

exporTT
ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES FY 2023/2024

No.	Project Number	Project Name / Department	UNSPSC Code Lvl 3	Project Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period	Procurement Method:	Proposed Procurement Method	Proposed Procurement Type	Contract Type	Estimated cost of Job (VAT Exclusive)	Risk	Comments
FINANCE UNIT																
1	N/A	IAS 19 Actuarial Report - September 2023	84000000	Independent Valuation of Pension Plan for IFRS Reporting		15-Dec-23	3 weeks	request for quotation	10 days		Local		1 Year	24000		
2	N/A	exporTT Financial Audit for YE2022 and YE2023	84111601	Audit of Financial Statements of exporTT		Jun-24	12 weeks	Single Source			Local		1 Year	175000		Ongoing Audits
CLIENT SUPPORT SERVICES																
	N/A	Fit 4 Europe II / Client Support Services	N/A	exporTT successfully implemented the Fit 4 Europe I Project in October 2015 to March 2017. The Fit 4 Europe II project is facilitated by EU-CARIFORUM Economic Partnership Agreement Standby Facility for Capacity Building under 11th European Development Fund (EDF) and is funded through the Caribbean Development Bank, this funding is allocated for payment to the in-market consultant and interpretation fees . The Fit 4 Europe II project is being executed by exporTT and led by project consultant Market Scoping International (MSI). Twenty (20) Trinidad & Tobago companies comprising of Tiers 1,2 & 3, micro and rural based firms, women-led businesses, established exporters will be prepared to enter International Markets with a focus on Sweden & Germany . MSI will design & development Action Plans for the companies and capacity building based on the gaps identified. The project commence in June 2023 and is expected to end in September 2024 . The project covers Market Research, an extensive Capacity Building programme tailored for selected companies executed over the 15 months; utilising both local and foreign facilitators. Virtual Trade Missions to Sweden & Germany for Tier 1 exporters, Coaching and Mentorship programme. Knowledge transfers and technical training for exporTT staff and Business Support Organisations. Procurement request is expected to take place during the months of November 2023 to September 2024 .												
3	N/A	Capacity Building	86132201	Training, workshops, and seminars facilitated by local service providers for twenty (20) Tier 1, 2 & 3 Goods and Services Companies.	November 2023 - August 2024	Varying months during Nov 2023 - September 2024 depending date of procurement request	November 2023 - August 2024	Request for Proposals	20 days	1. Regular, low value purchase 2. Request for Proposal	4. Combination	1. Limited bidding is preferred	Invoices/Contract	100,000.00	Inability to meet delivery dates & foreign payment	It must be noted that the Fit 4 Europe II project is built heavily on Capacity Building Programmes. The gap analysis will be completed for the twenty (20) companies by November 31, 2023. This will result in tailored training programmes. At that point the scheduled will be developed affixed with dates and facilitators requirements.
4	N/A	Consultancy Services	86132201	Technical programmes designed, developed and delivered by foreign in-market service providers for Twenty (20) Tier 1, 2 & 3 Goods and Services Companies. Inclusive of EporTT Staff & Staff of Business Support Organisations	November 2023- September 2024	Varying months during Nov 2023 - September 2024 depending date of procurement request	November 2023 - August 2024	Request for proposals / request for Quotations		3. Detailed Specification to be met/ followed	4. Combination	1. Limited bidding is preferred 3. Use of 1 particular supplier	Invoices /Contract	200,000.00	Inability to meet delivery dates & foreign payment	The project is geared towards building international export ready companies with a focus in the German & Sweden market. This far it has been identified that some of the required technical skills for specific training reside within those two markets.
5	N/A	Promotional Material	82121505	Social Media development & coverage. Newspapers Articles/press release. Photography throughout project lifespan Nov 2023 - Sept 2024, Videography for video production and development of success stories/participants interviews, digital content and Newsletter etc. Promotional Material for project Close off.	November 2023- September 2024	Varying months during Nov 2023 - September 2024 depending date of procurement request	November 2023 - September 2024	Request for Quotations	N/A	Regular, low value purchase.	1. National (local) 4. Combination	1. Limited bidding is preferred	Invoices / Contract	75,000.00	Inability to meet delivery dates	
6	N/A	Seminar 1 - Goods	86132201	Project ending - seminar on achievements, challenges, lessons learnt, experiences geared towards goods manufacturers.	Jun-24	Jul-24	Aug-24	Request for Quotations		Regular, low value purchase	1. National (local)	1. Limited bidding is preferred	Invoices	4,000.00	Inability to meet delivery dates	
7	N/A	Seminar 2 - Services	86132201	Project ending - seminar on achievements, challenges, lessons learnt, experiences geared towards services sector.	Jun-24	Jul-24	Aug-24	Request for Quotations		Regular, low value purchase	1. National (local)	1. Limited bidding is preferred	Invoices	4,000.00	Inability to meet delivery dates	
8	N/A	Seminar 3 - Women Entrepreneurs	86132201	Project ending - seminar on achievements, challenges, Lessons learnt, experiences geared towards rural and women led entrepreneurs.	Jun-24	Jul-24	Aug-24	Request for Quotations		Regular, low value purchase	1. National (local)	1. Limited bidding is preferred	Invoices	4,000.00	Inability to meet delivery dates	
9	N/A	Project Close off	86132201	Closing ceremony. Invitations(consultant, partners, facilitators, stakeholders & participants) Flight, Accommodation for foreign attendees. Ground Transfers & Logistics. Speakers, Venue, Decorations Catering (foods & drinks), gifts, token, Certificates etc.	Jun-24	Jul-24	Sep-24	Request for Quotations		Regular, low value purchase	1. National (local) 4. Combination	1. Limited bidding is preferred	Quotations/Invoices	200,000.00	Inability to meet delivery dates & foreign payment	
10	N/A	She Trades Export Readiness Training - Tobago	86132201	Venue Equipment Rental Catering Accommodation Printing of Manuals Air Travel Ground Travel	16/10/23	31/10/23	6th and 7th December 2023	Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	5,000.00 4,000.00 6,000.00 500.00 4,000.00 400.00 200.00	N/A	Training facilitated by ITC Trained internal Officer

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11	N/A	She Trades Christmas Market	86132201	Venue Table Rental Insurance Printing of Branded material Tent Rental Security Decor	3/11/2023	24/11/23	22nd to 24th December 2023	Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	3,000.00 4,000.00 2,000.00 4,500.00 2,500.00 6,000.00 3,000.00	N/A	Christmas market will be led by the female entrepreneurs	
12	N/A	She Trades Training	86132201	Printing of Manuals Parking Catering	1/1/2024	17/1/24	23rd January 2024	Request for Quotations		Regular, low value purchase		Limited bidding is preferred		4,000.00 4,000.00 500.00	N/A	Training facilitated by ITC Trained internal Officers	
13	N/A	She Trades Carnival Market	86132201	Venue Table Rental Insurance Printing of Branded material Tent Rental Security Decor	1/1 24	22/1/24	14/2 24	Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	3,000.00 4,000.00 2,000.00 4,500.00 2,500.00 6,000.00 3,000.00	N/A	Carnival market will be led by the female entrepreneurs	
14	N/A	International Women's Day Conference and Networking Event	86132201	Venue Catering Programmes Gift Bags for Participants Performer Decor Equipment Rental M.C. Tokens for Speakers Photography/Videography Pre-recorded video Ushers	1/1/2024	26/1/24	8/3/2024	Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	20,000.00 5,000.00 50,000.00 2,500.00 5,000.00 2,500.00 10,000.00 20,000.00 5,000.00 10,000.00 5,000.00 2,500.00	N/A	International Celebrated event	
15	N/A	SheTrades Export Plan workshop	86132201	Consultant Catering Printing of Manuals Parking	1/1/2024	23/2/24	9/5/2024	Request for Proposals /Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	12,000.00 4,000.00 4,000.00 500.00	N/A	External consultant, internal venue	
16	N/A	SheTrades Export Costing & Pricing Workshop	86132201	Consultant Catering Printing of Manuals Parking	1/1/2024	23/2/24	28/5/24	Request for Proposals /Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	12,000.00 4,000.00 4,000.00 500.00	N/A	External consultant, internal venue	
17	N/A	SheTrades TTMA Trade and Investment Conference Participation	86132201	Booth Rental Printing of Brochures Booth Décor Promotional Items	29/3/2024	29/4/24	11th to 13th July 2024	Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	20,000.00 10,000.00 10,000.00 5,000.00	N/A	Event led by female entrepreneurs	
18	N/A	She Trades Export Readiness Training	86132201	Printing of Manuals Parking Catering	1/7/2024	22/7/24	6th August 2024	Request for Quotations		Regular, low value purchase	National (local)	Limited bidding is preferred	N/A	4,000.00 4,000.00 500.00	N/A	Training facilitated by ITC Trained internal Officer	
19																	
20	N/A	Training Workshop: Generating Export Leads	86132201	Training workshop on creation of leads, participants will be engaged on how to adopt a more targeted approach to export leads generation. Services to be procured: Parking	Oct-23	November 01st 2023	1 day	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$12,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal	
	86132201		Training workshop on creation of leads, participants will be engaged on how to adopt a more targeted approach to export leads generation. Services to be procured: Catering	Oct-23	November 01st 2023	1 day	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$12,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal		
21	N/A	Training Workshop: 30 Minute Sales Pitch (Project)	86132201	Training for clients under the Export Incubator and Accelerator Projects who secure export contracts or improve their pitches skills to win new business. Services to be procured: Parking	Oct-23	November 08th 2023	1 day	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal	
	86132201		Training for clients under the Export Incubator and Accelerator Projects who secure export contracts or improve their pitches skills to win new business. Services to be procured: Catering	Oct-23	November 08th 2023	1 day	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal		
	86132201		Training for clients under the Export Incubator and Accelerator Projects who secure export contracts or improve their pitches skills to win new business. Services to be procured: Translation services	Oct-23	November 08th 2023	1 day	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal		
22	N/A	Training Workshop: Negotiating Across Cultures	86132201	Training to provide participants with the techniques, resources and tips needed to develop and execute winning strategies to be used in their future negotiations with external counterparts. Services to be procured: Catering	Oct-23	November 17th 2023	2 days	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal	
	86132201		Training for clients under the Export Incubator and Accelerator Projects who secure export contracts or improve their pitches skills to win new business. Services to be procured: Parking	Oct-23	November 17th 2023	2 days	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal		
23	N/A	Training Workshop: 30 Minute Sales Pitch (Public Enrolment)	86132201	Training to assist clients with securing export contracts or improve their pitches skills to win new business. Services to be procured: Catering	Oct-23	November 24th 2023	2 days	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal	
	N/A		86132201	Training to assist clients with securing export contracts or improve their pitches skills to win new business. Services to be procured: Parking	Oct-23	November 24th 2023	2 days	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$14,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	Ongoing project from last fiscal	

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21	N/A	Training Workshop: Managing International Risk	86132201	Training to provide participants with strategies to employ to manage against international risks Services to be procured: Catering	Feb-24	Jun-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
22	N/A		86132201	Training to provide participants with strategies to employ to manage against international risks Services to be procured: Parking	Feb-24	Jun-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Request for quotation	Purchase Order	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
23	N/A		86132201	Training to provide participants with strategies to employ to manage against international risks Services to be procured: Consultant	Feb-24	Jun-24	2 days	Request for Proposals	N/A	Request for Proposal	Combination	Open Tender	Full Service	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
24	N/A		86132201	Training to provide participants with strategies to employ to manage against international risks Services to be procured: Manuals	Feb-24	Jun-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
25	N/A	Training Workshop: FSPCA: Preventive Controls of Human Food (Trinidad)	86132201	Training to provide insights into the safe preparation of food products for human consumption in the US in order to prevent food-borne illnesses. Services to be procured: Catering	Dec-23	Feb-24	3 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$60,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
26	N/A		86132201	Training to provide insights into the safe preparation of food products for human consumption in the US in order to prevent food-borne illnesses. Services to be procured: Parking	Dec-23	Feb-24	3 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$60,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
27	N/A		86132201	Training to provide insights into the safe preparation of food products for human consumption in the US in order to prevent food-borne illnesses. Services to be procured: Manuals	Dec-23	Feb-24	3 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$60,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
28	N/A	Training Workshop: Digital Marketing Training Programme	86132201	Provide clients with the different ways of marketing their businesses online. Services to be procured: Catering	Dec-23	Mar-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
29	N/A		86132201	Provide clients with the different ways of marketing their businesses online. Services to be procured: Parking	Dec-23	Mar-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
30	N/A		86132201	Provide clients with the different ways of marketing their businesses online. Services to be procured: Manuals	Dec-23	Mar-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
31	N/A		86132201	Provide clients with the different ways of marketing their businesses online. Services to be procured: Manuals	Dec-23	Mar-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
32	N/A		86132201	Provide clients with the different ways of marketing their businesses online. Services to be procured: Consultant	Dec-23	Mar-24	2 days	Request for Proposals	N/A	Request for Proposal	Local	Open Tender	Full Service	\$20,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
33		Training Workshop: Proposal Writing	86132201	Provide clients with the techniques and tools for writing winning proposals Services to be procured: Consultant	Feb-24	May-24	2 days	Request for Proposals	N/A	Request for Proposal	Local	Open Tender	Full Service	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
34			86132201	Provide clients with the techniques and tools for writing winning proposals. Services to be procured: Catering	Feb-24	May-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
35			86132201	Provide clients with the techniques and tools for writing winning proposals Services to be procured: Manuals	Feb-24	May-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
36			86132201	Provide clients with the techniques and tools for writing winning proposals Services to be procured: Parking	Feb-24	May-24	2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
37		Training Workshop: The Art of Conducting In-Market Research (Incubator)	71161610	Provide clients with understanding how to conduct in-market research in export markets Services to be procured: Consultant	Dec-23	Apr-24	3 days	Request for Proposals	N/A	Request for Proposal	Combination	Open Tender	Full Service	\$40,000.00	Client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
38			86132201	Provide clients with understanding how to conduct in-market research in export markets Services to be procured: Catering	Dec-23	Apr-24	4 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
39			46210000	Provide clients with understanding how to conduct in-market research in export markets Services to be procured: Manuals	Dec-23	Apr-24	5 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
40			86132201	Provide clients with understanding how to conduct in-market research in export markets Services to be procured: Parking	Dec-23	Apr-24	6 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$40,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
41		Training Workshop: Export Basics	71161610	Introductory course into exporting and the export process Services to be procured: Consultant	Nov-23	Jan-24	1/2 day	Request for Proposals	N/A	Request for Proposal	Local	Open Tender	Full Service	\$20,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
42			86132201	Introductory course into exporting and the export process Services to be procured: Catering	Nov-23	Jan-24	1/2 day	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	

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43			46210000	Introductory course into exporting and the export process Services to be procured: Manuals	Nov-23	Jan-24	1/2 day	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
44			86132201	Introductory course into exporting and the export process Services to be procured: Parking	Nov-23	Jan-24	1/2 day	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$20,000.00	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
45		Export Incubator Project	86132201	A 9 month capacity building programme which assists 10 high potential manufacturers with building their export capacity through; training, coaching and hands-on support. Services to be Procured: Consultants for Coaching	Nov-23	Aug-24	9 months	Request for Proposals	N/A	Request for Proposal	Combination	Open Tender	Full Service	\$375,000.00	Delay in responses to RFP, evaluating proposals received, consultants agreement to the TOR, attracting a consultant with the necessary skillset to deliver	
46			86132201	Training Facilitators: Export Costing and Pricing Export Plan In-Market Research	Dec-23	Sep-24	1 day and 2 days	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$15,000, \$20,000, \$20,000 & \$30,000, \$25,000	Not getting a consultant to deliver, client's availability on workshop date, procurement of support services (catering, parking, manuals etc.)	
47			86132201	Kick Off meeting: A Networking event where ten new clients under cohort 2 of the programme will meet each other, the coaches, their assigned advisor and other key personnel within exporTT Limited. Services to be procured: Catering, Venue, Tokens, Photography Services, Videography Services, Sound System	Dec-23	Feb-24	2 months	Request for Quotations	N/A	Regular, low value	Local	Limited (RFQ)	Purchase Order	\$80,000.00		
48		In-Market Research Consultancy	86132201	To support clients under exporTT's Projects, it is essential that they receive data from within their target export markets to further analyze that market's potential and viability.	Dec-23	Mar-24	6 months	Request for Proposals	N/A	Request for Proposal	Combination	Open Tender	Full Service	\$75,000.00	Consultant's inability to deliver on the TOR	
49		Accelerator Cohort 3 A Developmental Programme designed to increase Trinidad and Tobago exports through deepening penetration in existing markets and/or achieving entry into new markets by local exporters.	71161610	Consultant Cost - Export Coaching - (\$10,500 per company per month; 10 companies; by 9 months)	October 2023.	January 2024.	Nine (9) Months	Request for proposals		Request for proposal	Local	Limited bidding	Full Service	945,000.00	n/a	n/a
50			86132201	Coach Brief on Project - (a) Sector Analysis (b) Company Breakdown Analysis Catering Venue	February 2024.	February 2024.	1 day	Request for quotations		Regular low value	National	Limited bidding	Purchase Order	\$40,000.00	n/a	n/a
51			82121505	Planned and Ad Hoc Promotional Activities - Photography, Video Clips, Social Media etc, Export Booster Initiative Signage: Magazine/Newspaper/ Promos	Aug-24	Nov 2024	1 day	Request for quotations		Regular low value	National	Limited bidding	Purchase Order	\$200,000	n/a	n/a
52			86132201	Capacity Building for Internal Team-coaching styles fall into one of four major categories: democratic, autocratic, laissez-faire, and holistic. How do you know which technique to use to motivate your client.			2 days	Request for quotations		Regular low value	National	Limited bidding	Full Service	\$45,000.00	n/a	n/a
53			82121505	Company Profile - 10 companies to source their own supplier based on contract details		Apr-24	3 months	Request for quotations		Regular low value	National	Limited bidding	Full Service	\$50,000.00	n/a	n/a
54			82121505	Digital Catalogue - 10 companies to source their own supplier based on contract details		Aug-24	3 months	Request for quotations		Regular low value	National	Limited bidding	Full Service	\$50,000.00	n/a	n/a
55			71161610	Consultant Fee - In-market research	Jan-24	Mar-24	2 months	Request for proposals		Regular low value		Limited bidding	Full Service	\$165,000.00		
56			86132201	Coach collective training event based on Gap Analysis	Feb-24	Apr-24	2 Days	Request for proposals		Regular low value		Limited bidding	Full Service	\$30,000.00		
57			86132201	Trade Mission - 10 companies	Mar-24	Jun-24	5 days	Request for proposals		Regular low value		Limited bidding	Full Service	\$300,000.00		
58			82121505	Accelerator Post Media Mixer Event - Audio Visual Services/Livestream/Production of videos for 10 companies	Jul-24	Sep-24	1day	Request for quotations		Regular low value	National	Preferred supplier - guardian or express booking in advance . High Readership only 3 newspaper to select from	Purchase Order	\$55,000.00	n/a	n/a
59			82121505	Mid-term Networking event Catering Parking	Apr-24	Jun-24	1 day	Request for quotations		Regular low value	National	Limited Bidding	Service Contract	\$50,000.00	n/a	n/a
60			82121505	Close Off Event (external) Catering Promotion & Decor				Request for quotations						\$100,000.00		
61		Tobago Indigenous Sweets Final Phase	86132201	Purchase -Upgraded of Packaging and Labelling	Dec-23	Jan-24	14days	Request for quotations						\$200,000.00	n/a	n/a
62			82121505	Mentoring services - First time Trade Mission Participants -One on One Meetings organised for Trade Mission to hand hold eg pricing ; import licenses; B@B presentations Business equities etc on a need	Jan-24	Mar-24	2 days per session per person	Request for proposals		Regular low value		Limited Bidding	Service Contract	\$20,000.00	n/a	n/a
63			90000000	Follow-up and Evaluation Visit -Rental / Airfare /Accommodation/ Meals	oct 24	Nov-24	5 days	Request for quotations		Regular low value	National	Limited Bidding	Service Contract	\$15,000	n/a	n/a
64			90000000	Launch of Packaging and Labelling -venue, catering, tokens, décor, event planner, participant and staff tickets and ground transportation , shipping of TIS companies packaging	Dec-24	Feb-24	1 day	Request for quotations		Regular low value	National	Limited Bidding	Service Contract	\$98,000	n/a	n/a
65			86132201	Gifts and tokens for Guests, Media and Minister	January 16th	April 19th	2 days	Request for quotations		Regular low value	National	Limited Bidding	Service Contract		n/a	n/a
66			71112020	TIS Post Project Promo A/V Services/Livestream/radio advs /promo of 10 companies online for 2months	January 16th	June 30th, 2023	2 months	Request for quotations		Regular low value	National	Limited Bidding	Service Contract	\$20,500	n/a	n/a
67			82121505	Achievement Advertorial (Branding of Tobago Projects)	March 30th	April 26th	1 Day	Request for quotations		Regular low value	National	Limited Bidding	Service Contract	\$20,500	n/a	n/a
68			82121505	Coaching & Training for min. of 5 to 7 Companies (TIS) Project	Feb 28 2023	May 15th to November 14th, 2024	6 months	Request for proposals		Request for proposal	National	Limited Bidding	Service Contract	\$441,000	n/a	n/a

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ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES FY 2023/2024

No.	Project Number	Project Name / Department	UNSPSC Code Lvl 3	Project Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period	Procurement Method:	Proposed Procurement Method	Proposed Procurement Type	Contract Type	Estimated cost of Job (VAT Exclusive)	Risk	Comments
69		Portfolio Project Client Management Visits	46211503	Development Programmes (Coaching Program) and Client visits -Airfare, car rental or ground transportation, Accommodation, miscellaneous expenses- 2 persons	October	November 2023 & May 2024		Request for quotations		Regular low value	National	Regular low value		\$15,200.04	n/a	n/a
70		Pop up Clinic in Tobago	46211503	Promotion of New Services and Export Readiness Requirements (exporters and staff)				Request for quotations		Regular low value		Regular low value		\$70,000.00	n/a	n/a
				11 Training Programmes	October 2023 to March 2024											
71			90101603	Identifying and Assessing Export Markets: Catering Venue Multimedia & Mic Accommodation Airfare Ground Transfer /Vehicle Rental	October 2023.	November 2023.	1 day	Request for quotations		Regular low value		Regular low value	Purchase Order	\$ 18,000.00	n/a	n/a
72			90101603	FSPCA Workshop - Food Safety Plan requirement for US Market: Catering Venue Multimedia & Mic Accommodation Airfare Ground Transfer /Vehicle Rental	October 2023.	November 2023.	3 days	Request for quotations		Regular low value		Regular low value	Purchase Order	\$ 45,000.00	n/a	n/a
73			90101603	30 Minute Sales Pitch Training to assist clients with securing export contracts or improve their pitches skills to win new business. In-ward Buyers Mission: Catering Venue Multimedia & Mic Accommodation Airfare Ground Transfer /Vehicle Rental	November 2023.	December 2023.	1 day	Request for quotations		Regular low value		Regular low value	Purchase Order		n/a	n/a
74			90101603	Certifying Your Goods for Export: Catering Venue Multimedia & Mic Accommodation Airfare Ground Transfer /Vehicle Rental	January 2024. (Tentative)		1 day	Request for quotations		Regular low value		Regular low value	Purchase Order	\$ 20,000.00	n/a	n/a
75			46211503	Mental Health Wellness and Meditation in Business	December 2023.	January 2024.	1 day	Request for proposals		Regular low value		Regular low value	Purchase Order	\$ 20,000.00	n/a	n/a
76			90101603	IPO Clinic - To protect Trade Mark, Brand etc. Catering Venue Multimedia & Mic Accommodation Airfare Ground Transfer /Vehicle Rental	February 2024.	March 2024.	1 day	Request for quotations		Regular low value		Regular low value	Purchase Order	\$ 20,000.00	n/a	n/a
77			46211503	Scale-up Your Business for Export Catering Venue Multimedia & Mic Accommodation Airfare Ground Transfer /Vehicle Rental	March 2024.	April 2024.	1 day	Request for quotations		Regular low value		Regular low value	Purchase Order	\$ 20,000.00	n/a	n/a
				ICT												
		ICT - REPLACEMENT OF CORE NETWORK SWITCHES	43000000	Core Network Switches are now legacy and need to be replaced and reconfigured	Jan-23	March 2024.	2 Months	Single source	N/A	Detail specification to be m	Local	One supplier	3 Years	50K USD	None	n/a
		Veeam	43230000	Veeam Software - backup	None	Mar-24	2 Months	Single source	N/A	Detail specification to be m	Local	One supplier	1 Year	35K USD	None	n/a
				ADMINISTRATION												
80	N/A	Office supplies	14111509	Stationery , Kitchen supplies	Dec 2023 to Sept 2024	Quarterly	N/ A	Request for quotation	N/A	Regular low value	local	Limited Bidding	N/A	150,000		
81	N/A	Computer Maintenance and Software	43230000	software updates , repairs and maintenance	Dec 2023 to Sept 2024	Quarterly	N/ A	Request for quotation	N/A	Regular low value	local	Limited Bidding	N/A	100000		
82	N/A	Building Repairs and Maintenance	72100000	Repairs and Maintenance	Dec 2023 to Sept 2024	Quarterly	N/ A	Request for quotation	N/A	Regular low value	local	Limited Bidding	N/A	110000		
83	N/A	Office Janitorial	76110000	Cleaning , Sanitation contracts	Dec 2023 to Sept 2024	Quarterly	N/ A	Request for quotation	N/A	Regular low value	local	Limited Bidding	N/A	300000		