

**DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND  
RURAL DEVELOPMENT**

TOBAGO HOUSE OF ASSEMBLY

**ANNUAL SCHEDULE OF  
PLANNED PROCUREMENT ACTIVITIES**

FINANCIAL YEAR 2025-2026



# IMPORTANT NOTICE!

IN ACCORDANCE WITH SECTION 27 (INFORMATION ON POSSIBLE FORTHCOMING PROCUREMENT) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC PROPERTY ACT, 2015 (AS AMENDED), SUPPLIERS AND CONTRACTORS ARE TO NOTE THE UNDERMENTIONED REGARDING THE PUBLICATION OF THIS NOTICE:

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DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND  
RURAL DEVELOPMENT





# 17 STRATEGIC PROCUREMENT ACTIVITIES

DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND  
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## Division of Settlement, Public Utilities and Rural Development

### Annual Schedule of Planned Procurement Activities for the financial year October 01, 2025 to September 30, 2026

Date Published: **Wednesday December 10, 2025**

Version: **001**

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 (for works and services)	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
<b>17 - STRATEGIC PROCUREMENT ACTIVITIES (HIGH SUPPLY RISK AND RELATIVELY HIGH VALUE)</b>										
<b>PROJECT EXECUTION UNIT</b>										
1	ITT/2025-2026	Construction of Outfall Drain at Charlotteville Housing Development	30121700	Construction of a RC Box Drain.	To be determined (TBD)	TBD	Three (3) Months	Limited Bidding	TBD	FIDIC Red Book Fixed Price Contract
2	ITT/2025-2026	Construction of a Retaining Wall at Blenheim Housing Development	72152700	Construction of a retaining wall to prevent land slippage which can compromise the structural integrity of a home.	TBD	TBD	Three (3) Months	Limited Bidding	TBD	FIDIC Red Book Fixed Price Contract
3	ITT/2025-2026	Construction of Retaining Wall and Drainage Accommodations to Lift Station, Courland Housing Development	72152700	For protection of erosion, a retaining wall is required at the back of the lift station along with drainage to direct water flow which contributes to the land erosion.	TBD	TBD	Six (6) Months	Limited Bidding	TBD	FIDIC Red Book Fixed Price Contract
4	ITT/2025-2026	Completion of the Sewer Link, Signal Hill Housing Development	72141100	Completion of infrastructure to connect the existing sewer system to the new lift station.	TBD	TBD	Six (6) Weeks	Single Source	TBD	FIDIC Red Book Fixed Price Contract
5	ITT/2025-2026	Provision of Additional Works at Signal Hill Sewer Link	72141100	Number of items to be installed at the Lift Station in order for regulatory clearance to be granted.	TBD	TBD	Six (6) Months	Limited Bidding/ Single Source	TBD	FIDIC Red Book Fixed Price Contract
6	ITT/2025-2026	Repairs to the Public Convenience at Milford Court Commercial Plaza	72101500	The Public Convenience has fallen into a state of disrepair within recent times and a general rehabilitation of the facility is required.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Red Book Fixed Price Contract



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<b>COMMUNICATIONS UNIT</b>										
7	RFP/2025- 2026	Provision of Multimedia Services for a Duration of One (1) Year	82131600	Multimedia Services (Graphic Design and Videography).	TBD	TBD	One (1) Year	Open Bidding	TBD	Unit Price Contract
8	RFP/2025- 2026	Design, Development, Commissioning, Hosting and Maintenance of a Website for the Division	81112100	Website Design, Development and Commissioning; Website Training for Ten (10) Employees; Website Hosting and Maintenance.	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price Contract
<b>RURAL DEVELOPMENT UNIT</b>										
9	RFP/2025- 2026	Provision of Cleaning, Prepping and Art Design Services for Retaining Walls based in North Eastern Tobago.	82141500	Transform the retaining walls in various rural communities across Northeast Tobago by providing comprehensive cleaning, surface preparation, and artistic design services.	TBD	TBD	One (1) Year	Limited Bidding/ Single Source	TBD	Fixed Price Contract
10	RFP/2025- 2026	Provision of Services to Supply, Install and Maintain Statistical Package for the Social Sciences (SPSS) Software	43231500	The delivery of comprehensive services for the supply, installation, and ongoing maintenance of SPSS (Statistical Package for the Social Sciences) software for the intended users.	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price Contract



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<b>HUMAN RESOURCE UNIT</b>										
11	RFP/2025- 2026	Provision of a Stores and Inventory Management System Software	43231500	Establishment of a Stores and Inventory Management System that will allow economic order quantities, reorder levels, and where appropriate, buffer stock in an electronic format. The software must have the capacity to record the receipt, storage, issuance and disposal of stores and equipment. This requirement is in accordance with Regulation 5 (5), (6), and (7) of the Public Procurement and Disposal of Public Property (Retention and Disposal of Personal Property) Regulations, 2021	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price Contract



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<b>REGISTRY UNIT</b>										
12	RFP/2025- Digitisation of the Registry Unit 2026		43231500	Provision of a solution that will allow electronic storage, management, and retrieval of records, ensuring enhanced efficiency, security, and accessibility. Features should include automated files' tracking utilising RFID system, secure data storage, electronic signature integration, and customizable workflows to meet DSPURD's needs.	TBD	TBD	TBD	Open Bidding	TBD	Fixed Price Contract
<b>INFORMATION AND COMMUNICATION TECHNOLOGY UNIT</b>										
13	RFP/2025- Upgrade of Home Application 2026 Fulfillment System (HAFS)		43231500	Upgrade of outdated oracle platform and database reconstruction.	April, 2026	TBD	TBD	Sole Source Selection	N/A	Fixed Price Contract
<b>HOUSING ASSISTANCE REPAIR TRANSFORMATION (HART) UNIT</b>										
14	RFP/2025- Development of HART Grant 2026 Moblie App		81111500	Engagement of developer to build Android and iOS application for grant tracking and inquiry, including training and testing support.	TBD	TBD	Ten (10) Months	Open Bidding	TBD	Fixed Price Contract



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15	RFP/2025- 2026	Development of a HART e-Registry System	81111500	Procurement services for the design and development of digital registry for grant files, HART Unit reports and correspondence. Includes migration of active files and staff training.	TBD	TBD	Six (6) Months	Open Bidding	TBD	Fixed Price Contract
16	RFP/2025- 2026	Design and Supply of Grant Forms in Braille and Large Print	14111800	This procurement seeks to engage a qualified service provider to produce Braille and large-print versions of the HART Unit's application forms to ensure accessibility for visually impaired applicants.	TBD	TBD	Four (4) Months	Open Bidding	TBD	Fixed Price Contract
17	RFP/2025- 2026	Provision of Training for Staff Using Grant Forms in Braille	86132101	This procurement seeks to engage a facilitator to deliver specialized training on disability inclusion, aimed at strengthening staff capacity to serve persons with disabilities especially the blind utilizing Braille forms.	TBD	TBD	Two (2) Months	Open Bidding	TBD	Fixed Price Contract

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LEVERAGE  
PROCUREMENT  
ACTIVITIES



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<b>66 - LEVERAGE PROCUREMENT ACTIVITIES (LOW SUPPLY RISK AND RELATIVELY HIGH VALUE)</b>										
<b>PROJECT EXECUTION UNIT</b>										
1	ITT/2025-2026	Replacement of Tank Farms at Adventure Housing Development	24111800	Tank farms presently serving various townhouse units will be dismantled and replaced with the connection of individual tank and pump to each individual unit.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
2	ITT/2025-2026	Restoration and Replacement of Perimeter Lighting at Adventure Housing Development	39111500	Restoration and replacement of defective lighting around the development.	TBD	TBD	Three (3) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
3	ITT/2025-2026	Painting of Townhouses and Cleaning of Guttering at Adventure Housing Development	72151300	Buildings are to be repainted as per contractual agreement by the Division.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
4	RFQ/2025-2026	Provision of Landscaping Services at Access Road Courland Housing Development	72102900	One off cut/ clearing of rubbish at access road to Waste Water Treatment Plant.	TBD	TBD	Two (2) Weeks	Limited Bidding	TBD	Purchase Order
5	ITT/2025-2026	Repairs to Slipper Drain and Road Surface at Castara Housing Development	30121700	Repair of road side kerb and slipper to allow proper access to lots and to aid in the control of surface water for better access for pedestrians.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
6	ITT/2025-2026	Refurbishment of Community Bins at Castara Housing Development	47121700	Refurbishment of Community Bins to prevent a Public health issue.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract



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7	ITT/2025-2026	Maintenance of Drains and Waterways at Castara Housing Development	30121700	The clearing of the outfall drains is a necessary maintenance activity that has not been undertaken since the completion of the development over 10 years ago.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
8	ITT/2025-2026	Remedial Works to Roadside Drains and Road Surface at Kilgwyn Housing Development	30121700	Repairs to Drains to Improve Homeowner's Access to their Properties.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
9	ITT/2025-2026	Clearing of Outfall Drains and Refurbishment of Retention Pond at Kilgwyn Housing Development	30121700	The clearing of the retention pond is a necessary maintenance activity that would aid in the prevention of flooding in the development. In addition, the fencing around the retention pond has to be repaired and in its present state is posing a Public Safety Hazard.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
10	ITT/2025-2026	Refurbishment of the Car Park and Fencing at Milford Court Commercial Plaza	72152700	Refurbishment of the 1000 sqft Car Park at the Milford Court Commercial Plaza. In addition, refurbishment of the rear fencing to improve security at the facility.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract



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11	ITT/2025-2026	Repairs to the Public Convenience and Roofs of all Buildings at Milford Court Commercial Plaza	72121100	Repairs to leaking roofs of rental units occupied by the Pharmacy and the Daycare. In addition, undertaking of necessary maintenance within the Public Convenience area and water supply infrastructure.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
12	ITT/2025-2026	Water Meter Remediation Works at Adventure Housing Development (Phase 2)	41112500	Remediation works to address water meter defects at Adventure Housing Development (Phase 2).	TBD	TBD	Six (6) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
13	ITT/2025-2026	Water Meter Remediation Works at Courland Housing Development	41112500	Remediation works to address water meter defects at Courland Housing Development.	TBD	TBD	Ten (10) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
14	ITT/2025-2026	Provision of Remedial Works to the Waste Water Treatment Plant at Courland Housing Development	72121500	The Waste Water Treatment Plant requires major remedial work to enable operation of its systems.	TBD	TBD	Six (6) Months	Limited Bidding/ Single Source Selection	TBD	FIDIC Green Book Fixed Price Contract
15	ITT/2025-2026	Reconstruction of a Box Drain at Belle Garden Phase I Housing Development	30121700	Reconstruction of a box drain which does not flow. This project is to remove Public Health Threat.	TBD	TBD	Six (6) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
16	RFQ/2025-2026	Build and Install Cupboards to Unit 76, Adventure Housing Development	30161800	Division to replace cupboard due to roof leak which damaged the original cupboard works.	TBD	TBD	One (1) Month	Limited Bidding	N/A	Purchase Order



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17	ITT/2025-2026	Supply and Installation of Manhole Covers, Pull Box Metal Covers, and Transformer Plinths at Courland Housing Development	39122300	Pull boxes and manholes require metal coverings, and transformer plinths needed for the provision of an electrical supply.	TBD	TBD	Two (2) Months	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
18	ITT/2025-2026	Construction of Septic Tanks, Roxborough Housing Development	72151100	Eleven (11) septic tanks are to be constructed to replace the existing septic tanks which have become compromised.	TBD	TBD	Two (2) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
19	ITT/2025-2026	Provision of Drain Clearing and Grill Replacement at Dillon Crescent, Adventure Housing Development	70171800	Drain will be cleared of overgrown vegetation to enable sufficient runoff of gray water. Rusted grill protection to drain will also be replaced.	TBD	TBD	Two (2) Weeks	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
20	ITT/2025-2026	Remedial Works to Drainage at Two (2) Cul-De-Sac, Adventure Housing Development	70171800	Drain to be redone to enable adequate water runoff at cul-de-sac.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
21	ITT/2025-2026	Construction of Access Ramp and Access Staircases at Unit 23, Adventure Housing Development	72152700	Due to lack of access to unit for disable owner, an access ramp and two (2) access staircases will be constructed to enable safe access to unit.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
22	ITT/2025-2026	Repair to Access Roads at Courland Housing Development	72141000	Due to extensive rainfall, which damaged the access roads, repairs are needed to ensure safe access to the development and the Waste Water Treatment Plant.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract



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23	ITT/2025-2026	Provision of Roof Repairs, Adventure Housing Development	72101500	Remedial works to a number of unit's roof which encounter major leaking issues.	TBD	TBD	One (1) Month	Limited Bidding	TBD	FIDIC Green Book Fixed Price Contract
24	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 1 R, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
25	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 2 R, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
26	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 3 R, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
27	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 4 L, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
28	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 5 L, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
29	RFPQ/001/2 023/2024	Provision of Landscaping Services for Block 7 L, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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30	RFPQ/001/2 023/2024	Provision of Landscaping Services for Main Drain and Greenspace Opposite Conservation Area, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
31	RFPQ/001/2 023/2024	Provision of Landscaping Services for Dillon Crescent Reserve and Sidewalk, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
32	RFPQ/001/2 023/2024	Provision of Landscaping Services for Yorke Avenue Reserve and Sidewalk, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
33	RFPQ/001/2 023/2024	Provision of Landscaping Services for Northern Perimeter Fencing, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
34	RFPQ/001/2 023/2024	Provision of Landscaping Services for Northern Box Drain, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
35	RFPQ/001/2 023/2024	Provision of Landscaping Services for Yorke Avenue Box Drain and Green Space, Adventure Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
36	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 31-35, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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37	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 44b-47, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
38	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 48,50 And 57, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
39	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 65-69, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
40	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 80-82, , Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
41	RFPQ/001/2 023/2024	Provision of Landscaping Services for Sewer Treatment Plant Drains, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
42	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 92-97 Roadside and Slipper Drains, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
43	RFPQ/001/2 023/2024	Provision of Landscaping Services for Open Area, Sign Area and Roadside, Blenheim Phase II Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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44	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 9, 12, 13, 35 And Associated Drain, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
45	RFPQ/001/2 023/2024	Provision of Landscaping Services for Swale Drain and Sewer Treatment Plant, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
46	RFPQ/001/2 023/2024	Provision of Landscaping Services Along Saratoga Drive, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
47	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 44-46, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
48	RFPQ/001/2 023/2024	Provision of Landscaping Services for Lots 54-57 And 59, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
49	RFPQ/001/2 023/2024	Provision of Landscaping Services for Swale Drain and Roadside, Development Sign Area, Castara Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
50	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package A, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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51	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package B, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
52	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package C, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
53	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package D, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
54	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package E, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
55	RFPQ/001/2 023/2024	Provision of Landscaping Services for Sewer Treatment Plant, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
56	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package F, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
57	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package G, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract



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58	RFPQ/001/2 023/2024	Provision of Landscaping Services for Package H, Courland Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
59	RFPQ/001/2 023/2024	Provision of Landscaping Services for Commercial Lot #78, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
60	RFPQ/001/2 023/2024	Provision of Landscaping Services for Play Park (Lot #1) And Adjacent Area, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
61	RFPQ/001/2 023/2024	Provision of Landscaping Services for Commercial Lot #2, Development Sign and Round About, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
62	RFPQ/001/2 023/2024	Provision of Landscaping Services for Drains And Sidewalks, Roxborough Housing Development	72102900	Brushcutting services at the Division's Housing Developments.	N/A	February, 2026 to August, 2027	Eighteen (18) Months	Single Source Selection to Cycle 2 Contractors	N/A	Unit Price Contract
<b>RURAL DEVELOPMENT UNIT</b>										
63	ITT/2025-2026	Procurement of Materials and Services for Roof Repairs, Renewable Energy Systems, Washroom Construction, and Community Projects.	72121100	THA & HABITAT Collaboration for Home Improvement/Home Resilience & Sustainability Program. PASSA and Community Microprojects.	TDB	TBD	TBD	Limited Bidding	TBD	Fixed Price Contract



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64	ITT/2025-2026	Developing New Tourism and Recreational Infrastructure for the Highlands Waterfall Nature Trail in Tobago	82121500	Procurement of trail development materials (railings, signage, benches), Procurement of eco-tourism signage and interpretation panels, solar lights, QR Code signage etc.	TBD	TBD	Six (6) Months	Limited Bidding	TBD	Fixed Price Contract
<b>PUBLIC UTILITIES UNIT</b>										
65	ITT/2025-2026	Construction of Bus Shelters	72151900	Four (4) Bus Shelters to be constructed at Goodwood (1), Lanse Fourmi (1), Pembroke (1) and Mason Hall (1).	February, 2026	June, 2026	Three (3) Month	Limited Bidding	TBD	Fixed Price Contract
<b>OFFICE OF THE ADMINISTRATOR</b>										
66	ITT/2025-2026	Provision of Security Services for a Period of Two (2) Years	92121500	The service is required for the Division's three (3) Office Buildings located at Glen Road, Scarborough, Tobago	December, 2025	January, 2028	Two (2) Years	Single Source Selection	TBD	Unit Price Contract



# 122 ROUTINE PROCUREMENT ACTIVITIES



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<b>122 - ROUTINE PROCUREMENT ACTIVITIES (LOW SUPPLY RISK AND RELATIVELY LOW VALUE)</b>										
<b>HOUSING ASSISTANCE REPAIR TRANSFORMATION (HART) UNIT</b>										
1	RFQ/2025-2026	Supply and Delivery of Meals for Habitat for Humanity Training	50192700	Provision of lunch and beverages for Social Development Officers and Engineering Aide attending the training session.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
2	RFQ/2025-2026	Procurement of a Team-Building Facilitator, SPARK Team-Building Workshop	86101700	Engagement of a HART Unit team-building facilitator to lead motivational icebreakers and vision-casting activities during the SPARK (Start, Prepare, Align, Reimagine) Workshop.	As-needed basis	One (1) week after issue of Purchase Order	One (1) month	Single Source Selection	N/A	Purchase Order
3	RFQ/2025-2026	Supply and Delivery of Meals for SPARK Team-Building Workshop	50192700	Provision of lunch and beverages for staff attending the SPARK (Start, Prepare, Align, Reimagine) Workshop.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
4	RFQ/2025-2026	Procurement of a Team-Building Facilitator - End-of-Year HART Staff Workshop	86101700	Engagement of a facilitator to support cohesion, morale and wellness at the HART Unit's End-of-Year Workshop.	As-needed basis	One (1) week after issue of Purchase Order	One (1) month	Single Source Selection	N/A	Purchase Order
5	RFQ/2025-2026	Supply and Delivery of Meals for End-of-Year HART Staff Workshop	50192700	Provision of lunches and beverages for staff at training session.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
6	RFQ/2025-2026	Supply and Delivery of Office Furniture for HART Unit	56101700	Two(2) Vertical four (4) Drawer Metal Filing Cabinets; Two (2) Lateral Metal Four (4) Drawer Filing Cabinets.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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7	RFQ/2025-2026	Design, Supply and Installation of HART Unit Office Signage	82121500	Procurement of services to design, fabricate and install branded signage for the HART Unit and the Social Development Manager's office.	TBD	Three (3) months after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
8	RFQ/2025-2026	Supply and Delivery of Meals - HART Unit Community Caravan Outreach	50192700	Provision of lunch and beverages for staff participating in the community caravan outreach (Tobago West, East, North)	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
9	RFQ/2025-2026	Supply, Design and Printing of Publication on HART Unit Grant Policy	82121500	This procurement involves the professional design, layout and printing of a magazine-style publication to document and disseminate the HART Unit's Grant Policy. This publication will serve as a reference guide for stakeholders, enhancing accessibility, transparency and awareness of the Unit's guidelines and processes.	TBD	Four (4) months after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
10	RFQ/2025-2026	Supply, Design and Printing of Publication on HART Unit Standard Operating Procedures (SOPs)	82121500	Design, layout and printing of a magazine publication outlining the HART Unit's Standard Operating Procedures for staff reference.	TBD	Four (4) months after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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11	RFQ/2025-2026	Supply, Branding and Delivery of Standee Banners - HART Unit Community Caravan Out Reach	82121500	This procurement seeks branded HART Unit feather banners to facilitate community awareness and publicity in Tobago East, West and Nortside.	TBD	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
12	RFQ/2025-2026	Supply and Delivery of Videography and Audio Equipment - Verandah Conversations (Public Engagement Medium)	45121500	Procurement of professional videography and audio equipment to produce four podcasts showcasing HART Unit success stories. Episodes will feature cross-sector discussions on dignified shelter, technical insights from civil engineers and engineering aides, and a dialogue with TEMA on disaster mitigation and resilient housing. The equipment will support high-quality production.	TBD	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
13	RFQ/2025-2026	Supply of Décor and Branded Assets - Verandah Conversations (Public Engagement Medium)	82151500	Procurement of professional décor and branded HART Unit assets required to produce four high-quality podcasts highlighting the Unit's work and cross-sector discussions on dignified shelter, structural engineering benefits and disaster mitigation.	TBD	Two (2) weeks after issue of Purchase Order	Three (3) months	Limited Bidding	N/A	Purchase Order



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14	RFQ/2025-2026	Provision of Makeup Artist Services - Verandah Conversations (Public Engagement Medium)	53131600	Engagement of a professional makeup artist for the podcast host for four episodes featuring discussions on dignified shelter, structural engineering and disaster mitigation. These services support professional and polished production.	TBD	One (1) week after issue of Purchase Order	Three (3) months	Single Source Selection	N/A	Purchase Order
15	RFQ/2025-2026	Procurement of Professional Podcast Host Services - Verandah Conversations (Public Engagement Medium)	80141600	Procurement of a skilled host to lead four podcast episodes covering HART Unit success stories, engineering insights, and disaster mitigation strategies. The host will ensure clear, effective and engaging delivery.	TBD	One (1) week after issue of Purchase Order	Three (3) months	Single Source Selection	N/A	Purchase Order
<b>HUMAN RESOURCE UNIT</b>										
16	RFQ/2025-2026	Supply and Delivery of Stationery Supplies for the Division	44121600	Photocopying Paper, Pens, Pencils, Twine, Envelopes, Self Inking Stamps and other related stationeries for the replenishment of Stores.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
17	RFQ/2025-2026	Supply and Delivery of Office Supplies for the Division	47121700	Hand Sanitiser, Bottled Water, Airfreshener, Garbage Bags, Paper Towel, Disinfectant Spray, WD-40 and other related office supplies.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
18	RFQ/2025-2026	Supply and Delivery of Bottled Water for Water Dispensers	50202300	5-Gallon Water Refills	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order



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19	RFQ/2025-2026	Supply of Vehicle Maintenance Supplies	47131800	Car Polish Wax, Tire Shine, Airfreshener, Bug Wash and other related supplies.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
20	RFQ/2025-2026	Supply and Delivery of Commercial Toilet Tissue Rolls for Dispensers	14111700	Sixty (60) Cases Toilet Tissue Rolls.	Biannually	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
21	RFQ/2025-2026	Procurement of Training Services	86101700	Protocol, Navigating Difficult Conversations, Financial Accounting, Performance Management, Note Writing, Minute Taking, among other trainings.	As-needed basis	TBD	TBD	Single Source Selection	N/A	Purchase Order
22	RFQ/2025-2026	Supply and Delivery of Meals	50192700	Lunch/snack plates with drinks for varied training and interview sessions.	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
23	RFQ/2025-2026	Supply and Delivery of Office Furniture and Appliances	56101700	Small Table, Microwave, Electric Kettle, Mini Fridge, Filing Cabinet, Book Shelf, White Board with Markers and Erasers.	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
24	RFQ/2025-2026	Supply and Delivery of Desktop Computers and other related Equipment for the HR Department	43211500	Four (4) Desktop Computers and one (1) Printer to facilitate the duties of staff in HR Unit.	May, 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
25	RFQ/2025-2026	Procurement of Newspaper Advertising Services	82101500	Newspaper Advertising for DSPURD's Vacancies.	As-needed basis	TBD	TBD	Single Source Selection	N/A	Purchase Order
<b>OFFICE OF THE ADMINISTRATOR</b>										
26	RFQ/2025-2026	Procurement of Hotel Accommodation with Meals for Officers to attend the ICATT Conference	50192700	Required for four (4) Officers.	November, 2025	One (1) week after issue of Purchase Order	3 nights/4 days	Single Source Selection	N/A	Purchase Order



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27	RFQ/2025-2026	Procurement of Return Airfare for Officers to attend the ICATT Conference	78111500	Required for four (4) Officers.	November, 2025	One (1) week after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order
28	RFQ/2025-2026	Procurement of Taxi Service/Ground Transportation for Officers to attend the ICATT Conference	78111800	Required for four (4) Officers.	November, 2025	One (1) week after issue of Purchase Order	4 days	Single Source Selection	N/A	Purchase Order
29	RFQ/2025-2026	Procurement of Conference Registration for Officers to attend the ICATT Conference	86101700	Required for four (4) Officers.	November, 2025	Two (2) week after issue of Purchase Order	3 days	Single Source Selection	N/A	Purchase Order
30	RFQ/2025-2026	Procurement of Accomodation with Meals for Drivers	50192700	For Drivers accompanying the Division's Vehicles requiring servicing in Trinidad.	Quarterly	One (1) week after issue of Purchase Order	3 nights/4 days	Single Source Selection	N/A	Purchase Order
31	RFQ/2025-2026	Procurement of Grocery Items for the Office of the Administrator	50203300	Nuts, Biscuits, Teas, Non-alcoholic Drinks, etc.	Monthly	One (1) week after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
32	RFQ/2025-2026	Procurement of Tokens for the hosting of Administrator's Meeting	82121500	DSPURD's branded memorabilia/ paraphernalia	As-needed basis	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
33	RFQ/2025-2026	Procurement of Meals for the hosting of Administrator's Meeting	50192700	Lunch/snack plates with drinks for twelve (15) persons.	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 Meals for the hosting of Legal Forum	50192700	Lunch/snack plates with drinks.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>GENERAL ADMINISTRATION</b>										
35	RFQ/2025-2026	Supply and Delivery of Office Equipment for the Technical Advisor	43211500	Stainless Steel 1.6 cu. Ft Microwave Oven	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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36	RFQ/2025-2026	Supply and Delivery of Office Equipment for the Management Accountant	52141500	One (1) 4.5 cu. ft Refrigerator One (1) Kettle	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
37	RFQ/2025-2026	Supply and Delivery of Desktop Computer and other related Equipment for the Management Accountant	43211500	One (1) Desktop computer and 24" Monitor for PC; One(1) UPS Battery Back-up; Laptop Computer with Bag and Wireless Mouse.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
38	RFQ/2025-2026	Supply and Delivery of Calculator for the Management Accountant	44101800	Extra Large Calculator, Portable, 12 Digit Display, Solar Powered with battery backup	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>COMMUNICATIONS UNIT</b>										
39	RFQ/2025-2026	Supply, Branding and Delivery of Promotional Items	82121500	Branded Spandex Table Cloths For 6ft Tables: Six (6) White Branded Table Cloths; Six (6) Black Branded Table Cloths And Six (6) Blue Branded Table Cloths. Branded Spandex Table Cloths For 4ft Tables: Six (6) White Branded Table Cloths; Six (6) Black Branded Table Cloths And Six (6) Blue Branded Table Cloths.	As-needed basis	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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40	RFQ/2025-2026	Supply, Branding and Delivery of Promotional Tokens	82121500	Branded Umbrellas Branded Tote Bags Branded Tea Mugs Branded Pens Branded Flashdrives Branded Water Bottles Branded Keychains Branded Lunch Bags	As-needed basis	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
41	RFQ/2025-2026	Supply and Delivery of Promotional Items	82121500	Posters highlighting Settlements Services, Public Utilities Programmes and Electrical Inspectorate Services. Brochures for Settlements Department HART Unit - Grants, Housing and Land Application Process, Public Utilities Programmes, Rural Development Programmes. Production and Printing of Newsletters.	As-needed basis	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
42	RFQ/2025-2026	Supply, Branding and Delivery of Promotional Backdrop	82121500	Backdrop dimensions: 20 ft x 10 ft	As-needed basis	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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43	RFQ/2025-2026	Supply, Branding and Delivery of Standee Banners	82121500	Branded Standee Banners with Division's Mission and Vision Statement for the Division's Main Administrative Building, Public Utilities, Roxborough Sub-Office etc. and Branded Standee Banner for Hart Unit with services offered.	As-needed basis	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
44	RFQ/2025-2026	Procurement of Newspaper Advertisements	82101500	Newspaper Advertising	As-needed basis	One (1) week after issue of Purchase Order	TBD	Single Source	N/A	Purchase Order
45	RFQ/2025-2026	Procurement of Public Mobile Advertising Services	82101500	Public Mobile Advertising	As-needed basis	One (1) week after issue of Purchase Order	TBD	Single Source	N/A	Purchase Order
46	RFQ/2025-2026	Procurement of Media Engagement Services	82101600	Media Interviews for Executives and other pertinent Officers.	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	TBD	Single Source	N/A	Purchase Order
47	RFQ/2025-2026	Provision of Live Streaming Services	82101500	Live Coverage of the Division's Official Events.	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	TBD	Limited Bidding	N/A	Purchase Order
48	RFQ/2025-2026	Rental of Events' Infrastructure	30241700	Tents, Generators, Portacool, Portafloor, Turf Carpet, Tables, Tablecloths, Banquet Chairs.	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	TBD	Limited Bidding	N/A	Purchase Order
49	RFQ/2025-2026	Provision of Decorating Services	72153600	Decorative services are required for the Division's three (3) Buildings to commemorate festive events and public holidays.	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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50	RFQ/2025-2026	Supply and Delivery of Refreshments for Events	50192700	Lunches with drinks. Snack Plates with drinks.	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
51	RFQ/2025-2026	Design and Printing of Signage	82121500	Directional Signs	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
52	RFQ/2025-2026	Design and Printing of Puzzle for Events	82121500	3 Dimensional House for Games at Events	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
53	RFQ/2025-2026	Procurement of Radio Advertisements Services	82101600	Radio Advertising	As-needed basis	One (1) week after issue of Purchase Order	TBD	Single Source	N/A	Purchase Order
54	RFQ/2025-2026	Supply and Delivery of Patriotic Promotional Items	5512700	Flags and Pennants for Independence and Republic Day	July, 2026	Two (2) weeks after issue of Purchase Order	N/A	Single Source	N/A	Purchase Order
55	RFQ/2025-2026	Procurement of Online Newspaper Subscriptions	55101500	Subscription of Three (3) Online Daily Newspapers	As-needed basis	One (1) week after issue of Purchase Order	TBD	Single Source	N/A	Purchase Order
56	RFQ/2025-2026	Supply, Branding and Delivery of Prize Wheel	82121500	14-24 Customizable Prize Slots Wheel interactive promotional tool with a durable tripod stand, to enhance engagement at outreach events.	As-needed basis	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
57	RFQ/2025-2026	Supply and Delivery of Branded Tshirts for Public Service and Career Day 2025	82121500	Branded Tshirts for Public Service and Career Day 2025	TBD	One (1) to Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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<b>RURAL DEVELOPMENT UNIT</b>										
58	RFQ/2025-2026	Supply and Delivery of Office Furniture for the Rural Development Unit	56101700	Filing Cabinets, White Board, Office Desks, Office Chairs	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
59	RFQ/2025-2026	Supply and Delivery of Computers and other related Accessories for the Rural Development Unit	43211500	Laptops, Desktops, All-in-Printers, Tablets	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
60	RFQ/2025-2026	Procurement of Meals for the hosting of Rural Development Meetings	50192700	Lunch/snack plates with drinks .	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>PUBLIC UTILITIES UNIT</b>										
61	RFQ/2025-2026	Supply and Delivery of Catering	50192700	Public Utilities Meetings (including Appreciation Christmas Lunch 2025)	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>OFFICE OF THE ASSISTANT SECRETARY</b>										
62	RFQ/2025-2026	Provision of Grocery Items for the Office of the Assistant Secretary	50203300	Nuts, Biscuits, Teas, Non-alcoholic Drinks, etc.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>OFFICE OF THE SECRETARY</b>										
63	RFQ/2025-2026	Provision of Grocery Items for the Office of the Secretary	50203300	Nuts, Biscuits, Teas, Non-alcoholic Drinks, etc.	Monthly	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
64	RFQ/2025-2026	Supply, Branding and Delivery of Promotional Items for the Office of the Secretary	82121500	Diaries, Cups, Mugs, Journals and other Memorabilia.	Bi-annual	Three (3) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
65	RFQ/2025-2026	Supply and Delivery of Speciality/Executive Office Stationery and Supplies	44121600	Heavy Duty Stapler, Coloured Folders, Pens, 3-Ring Binders, Desk Organisers and other related stationeries.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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66	RFQ/2025-2026	Supply and Delivery of Commercial Shredder for the Office of the Secretary	44101600	Commercial Paper Shredder (20-25 Sheets)	March, 2026	One (1) Month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
67	RFQ/2025-2026	Supply and Delivery of Computers for Staff in the Office of the Secretary	43211500	Four (4) DeskTop Computers	March, 2026	One (1) Month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
68	RFQ/2025-2026	Supply and Delivery of Calculator for the Office of the Secretary	44101800	One (1) Canon Printing Electronic Calculator	March, 2026	One (1) Month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
69	RFQ/2025-2026	Supply and Delivery of Office Equipment for the Office of the Secretary	56101700	One (1) Tea Trolley on Wheels	March, 2026	One (1) Month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
70	RFQ/2025-2026	Procurement of Return Airfare	78111500	For Delegation Representing the Office of the Secretary at Events/Conferences in Trinidad.	As-needed basis	TBD	N/A	Sole Source Selection	N/A	Purchase Order
71	RFQ/2025-2026	Procurement of Accommodation with Meals	90111500	For Delegation Representing the Office of the Secretary at Events/Conferences in Trinidad.	As-needed basis	TBD	N/A	Single Source Selection	N/A	Purchase Order
<b>INFORMATION AND COMMUNICATION TECHNOLOGY UNIT</b>										
72	RFQ/2025-2026	Supply and Delivery of Line Conditioners	43222900	Ten (10) Line Conditioners to support Computers and All In One Printers.	March , 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
73	RFQ/2025-2026	Supply and Delivery of Laptop Computers	43211500	Laptops to suffice the needs of Accounting Unit, Project Execution Unit and other departments.	March , 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
74	RFQ/2025-2026	Supply and Delivery of Printers	43212100	Supply of printers to suffice the needs of the Project Execution Unit and other departments.	March , 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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75	RFQ/2025-2026	Provision of Microsoft 365 Licences	43231500	Twenty (20) M365 Licences to be allocated to various heads of section for ease of internal communication.	January, 2026	Two (2) weeks after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
76	RFQ/2025-2026	Supply and Delivery of Desktop Computers	43211500	Desktop Computers to facilitate the duties of staff in several units such as General Administration, Accounting Unit, Procurement Unit, Settlements Department, Project Execution Unit, HART Unit, Electrical Inspectorate and other departments.	March, 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
77	RFQ/2025-2026	Supply and Delivery of Ink/ Toners and other related parts for HP Desktop Printers	44103100	To facilitate the effective functioning of an average of seventeen (17) or more HP Desktop Printers distributed throughout the DSPURD.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>REGISTRY UNIT</b>										
78	RFQ/2025-2026	Procurement of Desktop Computers	43211500	Three (3) Desktop Computers to be used by Officers for Registry Data Entry.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
79	RFQ/2025-2026	Supply, Delivery and Installation of Shelving for the Registry Unit	24102000	To be utilised to house Closed Files of the Registry Unit	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
80	RFQ/2025-2026	Supply and Delivery of a Heavy Duty Shredder for the Registry Unit	44101600	One (1) Shredder	March, 2025	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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81	RFQ/2025-2026	Supply of Office Equipment for the Registry Unit	52141500	Procurement of one (1) Microwave and one (1) Kettle to replace existing deplorable items likewise.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
82	RFQ/2025-2026	Supply, Delivery and Installation of an Office File Compactor for the Registry Unit	56101700	Replacement of the existing filing compactor which is now obsolete and severely damaged due to frequent moving. This have affected its functionality.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
83	RFQ/2025-2026	Supply and Delivery of Specialised Bristol Boards for the Registry Unit	60121100	To be used for the construction of new files by the Registry Unit for the Division.	August, 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>PROCUREMENT AND DISPOSAL UNIT</b>										
84	RFQ/2025-2026	Supply and Delivery of 3-Ring Binders for the Creation of Procurement Proceedings Files/Records	44122000	Thirty (30) 1 1/2" Three (3) Ring Binders w/external and external transparent pockets; Thirty (30) 2" Three (3) Ring Binders w/external and external transparent pockets; Thirty (30) 3" Three (3) Ring Binders w/external and external transparent pockets.	Biannually	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
85	RFQ/2025-2026	Procurement of Office Furniture for the Procurement Unit	56101700	One (1) Office Visitors' Chair; One (1) Office Chair; One (1) Office Desk; One (1) 6 Ft. Folding Table.	March, 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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86	RFQ/2025-2026	Procurement of Office Equipment for the Procurement Unit	52141500	One (1) Refrigerator - 12 cu. ft.	March, 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
87	RFQ/2025-2026	Supply and Delivery of Refreshments for Tender Evaluation Meetings	50192700	Provision of snack plates, lunches and drinks for Evaluation Committee Members	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
88	RFQ/2025-2026	Provision of Tea Station Items for Tender Evaluation Meetings	50203300	Provision of tea, coffee, coffee creamer, mints, nuts, crackers, biscuits, etc.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
<b>OCCUPATIONAL SAFETY AND HEALTH COMMITTEE</b>										
89	RFQ/2025-2026	Procurement of Training Services	86101700	Defensive Driving, Basic First Aid, Working at Heights, Supervisory Management, Safety	As-needed basis	TBD	N/A	Single Source Selection	N/A	Purchase Order
90	RFQ/2025-2026	Procurement of Personal Protective Equipment (PPE)	46181600	Safety shoes, reflective vests, reflective hats, raincoats, etc	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
91	RFQ/2025-2026	Procurement of First Aid Kits	42171900	Ten (10) persons personal first aid kits	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
92	RFQ/2025-2026	Procurement of Meals, Beverages and Cases of Bottled Water	50192700	Refreshments for Safety Week 2026 for facilitators	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
93	RFQ/2025-2026	Procurement of Trophies	49101700	Trophies for the winners of Safety Week 2026 competitions	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
94	RFQ/2025-2026	Procurement of Gift vouchers	14111600	Gift vouchers for winners of the Safety Week 2026 competitions	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
95	RFQ/2025-2026	Procurement of Snack Plates and Beverages	50192700	Snack plates for competitors of the Safety Week 2026 aerobics burnout competition	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order



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96	RFQ/2025-2026	Procurement of Aerobics Instructor Services	91101500	Safety Week 2026 - Last man standing aerobics competition	As-needed basis	TBD	N/A	Single Source Selection	N/A	Purchase Order
97	RFQ/2025-2026	Procurement of Stop Signs	55121700	Stops signs for emergency drills	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
98	RFQ/2025-2026	Procurement of Vehicle First Aid Kits	42171900	First Aid Kits are required for the Division's vehicles	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
99	RFQ/2025-2026	Procurement of 100-Persons Capacity First Aid Kits	42171900	First Aid Kits are required for the Division's Three (3) Office Buildings	As-needed basis	TBD	N/A	Limited Bidding	N/A	Purchase Order
100	RFQ/2025-2026	Servicing of Fire Extinguishers	72101500	Servicing of Fire Extinguishers at the Division's Three (3) Office Buildings	As-needed basis	TBD	N/A	Single Source Selection	N/A	Purchase Order
<b>EVENTS COMMITTEE</b>										
101	RFQ/2025-2026	Provision of Catering and Beverages for Tobago Day Celebration 2025	50192700	Catered meals and beverage for Staff Participation at Tobago Day Celebration 2025	November, 2025	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
102	RFQ/2025-2026	Supply of Uniform for March Past Team for Tobago Day Celebration 2025	53111600	25 Uniforms for Members Participating at Tobago Day Celebration 2025	November, 2025	One (1) week after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
103	RFQ/2025-2026	Supply and Delivery of Branded Flags and Memorabilia for Tobago Day Celebration 2025	82121500	Flags, horns,whistle, banners etc	November, 2025	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
104	RFQ/2025-2026	Provision of Rental of Bicycles for Staff Participation in the Triathlon for Tobago Day 2025	7811800	Two (2) Bicycles	November, 2025	One (1) week after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order
105	RFQ/2025-2026	Provision of Trainer/Choreographer for March Past Members, Tobago Day Sports and Family Day 2025	90131500	Choreographer/ Trainer services for a period of approximately one (1) month	November, 2025	One (1) week after issue of Purchase Order	One (1) month	Single Source Selection	N/A	Purchase Order



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106	RFQ/2025-2026	Supply and Delivery of 146 Christmas Tokens for Staff Members	50203300	146 Christmas Tokens (Ham) for Staff	December, 2025	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
107	RFQ/2025-2026	Supply, Branding and Delivery of Tshirts, Flags, other Memorabilia for Inter-department Competition 2026	82121500	Branded Tshirts, horn, flags	January, 2026	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
108	RFQ/2025-2026	Provision of Catering and Beverages for Inter-department competition 2026	50192700	Catered meals and beverage for Staff Participation at Inter-department competition 2026	January, 2026	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
109	RFQ/2025-2026	Provision of Design and Construction of Costume for Personality and Calypsonian at the Inter-department competition 2026	82161500	Construction of talent and costume wear for personality and calysonian at the Inter-department competition 2026	January, 2026	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
110	RFQ/2025-2026	Provision of Meals for Staff, Mother's Day 2026	90101600	For approximately seventy (70) female staff members.	April, 2026	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
111	RFQ/2025-2026	Provision of Tokens for Staff, Mother's Day 2026	50203300	Non-Alcoholic Sparkling Wine, Non-Alcoholic Drinks, Chocolate, etc.	April, 2026	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
112	RFQ/2025-2026	Provision of Meals for Staff, Father's Day 2026	90101600	For approximately sixty-four (64) male staff members.	May, 2026	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
113	RFQ/2025-2026	Provision of Tokens for Staff, Father's Day 2026	82121500	Branded Tokens (e.g. Umbrellas, Mugs, Pens, Lunch Bags) for approximately sixty-four male staff members.	April, 2026	Two (2) weeks after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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<b>ELECTRICAL INSPECTORATE</b>										
114	RFQ/2025-2026	Procurement of Office Furniture for the Electrical Inspectorate	56101700	Four (4) Office Chairs; One (1) Round Table accompanied by Four (4) matching Chairs.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
115	RFQ/2025-2026	Supply and Delivery of Private Branch Exchange (PBX) Phones	43222800	Provision of Two (2) Additional PBX Phones for Staff at the Electrical Inspectorate Department.	March, 2026	One (1) month after issue of Purchase Order	N/A	Single Source Selection	N/A	Purchase Order
116	RFQ/2025-2026	Provision of Bottled Water	50202300	Provision of Cases of Bottled Water for Wiremen Consultations.	As-needed basis	One (1) week after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
117	RFQ/2025-2026	Supply and Delivery of Office Supplies for the Electrical Inspectorate	44101800	X-Large Portable Solar Calculators 12 Digit Display.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
118	RFQ/2025-2026	Procurement of Office Equipment for the Electrical Inspectorate	52141500	One (1) Electric Kettle One (1) Clock	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
119	RFQ/2025-2026	Supply, Delivery and Commissioning of Electronic Point of Sale (POS) System for the Electrical Inspectorate	43211700	Solution for customers who cannot access cash, by providing a convenient, secure and efficient alternative that accepts credit card/linx payments.	May, 2026	One (1) month	TBD	Limited Bidding	N/A	Unit Price Contract
120	RFQ/2025-2026	Procurement of Mega Installation Unit – Rotation Tester for the Electrical Inspectorate	41113600	Required for the Electrical Inspectorate to Improve Inspections.	May, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order



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<b>PROJECT EXECUTION UNIT</b>										
121	RFQ/2025-2026	Supply and delivery of Books and Periodicals	55101500	Required for the effective execution of the duties of officers within the unit.	February, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order
122	RFQ/2025-2026	Supply and Delivery of a Heavy Duty Shredder for the Project Execution Unit	44101600	The purchase of one (1) Paper Shredder, 16 Sheet Micro Cut Shredder for Home Office 60 minute Heavy Duty Shredder with Pullout Basket.	March, 2026	One (1) month after issue of Purchase Order	N/A	Limited Bidding	N/A	Purchase Order

# 10 BOTTLENECK PROCUREMENT ACTIVITIES



DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND  
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<b>10 - BOTTLENECK PROCUREMENT ACTIVITIES (HIGH SUPPLY RISK AND RELATIVELY LOW VALUE)</b>										
<b>INFORMATION AND COMMUNICATION TECHNOLOGY UNIT</b>										
1	RFQ/2025- Supply, Delivery and Commissioning 2026 of Konica Monolata Photocopier	44103100	Required for the Settlements Department	March, 2026	One (1) month after issue of Purchase Order	N/A		Single Source Selection	N/A	Purchase Order
2	RFQ/2025- Supply and Delivery of Toners and other related parts for Konica Monolata Photocopiers	44103100	To facilitate the effective functioning of all seven (7) Konica Minolta Copiers distributed throughout the DSPURD.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A		Single Source Selection	N/A	Purchase Order
3	RFQ/2025- Preventative Maintenance of 2026 Konica Monolata Photocopiers	44103100	To facilitate the effective functioning of all seven (7) Konica Minolta Copiers distributed throughout the DSPURD.	Quarterly	Two (2) weeks after issue of Purchase Order	N/A		Single Source Selection	N/A	Purchase Order
<b>OFFICE OF THE ADMINISTRATOR</b>										
4	RFQ/2025- Preventative Maintenance of 2026 Bottleless Water Coolers	48101700	Change-out/ servicing of 5 Micron Sediment, Carbon and Carbon Block Filters of the Division's three (3) Bottleless Water Coolers.	Quarterly	One (1) week after issue of Purchase Order	1 day		Sole Source Selection	N/A	Purchase Order
5	RFQ/2025- Preventative Maintenance of 2026 Bottleless Water Coolers	48101700	Change-out/ servicing of Reverse Osmosis Membrane of the Division's three (3) Bottleless Water Coolers	Depends on TDS reading	One (1) week after issue of Purchase Order	1 day		Sole Source Selection	N/A	Purchase Order



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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 (for works and services)	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
6	RFQ/2025- Preventative Maintenance of 2026	Bottleless Water Coolers	48101700	Full internal/external sanitisation of the Division's three (3) Bottleless Water Coolers.	Yearly	One (1) week after issue of Purchase Order	1 day	Sole Source Selection	N/A	Purchase Order
7	RFQ/2025- Preventative Maintenance of the 2026	Division's Vehicles	78181500	Changing of Oil, Filters etc. Vehicle fleet count: Seven (7)	Quarterly	One (1) week after issue of Purchase Order	2 days	Single Source Selection	N/A	Purchase Order
8	RFQ/2025- Provision of Return Ferry Tickets 2026		78111700	For Drivers accompanying the Division's Vehicles requiring servicing in Trinidad.	Quarterly	One (1) week after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order
9	RFQ/2025- Repair of Vehicle assigned to 2026	Electrical Inspectorate	78181500	Provision of diagnostic assessment and repairs to one (1) Nissan Wingroad Motor Vehicle to an operable state.	TBD	One (1) Month after issue of Purchase Order	1 month	Single Source Selection	N/A	Purchase Order
<b>ACCOUNTING UNIT</b>										
10	RFQ/2025- Supply of TrackPaks for the 2026	Accounting Unit	44121500	One (100) TrackPaks 8.5x14; One (100) TrackPak 4x9.	April, 2026	Two (2) weeks after issue of Purchase Order	N/A	Sole Source Selection	N/A	Purchase Order



# THANK YOU SUPPLIERS AND CONTRACTORS!

WE EXTEND OUR HEARTFELT GRATITUDE TO ALL SUPPLIERS AND CONTRACTORS FOR THEIR DEDICATED PERUSAL AND KEEN INTEREST IN THE DIVISION OF SETTLEMENTS, PUBLIC UTILITIES, AND RURAL DEVELOPMENT'S ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES FOR THE FINANCIAL YEAR 2025-2026. YOUR COLLABORATION AND COMMITMENT ARE INTEGRAL TO OUR SUCCESS.

WITH SINCERE APPRECIATION,



DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND  
RURAL DEVELOPMENT