Annual Schedule of Planned Procurement Activities

Financial Year 2023 to 2024

No.	Project Number	Project Name	UNSPSC Code Level 3	Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Durations (for works and service)	Procurement Method	Standstill period (if applicable)	Contract Type
1	AI-2324-8360-01	Audit and Investigation	80101500	Engagement of Forensic Experts for Forensic Investigations	As Required	As Required	As Required	Limited	N/A	Fixed Price
2	ARS-2324-01	Case Management Solution	43232600	Supply, Install and Support a Case Management Solution for Challenge and Ineligibility Proceedings	Apr-24	Jun-23	One Year	Limited	N/A	Fixed Price
3	ARS-2324-02	Challenge & Ineligibility Proceedings	44102600	Supply and Install a CAT Reporting Solution (Hardware and Software) for the Office	Apr-24	Mar-24	One-Year Software Support	Sole Source	N/A	Fixed Price
4	ARS-2324-8360-03	Challenge & Ineligibility Proceedings	80101500	Engagement of experts to be appointed by Hearing Panels as and when Required in Challenge and Ineligibility Proceedings. The Experts include Valuators, Quantity Surveyors, Procurement Specialists, and Financial Specialist.	Mar-24	May-24	One Year	Open	N/A	Fixed Price
5	ARS-2324-8370-04	Challenge & Ineligibility Proceedings	41105800	Provision of Digital Transcription Service - Creation of Transcripts Arising from Challenge and Ineligibility Proceedings	Apr-24	Jun-23	One Year	Limited	N/A	Fixed Price
6	CC-2324-8370-01	General Consultancy	80141500	Design, Conduct and Report on a Perception Survey of the Office of Procurement Regulations	Apr-24	Jun-24	Two Months	Limited	N/A	Fixed Price
7	CC-2324-8800-02	Hosting of regional sensitisation session	80141600	Rental of a Suitable Venue for the Hosting of the Regional Sensitisation Sessions	Dec-23	Jan-24	N/A	Single Source	N/A	Fixed Price
8	CC-2324-8800-03	Hosting of regional sensitisation session	82131600	Provision of Photography and Videography Services for Sensitisation Sessions	Dec-23	Jan-24	N/A	RFQ	N/A	Fixed Price
9	CC-2324-8800-04	Hosting of regional sensitisation session	52161600	Rental of AV Equipment for the Hosting of Sensitisation Sessions	Dec-23	Jan-24	N/A	RFQ	N/A	Fixed Price
10	CC-2324-8800-05	Hosting of regional sensitisation session	56101500	Hosting of Regional Sensitisation Session- Rental of Table, Chairs, Cooling etc	Dec-23	Jan-24	N/A	RFQ	N/A	Fixed Price
11	CC-2324-8800-06	Advertising	82101800	Development of a Public Information Campaign Inclusive of Videos, Radios Ads and Newspaper Ads for Publication	Apr-24	Jun-24	Three Years	Open	10 Days	Fixed Price
12	CC-2324-8800-07	Advertising	82101500	Advertising - Tenders, Vacancy Ads, Challenge Proceedings Ads, Advisories and Other Content	Monthly	Sep-24	N/A	Single Source	N/A	Fixed Price
13	CC-2324-8800-08	Advertising	80171602	Provision of Services for Social Media Boosting	Monthly	Sep-24	N/A	Single Source	N/A	Fixed Price
14	CC-2324-8800-09	Advertising	82131600	Provision of Corporate Photography Services	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
15	CC-2324-8800-10	Annual Reports	55101500	Design, Layout, Editing and Printing of Annual Reports	Mar-24	Apr-24	Four Weeks	Limited	N/A	Fixed Price

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16	CC-2324-8800-11	Office Items	55121700	Supply and Delivery of Flags and Flag Poles	Mar-24	Mar-24	N/A	RFQ	N/A	Fixed Price
17	CC-2324-8800-12	Advertising	82101800	Rental of Billboards inclusive of Supply and Installation of artwork in Trinidad and Tobago	Apr-24	May-24	N/A	RFQ	N/A	Fixed Price
18	FA-2324-8330-01	Payroll Solution	43231600	Supply, Install and Support a Payroll Solution for the Office of Procurement Regulation inclusive of data migration	Apr-24	Jun-24	One-Year Support Agreement	Limited	N/A	Fixed Price
19	FA-2324-8330-02	Fixed Assets Module Software	43231600	Supply, Install and Support a Fixed Assets Software Solution for the Office of Procurement Regulation	Aug-24	Oct-24	One-Year Support Agreement	Limited	N/A	Fixed Price
20	FA-2324-8330-03	Accounting Solution	43231600	Provision of Services to increase license and maintain the Sage 50 Accounting Software	Apr-24	Jul-24	One-Year Support Agreement	Limited	N/A	Fixed Price
21	FA-2324-04	Annual Reports	82111800	Editing Services of the Financial Statements	Mar-24	Apr-24	3 Weeks	Limited	N/A	Fixed Price
22	HR-2324-1010-01	Motor Vehicle	25101500	To Supply and Maintain One Motor Vehicle (SUV) for the Office of Procurement Regulation	Jun-24	Aug-24	N/A	Limited	N/A	Fixed Price
23	HR-2324-8130-02	Personal Protective Equipment	46181500	Supply and Delivery of PPE Items Such as Hats, Safety Boots, Vest, Coats, Torchlights, etc	Feb-24	Mar-24	N/A	RFQ	N/A	Fixed Price
24	HR-2324-8130-03	Uniforms	53102700	Supply and Print Male and Female Corporate Dress Shirts	Jan-24	Mar-24	N/A	RFQ	N/A	Fixed Price
25	HR-2324-8130-04	Personal Protective Equipment	85451400	The conduct of drug tests required for officers involved in field exercises	As Required	As Required	N/A	RFQ	N/A	Fixed Price
26	HR-2324-8170-05	Office Stationery & Supplies	50000000	Supply and Delivery of Kitchen Supplies-Tea, Coffee, Sugar, Milk and Bottled Water	Jan-24	Sep-24	N/A	RFQ	N/A	Fixed Price
27	HR-2324-8170-06	Office Stationery & Supplies	43222500	Supply of RFID Access Cards to Integrate with Existing Access System	Dec-24	Feb-24	N/A	Single Source	N/A	Fixed Price
28	HR-2324-8170-07	Office Stationery & Supplies	44120000	Supply and Delivery of Stationery and Office Supplies	Quarterly	Sep-24	N/A	RFQ	N/A	Fixed Price
29	HR-2324-8180-08	Courier and Postage	78102200	Provide International Shipping of Documents and Packages	Feb-24	Apr-24	One Year Agreement	RFQ	N/A	Fixed Price
30	HR-2324-8180-09	Courier and Postage	78102200	Purchase of Stamps and Track-packs used for Domestic Deliveries	Feb-24	Mar-24	N/A	Sole Source	N/A	Fixed Price
31	HR-2324-8180-10	Maintenance	48101700	Services Relating to the Maintenance of One Bottle-less Water Cooler	Sep-24	Oct-24	One-Year Service Agreement	Single Source	N/A	Fixed Price
32	HR-2324-8180-11	Security	92121500	Provision of Security Services to Safeguard the Office of Procurement Regulation Main Office	May-24	May-24	One-Year Contract	Limited	N/A	Fixed Price
33	HR-2324-8180-12	Security	46171600	Supply and Install Security Cameras Inclusive of Network Switch and Storage	May-24	May-24	N/A	Limited	N/A	Fixed Price
34	HR-2324-8180-13	Employee Recruitment	80111700	To Conduct Background Checks on Potential Recruits	Dec-23	Feb-24	One Year Contract	RFQ	N/A	Fixed Price

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35	HR-2324-8180-14	Motor Vehicle Expenses	78181500	Provision of Preventative Maintenance and Repair Services for Vehicles Owned by the Office of Procurement Regulation	As Required	As Required	N/A	Single Source	N/A	Fixed Price
36	HR-2324-8180-15	Motor Vehicle Expenses	78181700	Supply of fuel (Gas and Diesel) Required for Vehicles Owned by the Office of Procurement Regulation	As Required	As Required	N/A	Single Source	N/A	Fixed Price
37	HR-2324-8180-16	Motor Vehicle Expenses	76111800	Supply of Labour and materials Required for Vehicles Owned by the Office of Procurement Regulation	As Required	As Required	N/A	Single Source	N/A	Fixed Price
38	HR-2324-8180-17	Motor Vehicle Expenses	25173100	Supply and Install GPS Security and Tracking Systems on Vehicles Owned by the Office of Procurement Regulation	Mar-24	May-24	One Year Subscription	RFQ	N/A	Fixed Price
39	HR-2324-8180-18	Car Park	78111800	Provision of Secured Carpark Spaces for Staff of the Office of Procurement Regulation	Jan-24	Apr-24	Two Year Contract	Limited	N/A	Fixed Price
40	HR-2324-8180-19	Employee Recruitment	80111700	Provision of Psychometric Tests Which form part of the Office of Procurement Regulations Recruitment Process	As Required	As Required	N/A	RFQ	N/A	Fixed Price
41	HR-2324-8180-20	Document management solution	80101500	Provision of Consultancy Services to Develop Specifications for the Implementation of a Records Management System.	Jan-24	Mar-24	Three Months	Limited	N/A	Fixed Price
42	HR-2324-8180-21	Employment Agency Services	80101500	Engagement of Employment Agency for Temporary Hires When Required	As Required	As Required	As Required	Limited	N/A	Fixed Price
43	HR-2324-8180-22	General Insurance	64120000	Provision of Insurance: Workmen's Compensation, Public Liability, Computers All Risk, D&O Liability, Cybersecurity	Jun-24	Sep-24	One Year Coverage	Limited	10 Days	Fixed Price
44	HR-2324-8180-23	Computer Equipment Accessories	43210000	Supply and Delivery of Laptop Computers and Peripheral Devices for the Office of Procurement Regulation	Mar-24	May-24	N/A	Open	N/A	Fixed Price
45	HR-2324-8180-24	Audio Visual Equipment	52161500	Supply and Deliver a Television for the Office of Procurement Regulation	Jan-24	Feb-24	N/A	RFQ	N/A	Fixed Price
46	HR-2324-8180-25	Computer Equipment Accessories	43201800	Supply and install One Network Attached Storage Device for the Office of Procurement Regulations	Dec-23	Jan-24	N/A	RFQ	N/A	Fixed Price
47	HR-2324-8180-26	Office Equipment	44101500	Supply, Deliver and Install Multifunction Printers and Shredders for the Office of Procurement Regulation	Mar-24	Jun-24	One-Year Maintenance Agreement	Limited	N/A	Fixed Price
48	HR-2324-8170-27	Catering	90101600	Provision of Catering Services for Meetings and Events	As Required	Sep-24	N/A	RFQ	N/A	Fixed Price
49	HR-2324-8330-28	Human Resource and Information System	80111500	Provision of HRIS Software for the Office of Procurement Regulation	Apr-24	May-24	Three Years	Limited	N/A	Fixed Price
50	HR-2324-8330-29	Office Equipment	45111600	Supply and delivery of projector and projector screen for the Office of Procurement Regulation	Feb-24	Mar-24	N/A	Limited	N/A	Fixed Price
51	HR-2324-8330-30	Office Furniture	56101500	Supply and delivery of Office Furniture required for the Office of Procurement Regulation	Feb-24	Mar-24	N/A	Limited	N/A	Fixed Price
52	HR-2324-31	Kitchen Appliances	52141500	Supply and delivery of Kitchen Appliances for the Office of Procurement Regulation	Feb-24	Mar-24	N/A	Limited	N/A	Fixed Price

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53	HR-2324-8180-32	Intercom System	43221500	Supply and Install an Intercom System for the Office Procurement Regulation	May-24	Jun-24	N/A	Limited	N/A	Fixed Price
54	HR-2324-33	Airline Tickets	78111500	Purchase of Airline Tickets Required for Traveling Regionally and Internationally.	As Required	As Required	N/A	Single Source	N/A	Fixed Price
55	IT-2324-8180-01	Telephone, Internet, Cable	72151600	Supply, Install, and Support for a Cloud Based Telephone System for the Office of Procurement Regulation	Jul-24	Sep-24	Five Years	Limited	N/A	Fixed Price
56	IT-2324-8180-02	Telephone, Internet, Cable	81112100	Provision of Internet Broadband and Cable TV Service for the Office of Procurement Regulation Main Office	Apr-24	Jun-24	Five Years	Limited	N/A	Fixed Price
57	IT-2324-8180-03	Telephone, Internet, Cable	81112100	Provision of Wi-Fi Hotspot Service for the Office of Procurement Regulation.	Jan-24	Mar-24	One Year	RFQ	N/A	Fixed Price
58	IT-2324-8300-04	Repairs to Equipment	72154000	Repair and Maintenance of Printers, Computers, and Other Office Equipment	As Required	As Required	N/A	Single Source	N/A	Fixed Price
59	IT-2324-8330-05	Software	43231500	Provision of Microsoft Office 365 E3 Licenses	Mar-24	Apr-24	One Year Renewal	Limited	N/A	Fixed Price
60	IT-2324-8330-06	Software	43233000	Provision of Windows Server, CALs and SQL Server Licenses	Dec-23	Feb-24	One Year Renewal	Limited	N/A	Fixed Price
61	IT-2324-8330-07	Procurement Depository	43231500	Provide Access to UNSPS codes and Membership to UNSPSC to Influence Code Selection	Aug-24	Sep-24	One Year Renewal	Sole Source	N/A	Fixed Price
62	IT-2324-8330-08	Procurement Depository	43232300	Annual Renewal of the Izenda BI Software	Apr-24	Jun-24	One Year Renewal	Sole Source	N/A	Fixed Price
63	IT-2324-8330-09	Procurement Depository	43231500	Provision of a Bulk Emailing Tool Required for the Procurement Depository	Mar-24	May-24	One Year Agreement	RFQ	N/A	Fixed Price
64	IT-2324-8330-10	Procurement Depository	43231500	Annual Renewal of Flow Wright Workflow Engine Required for Procurement Depository	Mar-24	May-24	One Year Renewal	Sole Source	N/A	Fixed Price
65	IT-2324-8330-11	Website	43231500	Supply of a Website Plugin- WP Forms	Apr-24	May-24	One Year Renewal	Sole Source	N/A	Fixed Price
66	IT-2324-8330-12	Website	60121000	Supply of License Stock Photos and Images for the Website	As Required	As Required	N/A	Single Source	N/A	Fixed Price
67	IT-2324-8330-13	Hosting-Database Cloud	81162200	Provision of Cloud Based Hosting Services for the Database	Apr-24	May-24	One Year	Limited	N/A	Fixed Price
68	IT-2324-8330-14	Software	43233200	Supply of Antivirus Software for the Office of Procurement Regulation's Servers	Mar-24	May-24	One Year	Limited	N/A	Fixed Price
69	IT-2324-8330-15	Software	81112501	Renewal of Cisco Smartnet Licenses	Dec-23	Jan-24	Three Years	Limited	N/A	Fixed Price
70	IT-2324-8330-16	Court Recording Solution	82111603	Supply and Install a Court Recording Solution	Apr-23	Jun-24	Two Months	Limited	N/A	Fixed Price
71	IT-2324-8370-17	Contracted Service-IT	81111800	Provision of Penetration Testing Services to Determine Vulnerability of the IT Infrastructure	Apr-24	Jun-24	Two Months	Limited	N/A	Fixed Price

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72	IT-2324-8370-18	Contracted Service-IT	81111800	Provision of Consultancy Services to Enhance Cybersecurity Posture.	Jul-24	Sep-24	Three Months	Limited	N/A	Fixed Price
73	IT-2324-8370-19	Contracted Service-IT	43233200	Renewal of UNDSL Support (Network)	Jun-24	Jul-24	One Year Agreement	RFQ	N/A	Fixed Price
74	IT-2324-8370-20	Contracted Service-IT	43232600	Provision of a Risk Management Tool to replace SUPREM	Jun-24	Jul-24	One Year Subscription	Open	N/A	Fixed Price
75	IT-2324-8370-21	Document management solution	43232200	Supply and Implementation of an Electronic Document Management System (EDMS)	Jun-24	Aug-24	Three Months	Open	N/A	Fixed Price
76	IT-2324-8180-22	Internet	81112100	Provision of Internet Broadband and Cable TV Service for the Office of Procurement Regulation Tobago Office	Mar-24	Apr-24	One Year	Limited	N/A	Fixed Price
77	PCD-2324-8330-01	Learning Management System	43231500	Additional Learner Licenses for the Office of Procurement Regulation's Learning Management System	Apr-24	May-24	One Year Subscription	Sole Source	N/A	Fixed Price
78	PCD-2324- 02	Educational Service	86132200	Facilitation of Program/ Courses in Procurement, Retention and Disposal of Public Property	Feb-24	Sept-24	N/A	Sole Source	N/A	Fixed Price
79	REG-2324-01	Establishment of a Tobago Office	72151200	Civil works required for the setting up of the Tobago office	Feb-24	Mar-24	6 Weeks	Single Source	N/A	Fixed Price
80	REG-2324-8160-02	Books & Periodicals	55101500	Provision of Books and Research Material for the Library	Jun-24	Aug-24	N/A	RFQ	N/A	Fixed Price
81	REG-2324-03	Venue for Strategic Planning Session	90110000	To secure an all-inclusive venue for the Office of Procurement Regulation's Board Member Strategic Planning Session	Feb-24	Feb-24	One Day	Limited Bidding	N/A	Fixed Price
82	PD-2324-01	Consultancy Services	80101500	Procurement Consultants to be utilized by the Office of Procurement Regulation for its Train the Trainer programme	Feb-24	May-24	As required	Limited Bidding	N/A	Fixed Price

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