TRINIDAD AND TOBAGO SPECIAL ECONOMIC ZONES AUTHORITY

Annual Schedule of Planned Procurement Activities
for the fiscal year October 2026 to September 2027

Date Published: 27/11/18

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 (PPE)	46181500	Supply and delivery of personal protective equipment, including safety helmets, safety boots, high-visibility vests, protective coats, flashlights, and other related safety items.	As Required	As Required	N/A	Limited Bidding	N/A	Fixed Price
2	xxx	Provision of Due Diligence Software	43232300	Provision of specialized software to facilitate due diligence investigations, compliance screening, risk assessments, and related analytical activities, including applicable technical support.	Oct-26	Apr-27	One-Year Support	Single Source	N/A	Fixed Price
3	xxx	Renewal of Accounting Software	43231600	Renewal of QuickBooks accounting software licences, including applicable maintenance and technical support, to ensure continuity of financial management and reporting operations.	Oct-26	Sep-27	One-Year Support	Single Source	N/A	Fixed Price
4	xxx	Provision of Payroll Software	43231600	Provision and renewal of payroll software licences, including maintenance and technical support services, to facilitate payroll processing and statutory reporting.	Nov-26	Sep-27	One-Year Support	Single Source	N/A	Fixed Price
5	xxx	Provision of General Insurance Services	64120000	Provision and renewal of general insurance coverage for TTSEZA's assets, including computer equipment, office furniture, and other applicable insurable property.	Oct-26	Sep-27	Annual	Single Source	N/A	Fixed Price
6	xxx	Supply and Delivery of Kitchen Supplies	50000000	Supply and delivery of kitchen and general consumable items, including tea, coffee, sugar, milk, bottled water, cleaning products, and other related supplies required for daily office operations.	Oct-26	Sep-27	N/A	Limited Bidding	N/A	Fixed Price
7	xxx	Supply and Delivery of Stationery and Office Supplies	44120000	Supply and delivery of stationery and general office supplies, including printing paper, pens, notebooks, adhesive notes, filing materials, and other administrative consumables.	Oct-26	Sep-27	N/A	Limited Bidding	N/A	Fixed Price
8	xxx	Renewal of Server Services	43210000	Renewal of Infrastructure as a Service (IaaS) and server hosting services, including applicable technical support and maintenance, to ensure the continued operation of TTSEZA's information	Oct-26	Sep-27	Annual	Single Source	N/A	Fixed Price
9	xxx	Provision of Security Guard Services	92121500	Provision of professional security guard services to safeguard TTSEZA's premises, personnel, visitors, and physical assets.	Oct-26	Sep-27	Bi-Annual	Single Source	N/A	Fixed Price
10	xxx	Supply and Delivery of Office Furniture	56101500	Supply and delivery of office furniture, including seven filing cabinets, four office workstations, and other furniture required to support TTSEZA's operational needs.	As Required	As Required	N/A	Limited Bidding	N/A	Fixed Price
11	xxx	Renewal of Website Hosting	43231500	Renewal of website hosting services, including applicable maintenance and technical support, to ensure the continued accessibility, security, and functionality of TTSEZA's official website.	Oct-26	Sep-27	Annual	Single Source	N/A	Fixed Price
12	xxx	Provision of Hygiene Services	47131700	Provision of washroom hygiene services, including the supply, servicing, and maintenance of sanitary disposal bins and related hygiene services.	Oct-26	Sep-27	One-Year Renewal	Single Source	N/A	Fixed Price
13	xxx	Subscription Fees	81112201	Renewal of essential software subscriptions, licences, maintenance agreements, and technical support services required to support TTSEZA's administrative and operational functions.	As Required	As Required	N/A	Sole Source	N/A	Fixed Price

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14	xxx	Provision of Security Monitoring Services	92121500	Provision of electronic security monitoring services, including alarm monitoring, incident notification, and related security response coordination for TTSEZA's premises.	Oct-26	Sep-27	6 Months	Limited Bidding	N/A	Fixed Price
15	xxx	Provision of Catering Services	90101600	Provision of catering and refreshment services for official meetings, workshops, stakeholder engagements, training sessions, and other TTSEZA events, as required.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
16	xxx	Repair and Maintenance of Office Equipment	72154000	Provision of diagnostic, repair, preventive maintenance, and technical support services for printers, computers, and other office equipment to ensure operational efficiency and continuity.	As Required	As Required	N/A	Limited Bidding	N/A	Fixed Price
17	xxx	Provision of Advertising Services	82101500	Placement and publication of advertisements, including procurement notices, employment vacancies, public announcements, and other official communications in newspapers and other appropriate media.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
18	xxx	Provision of Printing Services	82121500	Provision of professional printing, reproduction, and binding services for reports, brochures, flyers, promotional materials, official documents, and other publications.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
19	xxx	Provision of Training and Team-Building Services	86132200	Provision of professional development programmes, technical training, workshops, and team-building activities aimed at enhancing staff competencies, organizational effectiveness, and collaboration.	As Required	As Required	N/A	Limited Bidding	N/A	Fixed Price
20	xxx	Procurement of Office Décor for Events	60121900	Supply and delivery of decorative items, seasonal displays, and related materials for official functions, commemorative occasions, and organizational events.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
21	xxx	Provision of Office and Premises Maintenance Services	72101500	Provision of routine and ad hoc building, grounds, and general property maintenance services to ensure the safety, functionality, cleanliness, and upkeep of TTSEZA's premises.	As Required	As Required	N/A	RFQ	N/A	Fixed Price
22	xxx	Provision of Event Management and Support Services	60121900	Provision of event-related services, including venue rental, equipment, logistical arrangements, and other support services required for stakeholder engagements, conferences, workshops, and official TTSEZA functions.	As Required	As Required	N/A	Limited Bidding	N/A	Fixed Price
23	xxx	Provision of Specialized Consultancy Services	80122100	Engagement of suitably qualified consultants to undertake a comprehensive review and recommend amendments for the different areas	As Required	As Required	N/A	Limited Bidding	N/A	Fixed Price
24	xxx	Provision of Audit Services	84111600	Provision of Audit Services for Annual audit	Jan-27	Apr-27	4 months	Limited bidding	N/A	Fixed Price
25	xxx	Supply and Delivery of Laptop Computers and Peripheral Devices	43210000	Procurement of Laptops/computers for Board Members and staff as needed including peripherals etc.	Jan-27	Sep-27	N/A	Limited bidding	N/A	Fixed Price

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26	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
27	xxx	Supply and delivery of Office Furniture	56101500	Office equipment as required (repairs, etc)	As Required	As Required	N/A	Limited bidding	N/A	Fixed Price