

Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
1	Audit 23/24 001	Other Contracted Services	82101500	IA Awareness	Apr-24	May-24	One Week	RFQ	N/A	Fixed Price Contract
2	CC 23/24 001	Promotions, Publicity and Printing	82101500	Ads in International Publication	As requested	As requested	As required	Sole Select	N/A	Fixed Price Contract
3	CC 23/24 002	Hosting of Conferences, Seminars & Events	90101600	Catering for Events	As required	As required	As required	RFQ	N/A	Fixed Price Contract
4	CC 23/24 003	Hosting of Conferences, Seminars & Events	90101600	Celebration of National Events- Emancipation Day, Indian Arrival Day, Diwali, Eid, Christmas	As required	As required	As requested	Sole Select/ RFQ	N/A	Fixed Price Contract
5	CC 23/24 004	Promotions, Publicity and Printing	82101500	Corporate Memorabilia	As requested	As required	N/A	RFQ	N/A	Fixed Price Contract
6	CC 23/24 005	Promotions, Publicity and Printing	82121800	Annual Report	Nov-23	Jan-24	One Month	RFQ	N/A	Fixed Price Contract
7	CC 23/24 006	Hosting of Conferences, Seminars & Events	90101600	Girls in ICT Day	Feb-24	Apr-24	One Day	RFQ	N/A	Fixed Price Contract
8	CC 23/24 007	Hosting of Conferences, Seminars & Events	90101600	Boys in ICT Day	Feb-24	Apr-24	One Day	RFQ	N/A	Fixed Price Contract
9	CC 23/24 008	Hosting of Conferences, Seminars & Events	90101600	ICT Open Forum	Jan-24	Feb-24	One Day	RFQ	N/A	Fixed Price Contract
10	CC 23/24 009	Promotions, Publicity and Printing	82131600	Photography Video Taping	As required	As requested	As required	RFQ	N/A	Fixed Price Contract

Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
11	CC 23/24 010	Promotions, Publicity and Printing	82101500	Printing	As required	As requested	As required	RFQ	N/A	Fixed Price Contract
12	CC 23/24 011	Promotions, Publicity and Printing	82101500	Public Education Brochures	As requested	As requested	As required	RFQ	N/A	Fixed Price Contract
13	CC 23/24 012	Hosting of Conferences, Seminars & Events	90151800	Fun and Family Day	Apr-24	May-24	One Day	RFQ	N/A	Fixed Price Contract
14	CC 23/24 013	Hosting of Conferences, Seminars & Events	82131600	TATT Hosting of Conferences	As required	As required	As requested	RFQ	N/A	Fixed Price Contract
15	CC 23/24 014	Hosting of Conferences, Seminars & Events	82131600	WTISD	Feb-24	May-24	One Day	RFQ	N/A	Fixed Price Contract
16	CC 23/24 015	Other Contracted Services	82101500	Branding Project	As required	As required	As required	RFQ	N/A	Fixed Price Contract
17	CC 23/24 016	Hosting of Conferences, Seminars & Events	82131600	Annual Broadcast Forum	Jul-24	Sep-24	Three Months	RFQ	N/A	Fixed Price Contract
18	CC 23/24 017	Other Contracted Services	80101500	Processes and Procedures Consultancy	Feb-24	Sep-24	Six Months	Open Tendering 'RFP'	N/A	Fixed Price Contract
19	CC 23/24 018	Hosting of Conferences, Seminars & Events	82131600	Signature Event - Industry Awards	Nov-23	Jul-24	One Day	RFQ	N/A	Fixed Price Contract
20	CC 23/24 019	Hosting of Conferences, Seminars & Events	90101600	20th Anniversary Celebrations - 2024	Nov-23	Dec-24	One Month	RFQ	N/A	Fixed Price Contract

Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
21	CEO 23/24 001	Liberalisation of the Telecommunication Sector	81101500	Quantity Surveyor/ Structural Engineer Architectural Works - New Building	Jun-24	Sep-25	Eighteen Months	RFQ	N/A	Fixed Price Contract
22	CEO 23/24 002	Other Contracted Services	80101500	Consultancy - Frameworks	Feb-24	Jun-24	6 months	Sole Select/ RFQ	N/A	Fixed Price Contract
23	CEO 23/24 003	Minor Equipment Purchases	49201500	Wellness Equipment	As requested	As requested	N/A	RFQ	N/A	Fixed Price Contract
24	F&A 23/24 001	Insurance	84131500	Computer Equipment	Jan-24	Mar-24	One Year	RFQ	N/A	Fixed Price Contract
25	F&A 23/24 002	Other Contracted Services	84111500	Consultancy - Asset Valuation & Impairment Testing	Jan-24	Sep-24	Two - Three Months	RFQ	1 Week	Fixed Price Contract
26	F&A 23/24 003	Insurance	84131500	Fire Special Perils Equipment, Furniture, Fixtures & Fittings, Including Tobago	Jan-24	Mar-24	One Year	RFQ	N/A	Fixed Price Contract
27	F&A 23/24 004	Insurance	84131500	Land Cruiser (2) ASMMS	Jan-24	Feb-24	One Year	RFQ	N/A	Fixed Price Contract
28	F&A 23/24 005	Insurance	84131500	Mobile Monitoring Unit for AASMMS and Fixed SMS Stations\	Jan-24	Mar-24	One Year	RFQ	N/A	Fixed Price Contract
29	F&A 23/24 006	Office Stationery and Supplies	14111500	Office Stationery Supplies, Supplies and Grocery for Office and Refreshments for Meetings	As requested	As requested	N/A	RFQ	N/A	Fixed Price Contract
30	F&A 23/24 007	Insurance	84131500	Other Public Events/Location	Dec-23	Feb-24	One Year	RFQ	N/A	Fixed Price Contract

**Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024**

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
31	F&A 23/24 008	Materials and Supplies	14111500	Paper & Toner - Documents - RFID, Legal, Concessions - All Departments	As requested	As requested	N/A	RFQ	N/A	Fixed Price Contract
32	F&A 23/24 009	Insurance	84131600	Public Liability	Dec-23	Feb-24	One Year	RFQ	N/A	Fixed Price Contract
33	F&A 23/24 010	Insurance	84131500	Specialised Equipment	Jan-24	Mar-24	One Year	RFQ	N/A	Fixed Price Contract
34	F&A 23/24 011	Insurance	84131500	Vehicles (5) - Fortuner (2), Prado (1), BMW (1) plus 1 additional	Feb-24	Apr-24	One Year	RFQ	N/A	Fixed Price Contract
35	F&A 23/24 012	Insurance	84131600	Workmen's Compensation	Dec-23	Feb-24	One Year	RFQ	N/A	Fixed Price Contract
36	F&A 23/24 013	Minor Equipment Purchases	43211700	RFID Solution for Fixed Assets Tracking	Jan-24	Jun-24	One Year	RFQ	1 Week	Fixed Price Contract
37	Fac 23/24 001	Minor Equipment Purchases	43232600	Computerized Maintenance Software for Facilities	Jan-24	Sep-24	One Year	Sole Select	N/A	Fixed Price Contract
38	Fac 23/24 002	Other Contracted Services	41113600	Earth Resistance Testing	Oct-23	Nov-23	Two Days	RFQ	N/A	Fixed Price Contract
39	Fac 23/24 003	Janitorial Service	14111700	Janitorial supplies, toilet paper, hand towels etc.	As requested	As requested	N/A	Sole Select	N/A	Fixed Price Contract
40	Fac 23/24 004	Maintenance of Vehicles	78181500	Maintenance of Vehicles - Purchase of tyres	As required	As required	Two Days	RFQ	N/A	Fixed Price Contract

Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
41	Fac 23/24 005	Repairs and Maintenance (Building)	39101600	Miscellaneous - Replacement of Bulbs etc.	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
42	Fac 23/24 006	Repairs and Maintenance (Building)	72101500	Office Renovations	Feb-24	Apr-24	Two Weeks	RFQ	N/A	Fixed Price Contract
43	Fac 23/24 007	Other Contracted Services	72101500	Other Servicing	As requested	As requested	As required	RFQ	N/A	Fixed Price Contract
44	Fac 23/24 008	Repairs and Maintenance (Building)	72101500	Painting & Other maintenance of Building - Painting work at Tobago & HO incl ducting works	Jan-24	Apr-24	Three Months	RFQ	N/A	Fixed Price Contract
45	Fac 23/24 009	Other Contracted Services	72102100	Pest Control Services	Nov-23	Oct-24	One Year	RFQ	N/A	Fixed Price Contract
46	Fac 23/24 010	Repairs and Maintenance (Equipment)	43212100	Repairs to photocopiers, printers etc.	As required	As required	As required	RFQ	N/A	Fixed Price Contract
47	Fac 23/24 011	Repairs and Maintenance (Building)	72101500	Safety Repairs - Civil	As required	As required	As required	RFQ	N/A	Fixed Price Contract
48	Fac 23/24 012	Repairs and Maintenance (Building)	72102200	Electrical Services- Maintenance (Includes HVAC)	Apr-24	May-24	Two Weeks	RFQ	N/A	Fixed Price Contract
49	Fac 23/24 013	Repairs and Maintenance (Equipment)	49201500	Wellness Equipment Repairs	As required	As required	As required	RFQ	N/A	Fixed Price Contract
50	HR 23/24 001	Other Contracted Services	93141800	Consultancy - Career Guidance/ Software Tool - Career Planning Initiative	Jan-24	Jun-24	Six months	RFQ	N/A	Fixed Price Contract

**Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024**

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
51	HR 23/24 002	Other Contracted Services	80101800	Consultancy - Risk Assessment (OSH Act Requirement)	Mar-24	Apr-24	Six Months	RFQ	N/A	Fixed Price Contract
52	HR 23/24 003	Other Contracted Services	46181500	Safety Supplies and Equipment	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
53	HR 23/24 004	Uniforms including PPE	46181500	Uniforms including PPE	Oct-23	Mar-24	N/A	RFQ	N/A	Fixed Price Contract
54	IT 23/24 001	Other Contracted Services	43233000	Microsoft Office and Windows 10 - Microsoft 365	Aug-24	Sep-24	One Year	RFQ	N/A	Fixed Price Contract
				Microsoft Office and Windows 10 - Windows	Jun-24	Jul-24	One Year	RFQ	N/A	Fixed Price Contract
55	IT 23/24 002	Other Contracted Services	43233200	Symantec Licences and Support - Anti virus and Endpoint Protection	Jan-24	Feb-24	One Year	RFQ	N/A	Fixed Price Contract
56	IT 23/24 003	Other Contracted Services	43233500	VMware Licences - Server Virtualisation - Head Office	Dec-23	Jan-24	One Year	RFQ	N/A	Fixed Price Contract
57	IT 23/24 004	Other Contracted Services	43233200	FortiGate Support - Network Security	Apr-24	May-24	One Year	RFQ	N/A	Fixed Price Contract
58	IT 23/24 005	Other Contracted Services	43233000	Microsoft Server Licences - Server Operating Systems	May-24	Jun-24	One Year	Sole Select	N/A	Fixed Price Contract
59	IT 23/24 006	Minor Equipment Purchases	43211500	Computer Hardware/Software	Dec-23	Jan-24	One Year	RFQ	N/A	Fixed Price Contract

Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
60	IT 23/24 007	Repairs and Maintenance (Equipment)	43211600	IT - Laptop batteries and bags	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
61	IT 23/24 008	Repairs and Maintenance (Equipment)	43211600	IT - Other equipment - Staff	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
62	IT 23/24 009	Repairs and Maintenance (Equipment)	43191600	IT - Phones, phone cables	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
63	IT 23/24 010	Repairs and Maintenance (Equipment)	39121000	IT - UPS batteries	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
64	IT 23/24 011	Minor Equipment Purchases	43201800	IT Spares (Hard Drives, Printers, etc.)	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
65	IT 23/24 012	Minor Equipment Purchases	45111600	Other IT Equipment- Projectors, Cameras etc.	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
66	IT 23/24 013	Minor Equipment Purchases	39121000	UPS Replacement - Office	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
67	IT 23/24 014	Minor Equipment Purchases	39121000	UPS Replacement - Server	As required	As required	N/A	RFQ	N/A	Fixed Price Contract
68	IT 23/24 015	Development of Information Technology Support Systems	43222800	Call Centre Module for PBX	Jan-24	Jun-24	Six months	RFQ	N/A	Fixed Price Contract
69	IT 23/24 016	Other Projects and Capital Expenditure	43211500	Head Office Server Upgrades	Dec-23	Mar-24	One year	RFQ	N/A	Fixed Price Contract

Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
70	Legal 23/24 001	Other Contracted Services	80101500	Processes and Procedures - Consultancy	Apr-24	Jun-24	Six months	Open Tendering 'RFP'	N/A	Fixed Price Contract
71	PPE 23/24 001	Other Contracted Services	81121500	Mobile Dominance Assessment Project - Phases II & III	Jan-24	Mar-26	Two Years	RFP	N/A	Fixed Price Contract
72	PPE 23/24 002	Other Contracted Services	81121500	Fixed Dominance Assessment Project - Phases II & III	Mar-24	May-26	Two Years	RFP	N/A	Fixed Price Contract
73	PPE 23/24 003	Other Contracted Services	80101500	Processes and Procedures - Consultancy	Mar-24	Jun-24	Three Months	RFP	N/A	Fixed Price Contract
74	Pro 23/24 001	Minor Equipment Purchase- Furniture and Furnishings	56101700	Furniture and Furnishings- Desk, Chairs, Partitions, Cabinets, Refurbish Container	As requested	As requested	N/A	RFQ	N/A	Fixed Price Contract
75	Pro 23/24 002	Minor Equipment Purchase- Office Equipment	43212100	Office Equipment- Printers, Shredders, Bins, Fans, Binding Machine and others	As requested	As requested	N/A	RFQ	N/A	Fixed Price Contract
76	Pro 23/24 003	Other Contracted Services	83101900	Sustainability - Energy Audit Services	Jan-24	May-24	Two Months	Open Tendering 'RFP'	N/A	Fixed Price Contract
77	Pro 23/24 004	Other Contracted Services	76121600	Sustainable Disposal of Obsolete Items	As required	As required	One Week	RFQ	N/A	Fixed Price Contract
78	Pro 23/24 005	Minor Equipment Purchase- New Vehicle	25101500	Purchase of Fleet Vehicle	Mar-24	Jun-24	N/A	RFQ	N/A	Fixed Price Contract
79	Pro 23/24 006	Minor Equipment Purchases	43231500	Software for RFP Submission and Bidding Documents	Jun-24	Sep-24	4 months	Open Tendering 'RFP'	N/A	Fixed Price Contract

**Telecommunications Authority of Trinidad and Tobago
Annual Schedule of Planned Procurement Activities 2023-2024**

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration for Work and Service	Procurement Method	Standstill Period (If Applicable)	Contract Type
80	Pro 23/24 007	Rent/ Lease Vehicles and Equipment	78111800	Additional Equipment, Rental of Vehicles for Tobago Visits	As requested	As requested	As required	RFQ	N/A	Fixed Price Contract
81	T&E 23/24 001	Other Contracted Services	43211500	Broadband Performance Server and Probes Support	Nov-23	Jul-24	Nine Months	Open Tendering 'RFP'	N/A	Fixed Price Contract
82	T&E 23/24 002	Repairs and Maintenance (Equipment)	43221700	Antenna Repairs	Nov-23	Jun-24	Eight Months	Sole Select	N/A	Fixed Price Contract
83	T&E 23/24 003	Other Contracted Services	81112100	Fixed Broadband Access Speed Survey	Dec-23	Dec-24	One Year	Sole Select	N/A	Fixed Price Contract
84	T&E 23/24 004	Liberalisation of the Telecommunication Sector	81101700	Drone Spectrum Monitoring	Dec-23	Sep-24	Ten Months	Open Tendering 'RFP'	N/A	Fixed Price Contract