

TRINIDAD AND TOBAGO TRADE AND INVESTMENT PROMOTION AGENCY LIMITED "THE AGENCY"  
ANNUAL SCHEDULE OF PROCUREMENT ACTIVITIES 2024-2025

No.	Project ID Number	Project Name	UNSPSC Code Lvl 3	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion date	Estimated Project Duration (weeks and services)	Procurement Method	Standstill Period (if applicable)- No. of Days	Contract Type
QUARTER 1										
	48/09/003/11/R/028	Fashion LookBook (3 Editions)		Digital and In-Print Publication to drive the Promotion of Trinidad and Tobago's Fashion Designers. These Magazines are to be produced on a Quarterly (Seasonal) Basis.						
	48/09/003/11/R/028	Fashion LookBook (1st Edition)		The Christmas Edition (QTR 1)						
				Graphic Designer Services for Fashion LookBook	October-24	December-24	1 month	Selective Tender		Fixed Price
				Photographer	October-24	December-24	1 month	Selective Tender		Fixed Price
				Google AD Campaign Provider	October-24	February-25	4 months	Selective Tender		Fixed Price
				Printing Services	November-24	December-24	2 months	Selective Tender		Fixed Price
	48/09/003/11/R/028	Puerto Rico Market Survey		Consultant services for Research meetings in Puerto Rico ahead of the trade mission	November-24		2-3 months	Request for Proposal		Fixed price
	MEA	Speaker Fees (ODOS)		Fees for Industry Expert to present on Music Tours during the ODOS Conference branded as 'presented by RVRBX'	November-24	November-24	1-3 Days	Sole Select		Fixed price
	MEA	Speaker Flight (ODOS)		Flight for Industry Expert to present on Music Tours during the ODOS Conference branded as 'presented by RVRBX'	November-24	November-24	1 Day	Single-Source		Fixed price
	MEA	Speaker Accomodation (ODOS)		Accomodation for Industry Expert to present on Music Tours during the ODOS Conference branded as 'presented by RVRBX'	November-24	November-24	3-5 Days	Merit Award		Fixed price
	EBI	Puerto Rico Trade Mission		Consultant services for B2B meetings in Puerto Rico	December-24		4-5 months	Request for Proposal		Fixed price
	48/09/003/11/R/028	Development of New Website		Development of a new website that intergrates with the company's ERP and covers the products, services and support across the agency.	Dec-24	Mar-25	3-4 months	Request for Proposal		Fixed price
	EBI	Expocomer 2025-Panama		Booth design and build	December-24		2-3 months	Request for Proposal		Fixed price
QUARTER 2										
	EBI	Trade Mission to Japan		Consultant services for B2B meetings in Japan	January-25		4-6 months	Request for Proposal		Fixed price

	48/09/003/11/R/028	Acquisition of an Enterprise Resource Planning (ERP) Application		Acquisition of an ERP to manage and integrate all the key functions in the company including HR, Finance, Procurement, CRM and Marketing.	Jan-25	May-25	5 months	Request for Proposal		Fixed price
	48/09/003/11/R/028	Fashion LookBook (2nd Edition)		The Carnival Edition (QTR 2)						
				Graphic Designer Services	January-25	February-25	1 month	Selective Tender		Fixed Price
				Printing Services	January-25	February-25	2 months	Selective Tender		Fixed Price
	48/09/003/11/R/028	Film Content Creation		Marketing/Export Readiness Consultant	Jan-25	Apr-25	3 months	Selective Bidding		Fixed price
	MEA	Facilitator Fees		Fees for facilitator for Webinar(s) on Music Export Readiness	Jan-25	Feb-25	1-4 Days	Sole Select		Fixed price
	MEA	Social Media Marketing		Facebook and Instagram sponsored posts for Music Export Readiness Webinar(s)	Jan-25	Feb-25	1-2 Months	Request for Quotations		Fixed price
	IMP	Flights		Flights for MusicTT staff to attend Music Matters Conference Singapore 7-10 May	Feb-25	May-25	1-5 Days	Single-Source		Fixed price
	IMP	Accommodation		Accommodation for MusicTT staff in Singapore while they attend Music Matters Conference 7-10 May	Feb-25	May-25	5 Days	Merit Award		Fixed price
	48/09/003/11/R/028	Film Friendly		Export Collaboration with SheTrades - Event Manager	Feb-25	May-25	3 months	Selective Bidding		Fixed price
	EBI	Chile Market Survey		Consultant services for Research meetings in Chile ahead of the trade mission	March-25		4-6 months	Request for Proposal		Fixed price
	48/09/003/11/R/028	Outfitting of Office Space		Outfitting of the New TTTIPA Building	Feb-25	Jul-25	4-6 Months	Request for Proposal		Fixed price
QUARTER 3										
	48/09/003/11/R/028	Fashion LookBook (3rd Edition)		The Bridal Edition (QTR 3)						
				Graphic Designer Services	April-25	May-25	1 month	Selective Tender		Fixed Price
				Photographer	April-25	May-25	1 month	Selective Tender		Fixed Price
				Printing Services	April-25	May-25	2 months	Selective Tender		Fixed Price
				Google AD Campaign Provider	April-25	July-25	4 months	Selective Tender		Fixed Price
	IMP	Conference Tickets		Passes for MusicTT staff to attend Music Matters Conference Singapore 8-9 May	Apr-25	May-25	2 Days	Single-Source		Fixed price
	MEA	Social Media Marketing		Facebook and Instagram sponsored posts for Music Export Readiness Webinar(s)	Apr-25	Jun-25	1-2 Months	Request for Quotations		Fixed price
		Unseen Unexpected		Certified Film Location Expo Tour Guide Company	May-25	Aug-25	3 months	Selective Bidding		Fixed price

		Unseen Unexpected		Certified Film Location Expo Venue	May-25	Aug-25	2 Days	Selective Bidding		Fixed price
		Unseen Unexpected		Certified Film Location Expo AV & Lighting	May-25	Aug-25	2 Days	Selective Bidding		Fixed price
	MEA	Facilitator Fees		Fees for facilitator for Webinar(s) on Music Export Readiness	May-25	Jun-25	1-2 Days	Sole Select		Fixed price
		Americas Food & Beverage Show		Booth design and build	May-25		4-6 months	Request for Proposal		Fixed price
	EBI	Chile Trade Mission		Consultant services for B2B meetings in Chile	May-25		3-5 months	Request for Proposal		Fixed price
		Unseen Unexpected		Film Permit and ATA Carnet Launch - Event Manager	Jun-25	Sep-25	3 months	Selective Bidding		Fixed price
QUARTER 4										
	MEA	Facilitator Fees		Fees for facilitator for Webinar(s) on Music Export Readiness	Aug-25	Sep-25	1-2 Days	Sole Select		Fixed price
	MEA	Social Media Marketing		Facebook and Instagram sponsored posts for Music Export Readiness Webinar(s)	Jul-25	Sep-25	1-2 Months	Request for Quotations		Fixed price
	EBI	Chile Trade Mission		Consultant services for B2B meetings in Puerto Rico	July-25	Sep-25	4-5 months	Request for Proposal		Fixed price