

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	Standstill Period (If applicable) - No. of Days	Contract Type (Lump sum contract, framework agreement, PO)	Estimated Value of Procurement Activity	Main Category	Sub Category
<b>Recurrent Expenditure</b>													
1	02/003/12	Materials & Supplies		Purchase of rattan materials for use by the Workshops in the making of basketries	Jan '24	Dependant on availability of foreign exchange	3 – 4 months (material is imported from China)	Request for quotation (budget allocation \$350,000)	Not Applicable	Purchase Order	\$350,000.00	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 '24	Feb 2024	One month	Open Tender	7 days	Written Contract	\$50,000.00	Building Improvement	Repairs & Maintenance to Building
3	02/003/21	Repaving of Port-of-Spain Car Park		Repaving of the entire car park at Duke Street, Port-of-Spain inclusive of removal of all debris accumulation	Jan 24	Feb 24	Less than one month	Open Tender	7 days	Written Contract	\$150,000	Building Improvement	Repairs and Maintenance to Building
4	02/003/37	Janitorial Services		Provision of certain cleaning supplies and labour for janitorial services for the Port-of-Spain location	Oct 23	Dec 2023	1 year	Open Tender	7 days	Written Contract	\$130,000	Provision of cleaning supplies and labour	Janitorial Services

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5	03/006/02	Office Equipment		Purchase of refreshable Braille machines for use by Blind Employees in the Welfare Department	Oct 23	Dec 23	2 months (item is imported from USA)	Request for quotation (budget allocation \$51,250)	Not Applicable	Purchase Order	\$51,250	Minor Equipment Purchases	Office Equipment
5	03/001/03	Furniture & Furnishings		Purchase of desk and chairs for use by employees	Feb 24	Mar 24	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	Apr 24	May 24	1 month	Request for quotation (budget allocation \$30,000)	Not Applicable	Purchase Order	\$30,000	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	Apr 24	Jun 24	2 months	Request for quotation (to be approved by Council)	Not Applicable	Purchase Order	\$400,000	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 24	May 24	2 months (items are imported from China)	Request for quotation (budget allocation \$300,000)	Not Applicable	Purchase Order	\$300,000	Goods and Services	Assistance to the Blind