

TRINIDAD AND TOBAGO POSTAL CORPORATION

Annual Schedule of Planned Procurement Activities
for the fiscal year October 2024 to September 2025

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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	RFT/FM/001/2023	Site Drainage Works at Princes Town and New Grant Delivery Offices	70171800	Site Drainage Works at Princes Town and New Grant Delivery Offices						
2	PSIS: SEC: 01/16	Supply, Delivery, Installation, Commissioning and Maintenance of CCTV system for TTPOST	46171600	Contract For the Supply, Delivery, Installation, Commissioning and Maintenance of CCTV system for TTPOST	MPU Directive - MOU done	Dec-24	3 weeks	Single Source		
3	RFT/FM/004/2024	Restructuring of Major Departments at the National Mail Centre	72101500	Restructuring of Major Departments at the National Mail Centre		Dec-24	3 months	Open Bidding	10	Fixed Price
4		Travel between Trinidad and Tobago	78111500	Airfare for domestic travel between Trinidad and Tobago	Monthly	Sep-25	n/a	Single Source	n/a	Fixed Price
5		Travel between Trinidad and Tobago	90111900	Accommodations and meals for travel between Trinidad and Tobago	Monthly	Sep-25	n/a	Single Source	n/a	Fixed Price
6		Uniforms	53102700	Supply and Deliver Uniforms for the Retail Department Staff	Oct-24	Oct-24	n/a	Open Bidding	10	Fixed Price
7		Uniforms	53102700	Supply and Deliver Uniforms for the Delivery Department Staff	Oct-24	Oct-24	n/a	Open Bidding	10	Fixed Price
8		Uniforms	53102700	Supply and Delivery of Sneakers	Feb-25	Mar-25	n/a	Open Bidding	10	Fixed Price
9		Uniforms	53102700	Supply and Delivery of Umbrellas	Feb-25	Mar-25	n/a	RFQ	n/a	Fixed Price
10		Uniforms	53102700	Supply and Delivery of Mail Bags	Feb-25	Mar-25	n/a	RFQ	n/a	Fixed Price
11		Uniforms	53102700	Supply and Delivery of Driver and Messenger Courier Shoes	Oct-24	Oct-24	n/a	RFQ	n/a	Fixed Price
12		Uniforms	53102700	Supply and Delivery of Driver and Messenger Branded Polos and Shirts	Oct-24	Oct-24	n/a	RFQ	n/a	Fixed Price
13		Office Stationery and supplies	44120000	Supply and Delivery of Office Stationery and Supplies	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
14		Office Stationery and supplies		Supply and Delivery of Grocery items and toiletries	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
15		Office Stationery and supplies	47130000	Supply and Delivery of Janitorial Supplies such as cleaning agents, disinfectants, mops and brooms	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
16		Office Stationery and supplies	90101800	Provision of Catering Services for meetings and events	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
17		Office Stationery and supplies	90101800	Provision of Meals for Planned and unplanned overtime work	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
18		Office Stationery and supplies	14111800	Supply and Delivery of TTPOST printed Accident and Incident Report Books	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
19		Office Stationery and supplies	42172000	Supply and Delivery of First Aid supplies	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
20		Office Stationery and supplies	43211500	Supply and Delivery of Computer and Printing Supplies	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
21		Materials and Supplies	78181700	Supply of Fuel for organisations fleet of vehicles - Diesel, Gasoline and CNG	Monthly	Sep-25	n/a			Fixed Price
22		Materials and Supplies	43232500	Provision of GIS Software Update		Mar-25		Sole Select	n/a	Fixed Price
23		Materials and Supplies	78141500	Provision of Brokerage Services	Monthly	Sep-25		Open Bidding	n/a	Fixed Price
24		Materials and Supplies	44121500	Supply and Delivery of Saleable items such as Trackpacks and Tickets	quarterly	Sep-25	n/a	Single Source	n/a	Fixed Price
25		Materials and Supplies	80141600	Retail Merchandise	monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
26		Materials and Supplies	44121600	Stamps & Philatelic	As required	Sep-25	n/a	Sole Select	n/a	Fixed Price
27		Materials and Supplies	46151600	Security - Airport Authority: Employee Access Passes*	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
28		Materials and Supplies	55121800	Supply and Delivery of ID Badges and Programme Cards.	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
29		Materials and Supplies	57030400	Supply and Delivery of Personal Protective Equipment	As required	Sep-25	n/a	RFQ	n/a	Fixed Price
30		Transportation	25101500	Provision of Licences and passenger permits for Motor vehicles and Scooters	Oct-24	Oct-24	n/a	Sole Select	n/a	Fixed Price
31		Vehicle Maintenance and Repairs	78181500	Provision of Preventative and Corrective Maintenance Services	Oct-24	Dec-25	One Year Contract	Open Bidding	n/a	Fixed Price
32		Training	86101800	Provision of Professional Training Services	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
33		Building Repairs and Maintenance	72101500	Provision of Air Condition Servicing and Repairs for all TTPOST locations	Oct-24	Sep-25	One Year Contract	Open Bidding	10	Fixed Price
34		Building Repairs and Maintenance	72101500	Repair and Maintenance upgrade works at various TTPOST locations	As required	Sep-25	n/a	RFQ	n/a	Fixed Price
35		Building Repairs and Maintenance	72101500	Restructuring of Various Department at the National Mail Centre	Feb-25	Sep-25	7 months	Open Bidding	10	Fixed Price
36		Building Repairs and Maintenance	72101500	Upgrade of all Toilets throughout TTPOST	Mar-25	Sep-25	6 months	Open Bidding	10	Fixed Price
37		Security Services	92121500	Provision of Security Services	Monthly	Sep-25	n/a	n/a	n/a	
38		Event Hostings	90111600	Hosting of Conferences, Seminars and other functions	As required	Sep-25	n/a	RFQ	n/a	Fixed Price
39		Event Hostings	90111600	Hosting of Board Meetings	Monthly	Sep-25	n/a	RFQ	n/a	Fixed Price
40		Minor equipment and Furniture	56101700	Supply and Delivery of Minor Equipment and Furniture	As required	Sep-25	n/a	RFQ	n/a	Fixed Price