



# Annual Schedule of Planned Procurement Activities

Reference {Job#/File#/Contract#}	Project Name [Description]	UNSPSC Code Lvl 3	Description	Category/Indirect	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (days)	Contract Type
001-2024/2024 PSIP	Provision of Gypsum Services for the San Fernando District Office	30162400	Retrofit the San Fernando District Office	Property Management	24-Dec	25-Jan	10 days	Selective (Depository)	10	Fixed Term
002-2024/2025	Provision of Janitorial Services for the LAAA - Trinidad	47121900	To provide labour for cleaning service	Cleaning and Janitorial	25-Mar	25-Apr	21 days	Selective (Depository)	10	Fixed Term
003-2024/2025	Provision of a Sage Peachtree Consultant	84111500	To provide accounting data verification and migration support	Information Technology	24-Apr	25-May	21 days	Selective (Depository)	10	Fixed Term
004-2024/2025	Provision of Disposal Services for the Disposal of Unusable assets	90111600	To provide disposal services for e-waste.	Equipment Disposal	24-May	25-May	21 days	Selective (Depository)	10	Fixed Term
006-2024/2025	Proposal for the Rental and Service of Automatic Sanitary Bin	47121700	To supply, feminine hygiene services for four (4) of its offices.	Cleaning and Janitorial	24-Jan	25-Feb	21 days	Selective (Depository)	10	Fixed Term
008-2024/2025	Provision of Insurance Brokerage Services	64121500	To provide Insurance brokerage services – All risk property,	Property Management	25-Jul	25-Jul	21 days	Selective (Depository)	10	Fixed Term
100-2024/2025	Provision of Insurance for Mobile Units	64121500	To provide Insurance for addition to fleet	Property Management	24-Apr	25-May	21 days	Selective (Depository)	n/a	Fixed Term
101-2024/2025	Provision of Drivers for Mobile Units		To provide driver/escort services for Mobile Units	Property Management	24-Apr	25-May	21 days	Single	n/a	Fixed Term
009-2024/2025	Provision of Employee Assistance Programme	64121500	To provide EAP services.	Medical & Health care	25-Apr	25-May	21 days	Selective (Depository)	10	Fixed Term