

| Project Name | UNSPSC | Brief Description | Proposed date for Issue of Bidding Documents | Expected Delivery/ Completion Date | Estimated Project Duration (for works and services) | Procurement Method | Contract Type |
|---|-----------------|--|---|---|--|---------------------------|----------------------------|
| Accommodation | 90111500 | Tobago, Local | Oct-23 | Sep-24 | 1 Year | Selective | Purchase Order |
| Advertisements | 82100000 | Newspaper Adv, Print Adv, Radio Adv, Television Adv, Broadcast Adv, Banners | Oct-23 | Sep-24 | 1 Year | Open | Purchase Order |
| Catering | 90101603 | Catering Services | Nov-23 | Sep-24 | 1 Year | Selective | Purchase Order |
| Consulting Services | 80101511 | Design and Layout, EAP, and Others | Dec-23 | Sep-24 | 9 months | Limited/ Selective | Purchase Order |
| Courier Services | 78102200 | Postal, Mail Delivery Services | Dec-23 | Sep-24 | 9 months | Selective | Purchase Order |
| Fresh cut Floral Bouquets | 10161600 | Bouquets for occasions | Dec-23 | Sep-24 | 9 months | Selective | Purchase Order |
| Furniture and Furnishings | 56000000 | Chairs, Furniture, Refridgerator and Others | Oct-23 | Sep-24 | 1 Year | Open | Purchase Order |
| General Maintenance and Repairs AC(HVAC) | 72101511 | Maintenance and repairs of AC | Dec-23 | Mar-24 | 2 Years | Open Tender | Firm Fixed Contract |
| ICT Hardware | 43211500 | Computers, Keyboard, Monitors(Computer Screen), Mice | Jan-24 | Jun-24 | 6 months | Selective/ Open | Purchase Order |
| ICT Software | 43230000 | Microsoft and Other Programmes | Jan-24 | Sep-24 | 1 Year | Selective/ Single | Firm Fixed Contract |

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| Insurance | 84000000 | Insurance of Property, Building, Possessions, Vehicle | Oct-23 | Sep-24 | 1 Year | Selective | Purchase Order |
| Internet | 81112100 | Internet Service Providers | Oct-23 | Sep-24 | 1-2 Years | Limited | Firm Fixed Contract |
| Janitorial and Cleaning Supplies | 47130000 | Mops, Cleaning Products and Others | Dec-23 | Aug-24 | 9 months | Selective | Purchase Order |
| Janitorial Services | 76110000 | Janitorial Services | Nov-23 | Sep-24 | 1 Year | Open Tender | Firm Fixed Contract |
| Medical Kit | 42172001 | First Aid Kits | Dec-23 | Feb-24 | 2 months | Selective | Purchase Order |
| Meeting Events | 80141902 | Hosting Conferences, Seminars and Other Functions | Dec-23 | Sep-24 | 9 months | Open/ Selective | Purchase Order |
| Office Equipment | 44000000 | Printers, Photocopier and Others | Dec-23 | Sep-24 | 1 Year | Open | Firm Fixed Contract |
| Office Supplies | 44120000 | Grocery Supplies(Tea,Milk etc.), Cookware and Kitchen Tools(Plates, Spoons etc.), Personal Care Toiletries(Hand Soap, Hand Sanitizer etc.) | Dec-23 | Sep-24 | 1 Year | Open | Purchase Order |
| Office Stationery | 44121638 | Pens, Rulers, Paper, Toners and Others | Jan-24 | Sep-24 | 1 Year | Open | Firm Fixed Contract |
| Periodicals | 55101519 | Magazines, Journals, Digital Subscriptions and Others | Dec-23 | Sep-24 | 1 Year | Selective | Purchase Order/ Firm Fixed Contacts |
| Interior Plant Landscaping Services | 76111506 | Plant Rental and Maintenance | Jan-24 | Sep-24 | 1 Year | Open | Firm Fixed Contract |

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| Promotional Items | 55101533 | Branded Shirts, Mugs Bags and Others | Dec-23 | Sep-24 | 9 months | Selective/ Open | Purchase Order |
| Rental Office Accommodation | 80131500 | Office Space Rental. Facilities and Others | Oct-23 | Sep-24 | 1 Year | Selective | Firm Fixed Contract |
| Safety & Security Equipment | 46210000 | Security Cameras, Alarm Systems and Others | Jan-24 | Apr-24 | 1 Years | Selective/ Open | Purchase Order |
| Security Guard Services | 92121504 | Security Services | Nov-23 | Jan-24 | 1 Year | Open | Firm Fixed Contract |
| Tokens | 55121729 | Hampers, Fruit Baskets and Others | Dec-23 | Sep-24 | 9 months | Selective/ Open | Purchase Order |
| Training | 86000000 | Staff Training | Jan-24 | Jun-24 | 6 months | Selective/ Limited | Purchase Order |
| Travel | 78101604 | Over Seas and Local Travel, Airfare and Others | Oct-23 | Sep-24 | 1 Year | Limited | Purchase Order |
| Vehicle Maintenance | 78181500 | Servicing, Car Wash, Repairs, Under Wash and Others | Dec-23 | Sep-24 | 1-4 days | Single Source | Purchase Order |
| Vehicle Rental | 78111808 | Rental Of Vehicles | Oct-23 | Sep-24 | 2-3 weeks | Selective | Purchase Order |
| Video Production | 82131603 | Production of video content for Media and Others | May-24 | Sep-24 | 5 months | Selective | Purchase Order |