and delivery of flyers and brochures for the following events: Public Awareness Booths, Spot the scam challenge, Consumer affairs summer camp, Spending habits school drive	Feb 2026 Apr 2026 May 2026 July 2026	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
104	RFQ/2025-2026	Supply and Delivery of Meals	50192700	Lunch / snack boxes with drinks for Outreach programs etc	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
PROCUREMENT AND DISPOSAL UNIT										
105	RFQ/2025-2026	Procurement of Grocery items	50203300	Non-alcoholic beverages, Tea bags, Sun mix, Water, Welch, MINTS, paper towel, 8oz cups, sugar, milk to be used for evaluation meetings and in the unit.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
106	RFQ/2025-2026	Procurement of Training services	86101700	Competent level Training for Procurement staff ➤ CIPS Level 4	Nov 2025	Oct 2026	1 year	Single Source Selection	N/A	Fixed price

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
107	TBD	Training and development	86101700	Training sessions for Heads of Department <ul style="list-style-type: none"> ➤ Explaining the Methods and procedures in procurement ➤ Discussions on the types of Market Research ➤ How to prepare the Requisition Form 	Monthly	As needed basis	1year	N/A	N/A	N/A
108	RFQ /2025-2026	Procurement of Office stationery	44121600	Provision of yellow file jackets, inks and toners	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
109	RFQ /2025-2026	Maintenance & Repairs	44103100	Servicing of Konica Minolta Photocopier in the unit.	As needed basis	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
110	RFQ/2025-2026	Provision of Return Airline Tickets to Trinidad	78111500	Required for one (1) Staff member to attend site visit for Provision of décor services for TIC 2026	June 2026	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
111	RFQ /2025-2026	Procurement of Office Furniture	56101700	Three (3) office Desk; Two (2) waiting Chairs; One (1) Book Shelf	Aug 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
ACCOUNTING UNIT										
112	RFQ /2025-2026	Procurement of Office Stationery	44121600	Supply and delivery of typewriter ribbons, track paks, postal stamps, self-ink stamps	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
113	RFQ/2025-2026	Procurement of Grocery items	50203300	Supply of refreshments for staff of thirty -eight (38) persons at quarterly meetings	Quarterly	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
114	RFQ/2025-2026	Provision of Return Airline Tickets to Trinidad to attend ICATT Training 2025	78111500	Required for One (1) staff member	Nov 2025	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
115	RFQ/2025-2026	Provision of Hotel Accommodation for AE1 to attend ICATT Training 2025	50192700	Required for one (1) member of staff	Nov 2025	One (1) week after issue of Purchase Order	2nights/3 days	Single Source selection	N/A	Fixed price
116	RFQ/2025-2026	Provision of Ground Transportation to attend ICATT Training 2025	78111800	Required for one (1) member of staff	Nov 2025	One (1) week after issue of Purchase Order	1 trip	Single Source selection	N/A	Purchase Order
117	RFQ /2025-2026	Procurement of Office Furniture	56101700	Supply and delivery of minor equipment	Aug 2026	Two (2) weeks after issue of PO	N/A	Limited bidding	N/A	Purchase Order

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
118	RFQ /2025-2026	Maintenance & Repairs of Typewriters and Printers	44103100	Servicing of Konica Minolta Photocopier in the unit, purchasing of parts and installation services to four (4) printers and two (2) typewriters within the unit	As needed basis	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
119	RFQ /2025-2026	Provision of Ground Transportation for Staff Appreciation Day	78111800	Required for forty-five (45) staff members for Staff appreciation event.	Oct 2025	One (1) week after issue of Purchase Order	1 trip	Single Source Selection	N/A	Purchase Order
120	RFQ/2025-2026	Procurement of Meals	50192700	Required for forty-five (45) staff members for Staff appreciation event	As needed basis	One (1) week after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
<u>FINAL ACCOUNTS UNIT</u>										
121	RFQ/2025-2026	Procurement of Stationeries	44121600	Supply and delivery of stationeries for the Division of Finance, Trade and the Economy. (Bulk Purchase)	Oct 2025 Sept 2026	Three (3) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
122	RFQ /2025-2026	Maintenance & Repairs Vehicles	47131800	Provision of maintenance for all the Division's Vehicles	Oct 2025	Sept 2026	N/A	Limited bidding	N/A	Purchase Order

Project No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
123	RFQ/2025-2026	Procurement of Minor Equipment	56101700	Receipt Printer; one (1) Photocopier; Three (3) Calculators; One (1) Office Desk; Two (2) Laminated Office Desk with drawers; Two (2) Office Chairs; Fourteen (14) Leather Chairs Two (2) High Chairs Two (2) 3-tier Desk Trays Three (3) Fans Two (2) Electric Kettle	Aug 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited bidding	N/A	
HUMAN RESOURCE UNIT										
124	RFQ/2025-2026	Procurement of Grocery items	50203300	Cups, Tea bags, Condense milk, Water, non-alcoholic beverages, biscuits for the use of interviews and meetings within the unit.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited bidding	N/A	Purchase Order
125	RFQ/2025-2026	Procurement of Fuel	15100000	Purchasing of fuel for ALL Division's Vehicle	Quarterly	One (1) week after issue of PO	N/A	Single source selection	N/A	Purchase Order
126	RFQ/2025-2026	Procurement of Maintenance of Division's Vehicle	78180100	Servicing and repairs, labour for ALL the Division's Vehicles	As-needed- basis	One (1) week after issue of PO	N/A	Single source selection	N/A	Purchase Order
127	RFQ/2025-2026	Procurement of Insurance Coverage	84131500	Required for ALL Division's Vehicles	As needed basis	One (1) week after issue of PO	N/A	Single source selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
128	RFQ/2025-2026	Procurement of Meals	50192700	Supply and delivery of lunches/snack boxes with drink for interview panel	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited bidding/single source selection	N/A	Purchase Order
129	RFQ/2025-2026	Procurement of Wreaths		Supply and delivery of wreaths, required for deaths within the division.	As needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
130	RFQ/2025-2026	Procurement of Minor Equipment	56101700	Supply and delivery of Furniture & furnishing	Aug 2026	Two (2) weeks after issue of PO	N/A	Limited Bidding	N/A	Purchase Order
131	RFQ/2025-2026	Procurement of Uniforms	53102700	Purchasing of clothe for sewing of Estate Constables and Vault Attendant uniforms	As needed basis	Two (2) weeks after issue of PO	N/A	Single source Selection	N/A	Purchase Order
132	RFQ/2025-2026	Procurement of Training Services	86101700	Training for the ALL Departments within the Division of Finance, Trade and the Economy	Quarterly	One (1) week after issue of Purchase Order	N/A	Single source Selection	N/A	Purchase Order
<u>INFORMATION TECHNOLOGY UNIT</u>										
133	ITT/2025-2026	Service contracts for photocopiers in the Division	44103100	Maintenance of Photocopiers within the Division	Nov 2025	Dec 2025	One month	Single source selection	N/A	Varies
134	ITT/2025-2026	Installation of Endpoint Security Solution	81112200	To install solution to safeguard devices such as computers, laptops and servers from cyber threats	Feb 2026	April 2026	Yearly	Open	N/A	Fixed price

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
135	ITT/2025-2026	Installation of Structural cabling	81112600	Re-install faulty network cables, streamline communication rooms with proper cable management and re-certify network drops.	Apr 2026	May 2026	1 month	Open	N/A	Fixed price
136	ITT/2025-2026	Upgrade Desktop IP phones	81112600	To replace outdated Desktop IP phones at the Division	Jul 2026	Aug 2026	1 month	Open	N/A	Fixed price
137	ITT/2025-2026	Installation of Audio-visual Solution for conference rooms	81112600	To install modern communication platforms in the Division's conference rooms	Jul 2026	Sep 2026	2 months	Open	N/A	Fixed price
ECONOMIC MANAGEMENT RESEARCH UNIT										
138	RFQ/2025-2026	Provision of Consultancy Services	80101500	To conduct surveys for eight (8) major projects.	Oct 2025	Sept 2026	N/A	Limited bidding	N/A	Purchase Order
139	RFQ/2025-2026	Procurement of Grocery items	50203300	Supply and delivery of non-alcoholic beverages, nuts, mints etc	Monthly	One (1) week after issue of PO	N/A	Limited Bidding	N/A	Purchase Order
STRATEGIC BUSINESS SUPPORT AND DEVELOPMENT UNIT										
140	RFQ/2025-2026	Provision of Ground Transportation	78111800	Required for staff members to attend various meetings, TIC 2026	TBD	N/A	N/A	Single Source selection	N/A	Purchase Order

No.	Project Number	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
141	RFQ/2025-2026	Provision of Ground Transportation	78111800	Required for staff members to attend various meetings, TIC 2026	TBD	N/A	N/A	Single Source selection	N/A	Purchase Order
142	RFQ/2025-2026	Procurement of rental of tables services	82121500	Rental of tables and table cloth for the following programs: INWARDS Buyers Mission, sector engagement exercises etc	Nov 2025	Sept 2026	N/A	Limited bidding	N/A	Purchase Order
143	RFP/2025-2026	Provision of Booth Curator for TIC 2026	82151509	Booth Design, Curation, installation and disposal for the TIC 2026	Dec 2025	Jul 2026	1 week	Open	N/A	Fixed price
144	RFQ/2025-2026	Provision of Return Airline Tickets for staff and SMEs to Trinidad	78111500	Required for staff members and SMEs to attend TIC 2026	Jul 2026	One (1) week after issue of Purchase Order	N/A	Sole Source selection	N/A	Purchase Order
145	RFQ/2025-2026	Provision of Hotel Accommodation for staff and SMEs to Trinidad	50192700	Required for staff members and SMEs to attend TIC 2026	July 2026	One (1) week after issue of Purchase Order	4nights/5days	Single Source selection	N/A	Fixed price
FACILITIES MANAGEMENT UNIT										
146	RFQ/2025-2026	Building maintenance and repair services	72101500	Provision of Repair works to all Micro-Centres and Victor E Bruce Financial Complex	Oct 2025	Sept 2026	1 year	Open	N/A	varies
147	RFQ/2025-2026	Procurement of Grocery items	50203300	Supply and delivery of non-alcoholic beverages, nuts, mints etc	Monthly	One (1) week after issue of PO	N/A	Limited Bidding	N/A	Purchase Order

