# The Office of Procurement Regulation

## Annual Schedule of Planned Procurement Activities for the Fiscal Year October 2025 to September 2026

*V 1.0 as at December 9th 2025*

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | IT-2526-1030-01 | Audio Visual Equipment | 45111700 | Lapel & handheld microphones, speakers, sound mixer, video camera | Dec-25 | Mar-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 2 | HRA-2526-8260-01 | Leadership, Coaching, and Management Development Training | 8011500 | Engagement of training providers to deliver leadership, coaching, and management development programmes for OPR management and senior staff, including training design, facilitation, and training materials. | Dec-25 | Jun-26 | Six (6) Months | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 3 | HRA-2526-8370-05 | Consultancy Services for Job Evaluation and Compensation Review | 80101500 | Engagement of a consultancy firm to execute a full job evaluation and compensation review including JD validation, application of evaluation methodology (Hay/Mercer), national and regional benchmarking, salary band development, total rewards framework, implementation roadmap, and Board presentation. | Dec-25 | Jun-26 | Three (3) Months to Six (6) Months | Selective Tendering/Limited Bidding | 10 Days | Fixed Price |
| 4 | AUI-2526-1050-01 | Fireproof Cabinets and Shelves | 56101700 | Supply of fire-resistant cabinets and shelving for the evidence room | Dec-25 | Jan-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 5 | IT-2526-1040-01 | High Capacity Scanners | 43211700 | Five (5) high speed, high capacity scanners | Dec-25 | Feb-25 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 6 | IT-2526-1040-02 | Multi-function Printers | 43212100 | Two (2) Multi-function printers - colour & B&W printing, scanning, copying. Two Trays, 30-40 ppm, duplex printing & scanning | Jan-26 | Mar-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 7 | IT-2526-8330-01 | Provision of Microsoft 365 Data Back up and Recovery Tool | 43233400 | Software Solution for backing up and recovering Microsoft 365 data | Jan-26 | Mar-26 | One Year | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 8 | ARS-2526-8330-01 | Case Management Solution for Challenge and Ineligibility Proceedings | 4323600 | Electronic platform to facilitate the filing and processing of documents in challenge and ineligibility proceedings | Jan-26 | Mar-26 | Three Months | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 9 | AUI-2526-8330-02 | Investigation and Case Management | 43232300 | Software for managing and analysing large datasets for investigations | Jan-26 | Feb-26 | One Year | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 10 | AUI-2526-1030-01 | Installation of a Recording System (hardware) | 45111800 | Supply and installation of fixed digital recording equipment | Jan-26 | Mar-26 | One Month | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 11 | AUI-2526-8330-01 | Evidence Management Software | 43232200 | Software for the secure intake, tracking, movement, and disposition of evidence | Jan-26 | Mar-26 | One Year | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 12 | CCD-2526-8800-07 | Graphic Design and Printing Services for the Annual Report | 82121500 | Printing for OPR's annual report to Parliament | Jan-26 | Feb-26 | 1 month | Selective Tendering/Limited Bidding | N/A | Fixed Price |

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|---|---|---|---|---|---|---|---|---|---|---|
| 13 | CCD-2526-8800-08 | Newspaper Publication Services | 82101500 | Provision of newspaper publication services for statutory notices, FOIA statements, vacancy advertisements, RFQs/RFPs, procurement announcements, press releases, public information advisories, and any other required publication across national daily newspapers | Jan-26 | Sep-26 | | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 14 | CCD-2526-8800-11 | Catering Services for Capacity Building Trinidad | 90101600 | Provision of meals and refreshments | Jan-26 | Feb-26 | | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 15 | CCD-2526-8800-13 | Venue Rental Services for Capacity Building events - Tobago | 90111600 | Venue rental for three sensitisation sessions in Tobago | Jan-26 | Feb-26 | | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 16 | IT-2526-8030-01 | MiFi Devices | 83121700 | Two(2) MiFi Devices | Jan-26 | Feb-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 17 | IT-2526-1030-02 | Photo/Video Cameras | 45111800 | Two (2) photo/video cameras | Feb-26 | Apr-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 18 | IT-2526-8320-01 | Cloud Hosting services Infrastructure as a Service, Backup as a Service, Disaster Recovery as a Service | 81162200 | Cloud Hosting services Infrastructure as a Service, Backup as a Service, Disaster Recovery as a Service | Feb-26 | Apr-26 | Three Years | Selective Tendering/Limited Bidding | 10 Days | Variable |
| 19 | ARS-2526-8360-02 | Establishment of a Framework Agreement for the Provision of Expert Services for Challenge Proceedings | 80101500 | Establishment of a multi-supplier framework for the engagement of subject matter experts to assist in challenges and ineligibility proceedings on an as-required basis in the following disciplines:<br>i. Finance and Accounting,<br>ii. Engineering,<br>iii. Project Management ,<br>iv. ICT<br>v. Public Procurement and<br>vi. Construction/Quantity Surveying | Feb-26 | Feb-27 | As Required | Open Bidding/Tendering | N/A | Fixed Price |
| 20 | ARS-2526-8360-03 | Establishment of a Framework Agreement for the Provision of Digital Transcription Services for Challenge and Ineligibility Proceedings | 82111600 | Establishment of a multi-supplier framework for the provision of digital audio transcription and transcription support services for challenge and ineligibility proceedings on an as-required basis | Feb-26 | Feb-27 | As Required | Open Bidding/Tendering | N/A | Fixed Price |

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|---|---|---|---|---|---|---|---|---|---|---|
| 21 | HRA-2526-8380-01 | Development and Establishment of Pension Fund Insurance Services | 84131700 | Procurement of consultancy and insurance services to support the design, development, and establishment of the OPR's Pension Fund, including actuarial analysis, structuring of the fund, development of investment framework, and provision of associated insurance products. | Feb-26 | May-26 | | Selective Tendering/Limited Bidding | 10 Days | Variable |
| 22 | IT-2526-1040-03 | Server & Storage Device | 43211500 | One (1) server and one (1) storage device | Mar-26 | Jun-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 23 | IT-2526-8330-02 | Microsoft SQL Server License and client access licenses | 43232300 | Microsoft SQL Server License for one (1) server | Mar-26 | Jun-26 | Two Years | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 24 | IT-2526-8330-03 | Microsoft Office 365 E3 Licenses | 43231500 | 135 Microsoft Office 365 E3 Licenses | Mar-26 | Apr-26 | One Year | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 25 | HRA-2526-8220-02 | Background Check Services for Recruitment Processes | 80111700 | Provision of background check services including employment verification, academic verification, police certificate processing, and related screening services for prospective employees. | Mar-26 | Sep-26 | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 26 | HRA-2526-8370-03 | Employee Assistance Programme (EAP) Services | 84131600 | Provision of Employee Assistance Programme services under a utilisation-based annual contract, including counselling, crisis intervention, and referral services. | Mar-26 | Mar-27 | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 27 | HRA-2526-8370-04 | Employment Agency and Recruitment Support Services | 80111700 | Engagement of recruitment agency services to support filling specialised and technical positions, including advertisement placement, talent sourcing, shortlisting, and candidate screening. Estimated cost is based on one month's salary per placement for ten (10) projected vacancies. | Mar-26 | Sep-26 | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 28 | AUI-2526-02 | Soundproofing Services | 72152100 | Acoustic treatment and soundproofing works | Mar-26 | Apr-26 | One Month | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 29 | CCD-2526-8800-05 | Establishment of a Framework Agreement for Procurement Advocacy Campaigns - Creative & Campaign Development | 82101800 | Development of public information campaign to publicise issues of public procurement reform | Mar-26 | Sep-26 | | Selective Tendering/Limited Bidding | 10 Days | Fixed Price |

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|---|---|---|---|---|---|---|---|---|---|---|
| 30 | CCD-2526-8800-10 | Venue Rental Services for Capacity Building events - Trinidad | 90111600 | Venue rental for three (3) sensitisation sessions in North, South and Central Trinidad | Mar-26 | Apr-26 | | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 31 | CCD-2526-8800-12 | Catering Services for Capacity Building Tobago | 90101600 | Provision of meals and refreshments | Mar-26 | Apr-26 | | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 32 | IT-2526-1040-04 | Network Devices | 43222600 | Supply and install network devices which includes: One (1) Network switch, One(1) firewall, Six (6) Wireless access point and one (1) UPS | Apr-26 | Jul-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 33 | CCD-2526-8800-01 | Venue Rental Services for Procurement Week 2026 | 90111600 | Rental of Venue to host Procurement Week Regional Roundtable Event | Apr-26 | Jul-26 | One Week | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 34 | CCD-2526-8800-02 | Audio-Visual & Live Streaming Services for Procurement Week 2026 | 45111600 | Provision of AV Equipment & Live Streaming Services | Apr-26 | Jul-26 | One Week | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 35 | CCD-2526-8800-03 | Catering Services for Procurement Week 2026 | 90101600 | Provision of meals and refreshments | Apr-26 | Jul-26 | One Week | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 36 | CCD-2526-8800-04 | Photography & Videography Services for Procurement Week 2026 | 82131600 | Professional photography and videography for documentation and post-event media. | Apr-26 | Jul-26 | One Week | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 37 | IT-2526-1040-05 | Supply and Delivery of Laptop Computers and Peripheral Devices | 43210000 | Thirty (30) Laptops with 5 year waranty with peripherals (Monitor, Keyboard, Mouse, UPS) and carrying case. | May-26 | Aug-26 | N/a | Open Bidding/Tendering | N/A | Fixed Price |
| 38 | IT-2526-8370-01 | Consultancy Services to Enhance Cybersecurity Posture | 81111800 | Consultancy Services to Enhance Cybersecurity Posture to assess, advise, and implement strategies that will strengthen the organization's defences against cyber threats, vulnerabilities, and data breaches. | May-26 | Sep-26 | Three Months | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 39 | IT-2526-1030-03 | Interactive Screens | 45111600 | Four (4) 60" interactive touch screens | Jun-26 | Aug-26 | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 40 | IT-2526-8300-01 | Repair and Maintenance of Office Equipment | 72154000 | Repair and Maintenance of Printers, Computers, and Other Office Equipment | As Required | As Required | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 41 | IT-2526-8370-02 | Network Troubleshooting Services | 43233200 | Network troubleshooting services which includes diagnosing and resolving connectivity or performance issues. | As Required | As Required | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |

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| 42 | HRA 2525-1040-01 | Minor Office and ICT Equipment for Replacement Purposes | 44101500 | As-required procurement of minor office and ICT equipment for the replacement of items that are no longer economically repairable, including bottleless water coolers, refrigerators, microwaves, water boilers, shredders, desktop and multifunction printers, and replacement of outdated MFPs | As required | As required | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 43 | HRA-2526-1050-01 | Furniture and Furnishings for Replacement Purposes | 56101500 | As-required procurement of furniture and furnishings for the replacement of items due to wear, tear, damage, or operational requirements across three (3) OPR office locations. | As required | As required | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 44 | HRA-2526-8220-01 | HSE Training and Facilitation Services for Safety Week | 86101600 | Engagement of facilitators or trainers to deliver occupational health and safety (HSE) workshops and awareness sessions as part of the OPR Safety Week programme. | As required | As required | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 45 | HRA-2526-8370-01 | Psychometric Assessment Services for Recruitment | 80111700 | Provision of psychometric and behavioural assessments to support recruitment, selection, and role suitability evaluations. | As required | As required | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 46 | HRA-2526-8370-02 | Establishment of a Framework Agreement for the Provision of General Office Maintenance Services | 72101500 | Procurement of office maintenance services including plumbing, minor repairs, and other facility-related works not handled by UDeCOTT or the Tobago landlord. To be engaged on an as-needed basis. | As required | As required | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 47 | AUI-2526-8630-01 | Engagement of Forensic Expert for Investigative Support | 80101500 | Forensic experts to provide specialised advice and guidance on investigative matters | As Required | As Required | N/a | Selective Tendering/Limited Bidding | N/A | Fixed Price |
| 48 | CCD-2526-8800-06 | Establishment of a Framework Agreement for Media Placement Services (TV/Radio/Online/Billboards) | 82101900 | Media advertising of public information campaigns across TV, radio, online, and billboards | As required | As required | | Selective Tendering/Limited Bidding | 10 Days | Fixed Price |
| 49 | CCD-2526-8800-09 | Promotional items | 60121400 | Provision of Tokens where required | As required | As required | | Selective Tendering/Limited Bidding | N/A | Fixed Price |

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|---|---|---|---|---|---|---|---|---|---|---|
| 50 | HRA-2526-8170-01 | Establishment of a Framework Agreement for the Supply and Delivery of Kitchen and Pantry Consumables | 50161900 | Supply and delivery of pantry consumables including tea, coffee, sugar, milk, bottled water, and other refreshments required for staff use and meetings. | Quarterly | Sep-26 | | Selective Tendering/Limited Bidding | N/a | Fixed Price |
| 51 | HRA-2526-8170-02 | Establishment of a Framework Agreement for the Supply and Delivery of General Stationery and Office Supplies | 44120000 | General stationery and office supplies required for administrative operations, including paper, pens, toner, folders, binders, labels, and related consumables. | Quarterly | Sep-26 | | Selective Tendering/Limited Bidding | N/a | Fixed Price |