



## TRINIDAD AND TOBAGO SPECIAL ECONOMIC ZONES AUTHORITY

### Annual Schedule of Planned Procurement Activities for the fiscal year October 2025 to September 2026

Date Published: 25/12/09

Version: 1.0

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	xxx	Supply and Delivery of Personal Protective Equipment	46181500	Personal protective equipment items, such as Hats, Safety Boots, Vest, Coats, Torchlights, etc	Nov-25	Dec-25	N/A	Limited bidding	N/A	Fixed Price
2	xxx	Supply and Installation of Alarm system for TTSEZA office building	92121700	Installation of alarm system at TTSEZA's Premises	Nov-25	Dec-25	1 month	Limited bidding	N/A	Fixed Price
3	xxx	Provision of Photocopy and printer for office use	44103100	Procurement of Photocopier and printer for office use	Nov-25	Dec-25	One Year agreement	Limited bidding	N/A	Fixed Price
4	xxx	Provision of Strategic Planning Consultant	86132000	Produce the strategic plan for TTSEZA for the next 5 years.	Jan-26	Mar-26	3 months	Limited bidding	N/A	Fixed Price
5	xxx	Supply and Delivery of Audio Visual & Office Equipment	45110000	Audio visual equipment and minor office equipment	Jan-26	Mar-26	3 months	Limited bidding	N/A	Fixed Price
6	xxx	Supply and delivery fireproof safe and Cashpan	44111600	Fireproof safe and cashpan for Accounts department	Jan-26	Mar-26	N/A	RFQ	N/A	Fixed Price
7	xxx	Provision of Due Diligence Software	43232300	Software for conducting and analysing due diligence investigations	Oct-25	Apr-26	One- Year Support	Single Source	N/A	Fixed Price
8	xxx	Provision of Audit Services	84111600	Provision of Audit Services for Annual audit	Jan-26	Apr-26	4 months	Limited bidding	N/A	Fixed Price
9	xxx	Provision of Integrated Digital Infrastructure for TTSEZA's Regulatory Operations	43232400	Consultancy for the Creation, development and maintenance of Online Platform for streamlining processing of SEZ applications, updates and regulatory processes.	Nov-25	Aug-26	7 months	Limited bidding	N/A	Fixed Price
10	xxx	Provision Data Execution Registers for SEZ licensees	43232400	Consultancy for the Creation, development and population of data into the Public and Private Registers for SEZ licensees.	Dec-25	Aug-26	6 months	Limited bidding	N/A	Fixed Price
11	xxx	Provision of Public Awareness campaigns	43232400	Design and execution of public awareness campaigns, including workshops, seminars, and digital content dissemination and required material, to educate stakeholders on TTSEZA	Oct-25	Sep-26	10 months	Limited bidding	N/A	Fixed Price



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12	xxx	Provision of Cybersecurity software	81111800	Consultancy for Supply and implementation of cybersecurity software and measures (including Cybersecurity Audit, Penetration testing, Training and Maintenance of software)	Nov-25	Sep-26	4 months	Limited bidding	N/A	Fixed Price
13	xxx	Renewal of Accounting Software	43231600	Renewal of accounting software licenses for the Quickbooks Accounting Software	Oct-25	Sep-26	One- Year Support	Single Source	N/A	Fixed Price
14	xxx	Provision of a Payroll Software	43231600	Maintenance and licensing fees for payroll solution	Nov-25	Sep-26	One- Year Support	Limited bidding	N/A	Fixed Price
15	xxx	Provision of General Insurance Services	64120000	Provision of Insurance: Computers All Risk, Furniture	Oct-25	Sep-26	Annual	Single Source	N/A	Fixed Price
16	xxx	Supply and Delivery of Kitchen Supplies	50000000	Procurement of Tea, Coffee, Sugar, Milk and Bottled Water, cleaning items etc	Oct-25	Sep-26	N/A	Limited bidding	N/A	Fixed Price
17	xxx	Supply and Delivery of Stationery and Office Supplies	44120000	Procurement of stationery and office supplies such as paper, pens, notebooks, sticky notes, etc.	Quarterly	Sep-26	N/A	Limited bidding	N/A	Fixed Price
18	xxx	Supply and Delivery of Laptop Computers and Peripheral Devices	43210000	Procurement of 14 Laptops , 1 computer, peripherals etc	Jan-26	Sep-26	N/A	Limited bidding	N/A	Fixed Price
19	xxx	Supply and Delivery of Server	43210000	Procurement of 1 Server for TTSEZA	Oct-25	Sep-26	N/A	Limited bidding	N/A	Fixed Price
20	xxx	Provision of Security Guard Services	92121500	Security guard services for TTSEZA premises	Oct-25	Sep-26	One Year agreement	Single source	N/A	Fixed Price
21	xxx	Supply and delivery of Office Furniture	56101500	7 Filing Cabinets and 4 Office Workstations, etc	Jan-26	Sep-26	N/A	Limited bidding	N/A	Fixed Price
22	xxx	Renewal of Website Hosting	43231500	Website Hosting for TTSEZA website	Oct-25	Sep-26	Yearly Fee	Single Source	N/A	Fixed Price
23	xxx	Provision of Hygenic services	47131700	Provision of sanitary bins	Oct-25	Sep-26	One year renewal	Single Source	N/A	Fixed Price



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24	xxx	Subscription Fees	81112201	Maintenance or support fees	As Required	Sep-26	N/A	Sole Source	N/A	Fixed Price
25	xxx	Provision of Security Monitoring Services	92121500	Security Monitoring services for TTSEZA premises	Oct-25	Sep-26	One Year agreement	Limited bidding	N/A	Fixed Price
26	xxx	Provision of Catering Services	90101600	Catering services for meetings and events to provide food and beverages	As Required	As Required	N/A	RFQ	N/A	Fixed Price
27	xxx	Repair and Maintenance of Office Equipment	72154000	Repair and Maintenance of Printers, Computers, and Other Office Equipment	As Required	As Required	N/A	Limited bidding	N/A	Fixed Price
28	xxx	Provision of Advertising	82101500	Publication of Newspaper Ads- Tenders, Vacancy Ads , notices and Other Content	As Required	As Required	N/A	RFQ	N/A	Fixed Price
29	xxx	Provision of Printing Services	82121500	Printing and binding of Reports, Flyers and Documents	As Required	As Required	N/A	RFQ	N/A	Fixed Price
30	xxx	Provision of Training and Team Building services	86132200	Training and team building exercises for both Management and supporting staff	As Required	As Required	N/A	Limited bidding	N/A	Fixed Price
31	xxx	Procurement of Office Décor for Events	60121900	Procurement of office décor for events	As Required	As Required	N/A	RFQ	N/A	Fixed Price
32	xxx	Procurement of Office Maintenance at Premises	72101500	Yard and Building Maintenance	As Required	As Required	N/A	RFQ	N/A	Fixed Price