

**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 |

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| 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 |

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| 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) ASMMMS                                                                   | Jan-24                                       | Feb-24                              | One Year                                        | RFQ                | N/A                               | Fixed Price Contract |
| 28    | F&A 23/24 005  | Insurance                                      | 84131500          | Mobile Monitoring Unit for AASMMMS 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 |

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| 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 |

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| 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    | Fac 23/24 014  | Other Contracted Services           | 80101500          | To Conduct a Business Continuity Plan Table-Top Simulation Exercise                        | Apr-24                                       | Jul-24                              | Two Weeks                                       | RFQ                | N/A                               | Fixed Price Contract |
| 51    | 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 |

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| 52    | 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 |
| 53    | HR 23/24 003   | Other Contracted Services | 46181500          | Safety Supplies and Equipment                                      | As required                                  | As required                         | N/A                                             | RFQ                | N/A                               | Fixed Price Contract |
| 54    | HR 23/24 004   | Uniforms including PPE    | 46181500          | Uniforms including PPE                                             | Oct-23                                       | Mar-24                              | N/A                                             | RFQ                | N/A                               | Fixed Price Contract |
|       |                |                           |                   | Microsoft Office and Windows 10 - Microsoft 365                    | Aug-24                                       | Sep-24                              | One Year                                        | RFQ                | N/A                               | Fixed Price Contract |
| 55    | IT 23/24 001   | Other Contracted Services | 43233000          | Microsoft Office and Windows 10 - Windows                          | Jun-24                                       | Jul-24                              | One Year                                        | RFQ                | N/A                               | Fixed Price Contract |
| 56    | 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 |
| 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                                         | Apr-24                                       | Jul-24                              | One Year                                        | RFP                | N/A                               | Fixed Price Contract |

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| 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                  | Apr-24                                       | Jul-24                              | One year                                        | RFP                | N/A                               | Fixed Price Contract |

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| 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    | 69+A112:A120    | 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 |

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| 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 |