



Government of the Republic of Trinidad and Tobago
Ministry of Tertiary Education and Skills Training

Ministry of Tertiary Education and Skills Training

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

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		Uniforms	53102710/ 53102702	Provision of Uniforms to Identified Staff of the Ministry	January, 2026	March, 2026	2 months	Limited Bidding	Not applicable	Fixed Price/ Contract

2	Lease of Equipment for General Operations	80161801	Provision of Specialised Photocopiers by Leasing Arrangement to various Departments and Divisions of the Ministry	February, 2026	August, 2026	6 months	Open Bidding	10 days	Fixed Price/ Contract
3	Lease of Vehicles	80131500	Provision of Vehicles by Leasing Arrangement to the Ministry	February, 2026	May, 2026	3 months	Limited Bidding	10 days	Fixed Price/ Contract
4	Stationery Supplies	14111509	Provision of Office Stationery Items to the Ministry	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
5	Office Supplies	50000000	Provision of Consumable Kitchen Items- Tea, Coffee, Sugar, Milk and Other Perishables to the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

6	Office Equipment	43211503/ 43211507/ 44103103/ 44103105	Provision of Laptop Devices, Desktop Devices and its Related Consumables to the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
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7	Office Equipment	43211503/ 43211507/ 44103103/ 44103105	Provision of Specialised Laptop Devices, Desktop Devices and its Related Hardware/ Consumables to the Communications Division of the Ministry	March, 2026	June, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
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8	Subscription Fees	43211501	Provision of a Production Server to the Ministry	March, 2026	June, 2026	3 months	Limited Bidding/ Single Source	10 days	Fixed Price/ Contract
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9	Subscription Fees	43211501	Provision of a Back Up Server to the Ministry	March, 2026	June, 2026	3 months	Limited Bidding/ Single Source	10 days	Fixed Price/ Contract
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10	Subscription Fees	43233500/ 43233501/ 43233502/ 43233503	Provision of Cloud Infrastructure to the Ministry	March, 2026	June, 2026	3 months	Limited Bidding/ Single Source	10 days	Fixed Price/ Contract
11	Subscription Fees	81112004	Provision of Disaster Recovery Services to the Ministry	March, 2026	June, 2026	3 months	Limited Bidding/ Single Source	10 days	Fixed Price/ Contract
12	Office Equipment	45121600/ 45111800	Supply, Delivery and Commissioning of Photography and Videography Camera Equipment and Accessories to the Ministry	January, 2026	April, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
13	Office Equipment	43191501	Provision of Mobile Phones to Identified Staff of the Ministry	January, 2026	April, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
14	Books and Periodicals	55101519/ 82111904	Provision of Educational Literature and Newspapers to the Ministry	Monthly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

15	Materials and Supplies	44120000	Provision of Office Materials to the Ministry	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
16	Maintenance and Servicing of Vehicles	78181500	Maintenance and Servicing of Vehicles for the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
17	Repairs Servicing and Maintenance of Office Equipment	73152100	Repairs, Servicing and Maintenance of Office Equipment for the Ministry	As required	September, 2026	Not applicable	Limited Bidding/ Sole Source (where applicable)	Not applicable	Fixed Price/ Contract
18	Training Services	86101717	Training of Identified Staff by External Consultants for the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
19	Repairs and Maintenance of Building	72101507	Repairs and Maintenance of Building	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
20	Official Overseas Travel	78111500 & 90111500	Purchase of Tickets and Accommodation for Travel in Official Capacity of Identified Members of the Executive Team and Staff Members	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

21	Subscription Fees	64111802	Annual Subscription for Specialty Communications Software- Graphics Programmes, Editing Software for Graphics and Videos	March, 2026	June, 2026	3 months	Sole Select (where applicable) or Open Bidding	10 days	Fixed Price/ Contract
22	Janitorial Services	76111501	Provision of Janitorial Services for the Funding and Grants Administrative Division	January, 2026	April, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
23	Security Services	92121504	Provision of Security Services for the Funding and Grants Administrative Division	January, 2026	April, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
24	Hygiene Services for the Funding and Grants Administrative Division	47131800	Provision of Hygiene Services for the Funding and Grants Administrative Division	January, 2026	April, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract

25	Office Equipment	43211503	Provision of Laptops to the Funding and Grants Administrative Division	January, 2026	April, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
26	Office Furniture and Furnishings	56111500	Provision of All in One Work Stations to the Funding and Grants Administrative Division	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
27	Subscription Fees	43211501	Provision of Servers for the Funding and Grant Administrative Division	February, 2026	May, 2026	3 months	Limited Bidding/ Sole Source (where applicable)	10 days (where applicable)	Fixed Price/ Contract
28	Office Equipment	80161801	Provision of three (3) Multifunction Photocopiers by Leasing Arrangement to the Funding and Grants Administrative Division	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract

29	Office Equipment	43222612/ 39121011	Provision of three (3) Enterprise Grade 48 Port Network Switches and fifty five (55) UPS Units to the Funding and Grants Administrative Division	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
30	Office Equipment	44101603	Provision of 3 High Duty Cross Cut Shredders to the Funding and Grants Administrative Division	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
31	Office Equipment	43233506/ 43191508	Provision of forty two (42) Software Based Phones for Staff Computers or Mobile Devices to the Funding and Grants Administrative Division	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract

32	Office Furniture and Furnishings	56101504	Provision of ten (10) Executive Chairs and twenty (20) Office Chairs to the Funding and Grants Administrative Division	March, 2026	June, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
33	Office Furniture and Furnishings	52141502/ 52141521/ 52141523/ 24131500/ 41103011	Provision of Kitchen Equipment- Microwave, Toaster Oven, Electric Kettle, Refrigerator to the Funding and Grants Administrative Division	March, 2026	June, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
34	Office Equipment	52161500/ 52161505/ 52161506	Provision of one (1) television to the Funding and Grants Administrative Division	March, 2026	June, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
35	Office Stationery	14111509	Provision of Office Stationery to the Funding and Grants Administrative Division	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

36	Office Supplies	50000000/ 52151600	Provision of Kitchen Items- Disinectant Spray, Cleaning Liquids and Other Consumables to the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
37	Brokerage Services	80141706/ 78141500	Provision of Brokerage Services to the Ministry	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
38	Auctioneering Services	80141705	Provision of Auctioneering Services to the Ministry	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
39	Postage Services	78102201/ 78102202/ 78102203/ 78102204	Provision of Postal Delivery Services to the Ministry	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
40	Promotional Items, Publicity and Printing	80141605	Provision of Specialised Stationery Items and Branded Items to the Communications Division of the Ministry	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

41	Promotional Items, Publicity and Printing	80141605/49101609	Provision of Branded Promotional Items- Office Event Décor, Signage, Banners, Crowd Control Stanchions, Flags and Flag Poles for the Ministry's Official Events	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
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42	Promotional Items, Publicity and Printing	80141605	Provision of Business Cards, Tokens, Event Tokens and Packaging Material for the Executive of the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
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43	Promotional Items, Publicity and Printing	80171602	Provision of Social Media Boosting Services to the Ministry	Monthly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
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44	Hosting of Conferences, Seminars and Other Functions	80141607	Provision of Event Management Services- Venue, Furniture, Event Branding and Other Related Services to the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
45	Hosting of Conferences, Seminars and Other Functions	80161507	Provision of Audio Visual Services to the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
46	Hosting of Conferences, Seminars and Other Functions	52161500/ 52161510/ 52161511	Provision of Audio Visual Equipment to the Ministry	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
47	Hosting of Conferences, Seminars and Other Functions	82101800	Provision of Advertising Services in the Print, Electronic and New Media- Notices, Campaigns and Sensitisation Sessions to the Ministry	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

48	Employee Assistance Programme	84131609	Provision of Employee Assistance Services to the Ministry	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
49	Uniforms	53102710/ 53102702	Provision of Uniforms for ECIAF Personnel	March, 2026	June, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
50	Lease of Equipment for National Examinations Council	80161801	Provision of Photocopiers by Leasing Arrangement to the National Examinations Council	December, 2026	February, 2026	2 months	Limited Bidding	Not applicable	Fixed Price/ Contract
51	Stationery Supplies for National Examinations Council	14111509	Provision of Office Stationery to the National Examinations Council	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
52	Stationery Supplies for the Spanish Secretariat	14111509	Provision of Office Stationery to the Spanish Secretariat	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
53	Training Services for the Spanish Secretariat	86101717	Training of Identified Staff of the Spanish Secretariat by External Consultants	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

54	Contracted Services for the Spanish Secretariat		Provision of Specialised Contracted Services by External Entities	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
55	Promotional Items, Publicity and Printing for the Spanish Secretariat	80141605/49101609	Provision of Branded Promotional Items, Printed Material and Advertising Content for the Spanish Secretariat	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
56	Lease of Equipment for the On the Job Training Programme	80161801	Provision of Photocopiers by Leasing Arrangement to the On the Job Training Programme	February, 2026	April, 2026	2 months	Limited Bidding	Not applicable	Fixed Price/ Contract
57	Lease of Vehicles for the on the Job Training Programme	80131500	Provision of Vehicles by Leasing Arrangement to the On the Job Training Programme	January, 2026	March, 2026	2 months	Limited Bidding	Not applicable	Fixed Price/ Contract

58	Stationery Supplies for the On the Job Training Programme	14111509	Provision of Office Stationery to the On the Job Training Programme	Quarterly	September, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
59	Books and Periodicals	55101519/ 82111904	Provision of Educational Literature and Newspapers to the On the Job Training Programme	Quarterly	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
60	Maintenance and Servicing of Vehicles	78181500	Maintenance and Servicing of Vehicles for On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
61	Repairs Servicing and Maintenance of Office Equipment	73152100	Repairs Servicing and Maintenance of Office Equipment for the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding/ Sole Source (where applicable)	Not applicable	Fixed Price/ Contract

62	Training Services	80101500/ 86101717	Training of Identified Staff by External Consultants for On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
63	Repairs and Maintenance of Building	72101500	Repairs and Maintenance of Building for the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
64	Contracted Consulting Services	80101500	Provision of Specialised Contracted Services by External Entities for the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
65	Janitorial Services	76111500	Provision of Janitorial Services for the On the Job Training Programme	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract

66	Security Services	92121504	Provision of Security Services for the On the Job Training Programme	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
67	Postage Services	78102201/ 78102202/ 78102203/ 78102204	Provision of Postal Delivery Services for the On the Job Training Programme	February, 2026	May, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
68	Promotional Items, Publicity and Printing	80141605/ 49101609	Provision of Branded Promotional Items, Printed Material and Advertising Content to the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

69	Promotional Items, Publicity and Printing	82101800	Provision of Advertising Services in the Print, Electronic and New Media- Notices, Campaigns and Sensitisation Sessions to the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
70	Hosting of Conferences, Seminars and Other Functions	80141607/ 80161507	Provision of Videography, Event Accommodation Space and Other Related Services for On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
71	Office Equipment	44101700/ 44101800/ 44101900/ 44102000/ 44102100	Supply and Delivery of Office Equipment for the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract

72	Furniture and Furnishings	56101700/ 56101701/ 56101702	Provision of Furniture and Furnishings for the On the Job Training Programme	March, 2026	June, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract
73	Office Equipment	44103100/ 43210000/ 43211500/ 43211600/ 43211700/ 43222600	Provision of ICT Consumables and Minor Equipment for the On the Job Training Programme	As required	September, 2026	Not applicable	Limited Bidding	Not applicable	Fixed Price/ Contract
74	Office Equipment	56101504	Provision of Office Equipment- Executive Chairs and Desks to the On the Job Training Programme	April, 2026	July, 2026	3 months	Limited Bidding	Not applicable	Fixed Price/ Contract