

2023-2024 ANNUAL SCHEDULE OF PLANNED PROCUREMENT

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration (For Works & Services)	Procurement Method	¹ Standstill Period (If applicable) - No. of Days	Contract Type (Lump sum contract, framework agreement, PO)	Estimated Value of Procurement Activity	Main Category	Sub Category	
Recurrent Expenditure														
1	02/003/12	Materials & Supplies		Purchase of rattan materials for use by the Workshops in the making of basketries	Jan'25	Dependant on availability of foreign exchange	3 – 4 months (material is imported from China)	Request for quotation (budget allocation \$276,300)	Not Applicable	Purchase Order	\$276,300.00	Provision of raw materials	Materials and supplies	
2	02/002/21	Refurbishment of Swimming Pool		Preliminary work in clearing and removal of debris at the swimming pool location at Pax Vale, Santa Cruz	Jan' 25	April' 25	3 months	Open Tender	7 days	Written Contract	\$1,200,000.00	Building Improvement	Repairs & Maintenance to Building	
4	#4	Construction of a building in Tobago on a property leased by the Association		To relocate present office located at Tobago Emergency Management Agency (Tema) Building, Fair Field Complex Tobago to a permanent home office	Jan' 25	June 25	Six Months	Open Tender	7 days	Written Contract	\$3,000,000.00			
5	03/006/02	Office Equipment		Purchase of refreshable Braille machines for use by Blind Employees in the Welfare Department	Jan' 2025	June 25	6 months (item is imported from USA)	Request for quotation (budget allocation \$40,800.00)	Not Applicable	Purchase Order	\$40,800.00	Minor Equipment Purchases	Office Equipment	

¹Standstill period - The procurement department initiates the standstill period by issuing a notice of intention to award to all suppliers/contractors, informing them of the standstill period and of the opportunity to gather information from the procuring entity on the contract award decision.

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5	03/001/03	Furniture & Furnishings		Purchase of desk and chairs for use by employees	Jan' 25	Feb' 25	1 month	Request for quotation (budget allocation \$20,000)	Not Applicable	Purchase Order	\$20,000	Minor Equipment Purchases	Furniture and Furnishings
6	03/002/04	Other Minor Equipment		Purchase of PBX System	Jan 25	Feb' 25	1 month	Request for quotation (budget allocation \$15,000)	Not Applicable	Purchase Order	\$15,000	Minor Equipment Purchases	Other Minor Equipment
7	03/001/01	Vehicle Purchase		Purchase of vehicle to replace the existing X-Trail that is used for transportation of the Executive Officer	October 24	October 24	1 months	Request for quotation (to be approved by Council)	Not Applicable	Purchase Order	\$456,000	Motor Vehicle Purchase	Motor Vehicles
8	02/006/76	Aids and Appliances		These equipments are for use by persons who are blind and visually impaired to assist with reading and daily living skills	Mar 25	May 25	2 months (items are imported from China)	Request for quotation (budget allocation \$259,600)	Not Applicable	Purchase Order	\$259,600	Goods and Services	Assistance to the Blind

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