



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\ 2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type	
1	Promotions Publicity and Printing	Production of Promotional Videos	82131603	The promotional videos serve as a digital showcase of Ministry-run tourist and cultural sites, capturing their allure for the July August Vacation. These 10 succinct, 3-5 minute videos are designed to:	Feb-24	Aug-24	6 months	Limited bidding	7	Fixed Price	
			45111805								
			82101602	Highlight key accomplishments and features of the sites, appealing to local, regional, and international audiences.							
				82101603	The Video Editor will ensure these narratives are conveyed through a compelling visual format. Television and Internet Advertising will broadcast these stories, ensuring optimal exposure across diverse media channels. This integrated approach aims to boost visitation and showcase the Ministry's stewardship.						
2			Promotion of Local Sites	82101601	The "Promotion of Local Sites" campaign employs a mix of advertising channels to spotlight attractions:	Feb-24	Sep-24	7 months	Competitive Procurement	7	Fixed Price
				82101606							
				82101603	Radio: Engaging ads and custom-produced commercials.						
				82101602	Internet and TV: Targeted digital campaigns and vivid television spots.						
				55121706	Print: Visually striking banners, glossy brochures, and sturdy mailers.						
				60121147	Outdoor: Prominent billboards for high visibility.						
		14111519		This integrated strategy is designed to boost tourism and local engagement through diverse, yet harmonized media outreach.							
			82101501								
3		Newsletter / Travel Magazine	82111904	The magazine, issued quarterly for Trinidad and Tobago's tourism sector, showcases top experiences and venues in business, culture, and sports. It includes a calendar, contacts, lodging, and dining tips, with ad space for local businesses. Supporting activities encompass distribution services, promotional content, quality printing, and advertising outreach, enhancing the magazine's reach and impact.	Jan-24	Mar-24, Jun-24, Sep-24	8 months	RFQ	7	Fixed Price	
			55101515								
			82121505								
			82101503								
4		Tokens	80141639	The MTCA offers a range of high-quality, Trinidad and Tobago-branded tokens, catering to distinguished recipients such as senior officials, missions, and diplomats. These tokens, which include promotional merchandise, bespoke hats, intricately designed wooden chests or boxes adorned with pan or other iconic imagery, and multicultural crafts, are intended as exclusive gifts for a variety of stakeholders including those in cruise, independence celebrations, eco-tourism, community-based tourism, sports tourism, as well as government ministries and missions. Each item reflects the nation's rich heritage and serves as a symbol of appreciation and connection.	Oct-23	Mar-24, Jun- 24, Sept- 24	8 months	RFQ	7	Fixed Price	
			55101533								
			53102503								
			56141802								
			60124101								
5		School Fairs & Public Engagement	82151704	For school fairs and public events, procurement includes engaging musicians for live performances, quality gloss paper for vibrant print materials, memorable promotional merchandise, and strategic internet advertising to promote attendance and enhance the overall experience.	Nov-23	Jun-24	5 months	Competitive Procurement	7	Fixed Price	
			60121147								
			55101533								
			82121505								
			82101603								
6		Distribution Ceremonies	55101533	For distribution ceremonies, the MTCA will intensify the promotion of its support for creative, cultural, and tourism projects. This will involve a monthly schedule featuring:	Jan-24	Aug-24	7 months	RFQ	7	Fixed Price	
			82121505	Promotional Merchandise: Custom-branded items to showcase MTCA's commitment.							
			82111904	Promotional or Advertising Printing: High-quality printed materials for wide dissemination. Newspaper Advertising: Regular ad placements to maintain public awareness of MTCA's initiatives.							
7		Sensitivity & Outreach Programmes	53102710	The Sensitivity & Outreach Programmes aim to enhance community-based tourism and support local artists in Trinidad and Tobago through a series of workshops and a comprehensive artist registry. The initiative will utilize a variety of materials including professional corporate uniforms for staff, high-quality gloss paper for printed materials, durable poster boards for event signage, and promotional merchandise to engage the community. These elements will work together to create a cohesive, well-branded, and informative outreach effort to develop and showcase local talent and tourism opportunities.	Feb-24	Aug-24	6 months	Limited bidding	7	Fixed Price	
			55101515								
			60121147								
			14111607								
			82121505								
			55101533								



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
8		National Days & Festivals	8210602	During national days and festivals, the Ministry orchestrates a multifaceted promotional effort that includes television and radio advertising, professional video and radio commercial production, as well as culture promotion services. Additionally, musicians are engaged to provide live performances, while promotional merchandise and multicultural craft products are utilized to enhance public engagement and showcase the nation's diverse cultural heritage. These initiatives collectively serve to educate, celebrate, and document the country's rich traditions.	Nov-23	Aug-24	9 months	Limited bidding	7	Fixed Price
	82131603									
	82101606									
	82101601									
	93141702									
	82151704									
	80141639									
	60124102									
9	Records Management	Storage	43211500	The procurement of a hard disk drive array tower for the corporate communications unit will provide a robust and scalable storage solution equipped with RAID configuration for enhanced data protection and performance. It will offer high-speed data transfer rates for efficient handling of multimedia content, network connectivity for easy file sharing, automatic backup options to safeguard data, and encryption for security. This system is essential for managing the extensive data needs typical of a busy corporate communications department.	Dec-23	Feb-24	2 months	Competitive Procurement	7	Fixed Price
10		Loud Speakers	52161512	For use as a Public Announcement system for internal and external events such as the Cultural Awareness Programme and Health Fair	Dec-23	Mar-24	3 Months	Competitive Procurement	7	Fixed Price
11		Review of National Cultural Policy of Trinidad and Tobago "Celebrating National Identity: Maximising our Diversity" 2020-2025	80101505	Consultance and spaces for stakeholder: Meetings to collect data and insights that will be used to finalise the new policy for the period 2026-2030.	Jan-24	March-May 2024	3 mths	RFQ	N/A	Fixed price
12		National Cultural Information System	81130000	Phase I implementation of system to track, collate and publish data on the Cultural Sector.	Jan-24	March-Sep 2024	7 months	RFQ	N/A	Fixed price
13		Training in Essential Operations	86101810	Train officers in Project Management, Operations Management, Procurement & Administrative Assistant Professional Skills	Jan-24	Mar-23	3 mths	RFQ	N/A	Fixed price
<b>ADMINISTRATION</b>										
14		Purchase of postage stamps for the Culture Division	44121513	Dispatch of General and Registered mail	Nov-23	Nov 2023-Sep 2024	11 mths	Sole-source procurement	N/A	Fixed price
15		Fleet Cards	80161505	Fleet Cards for Four (4) Vehicles in accordance with Ministry of Finance Circular No. 1 of March 4th, 2015	Nov-23	Nov 2023-Sep 2024	11 mths	Sole-source procurement	N/A	Fixed price
16		Maintenance of Vehicles	80161505	Maintenance of Four (4) Executive Vehicles in Use for Delivery of Mail and other Official Duties	Nov-23	Nov 2023-Sep 2024	11 mths	Sole-source procurement	N/A	Fixed price
17		Phone Cards	43191501	Acquisition of Phone Cards for officers in the field	Nov-23	Jan-2024	1 mth	Single-source procurement	N/A	Fixed price
18		Repairs to printers/Office Equipment/ Shredders	44101501	Printers and photocopying machines in heavy use	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
19		Repair and Maintenance of digital cameras, video-taping and sound equipments	52161600	Audio/Visual Department needs equipment upgraded to continue to produce promotional content and archival material.	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
20		Office Equipment	44000000	Acquisition of 14 electronic and other devices to replace non-functional item and compensate for increase in Staff	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
21		Furniture and Furnishings	56000000	24 Items inclusive of shelving, chairs, cabinets and stands for the Heritage Library and additional staff	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
22		Other minor equipment	44000000	Acquisition of 22 small devices to support administrative and technical work	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
23		Uniforms	53102700	Uniforms for 2 messengers	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
24		Rent/Lease - Vehicles and Equipment	44101501	Acquisition of 2 Coloured photocopiers	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
25		Office Stationery & Supplies	44121638	Supplies to compensate for increase in officers and activities.	Nov-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
26		Materials and Supplies	43211500	Provision and replacement of Peripheral devices for new and existing computers and Payment of license and subscription fees for audio and graphic design software	Dec-23	Jan 2024 - Feb 2024	2 mths	RFQ	N/A	Fixed price
<b>COMPETENCY DEVELOPMENT</b>										
27		Capacity Building for Creatives in the Culture Sector	86100000	An Education Programme that builds capacity of practitioners in core artistic and arts administration skills	Jul-23	Nov-Dec 2023	3 months	Limited Bidding	N/A	Fixed price
28		School Curriculum Series	86100000	Training to support VAPA related courses in the school curriculum at primary school level	Dec-23	March-May 2024	3 mths	Limited Bidding	N/A	Fixed price
29		Hosting of Cultural Camps	92101702	Hosting of 5 Cultural Camps	Jan-24	March-August 2024	7 months	Limited Bidding	N/A	Fixed price
30		Hosting of Technical Camps	92101702	Hosting collaborative Technical Camps with a focus on Apprentince training for steelpan manufacturing	Mar-24	Aug-24	6months	Limited Bidding	N/A	Fixed price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
31		Intellectual Property Training for members of public	64141500	Principles of Intellectual Property; Compliance Training; Intellectual Property and Business Webinar	Jan-24	May-24	1 mth	Limited Bidding	N/A	Fixed price
32		Music schools in the community	86100000	Partnership Programme in community arts education aims to create a cadre of trained and musically literate musicians, and apprentices to feed into other programmes. 50 students at each venues tbd [25 beginners and 25 intermediate students]	Jan-24	June-Aug 2024	3 months	Limited Bidding	N/A	Fixed price
33		Cultural Tourism Activity Book (books 2-4)	57040100	Publication of activity workbook continuing Makesi and Juelin's exploration of T&T. Printing of 9000 copies of book 2-4 in series. Distribution on a request basis.	Dec-23	Feb- Aug 2024	9 months	Limited Bidding	N/A	Fixed price
34		Geographic Indication for the Steelpan	64141500	Collaborative project with CARIFORUM Intellectual Property Rights and Innovation Project [CarIP], Trinidad and Tobago intellectual Property Office [IPO], Pan Trinbago and the MTCA to globally brand the Steelpan as a Trinidad and Tobago product.	Dec -23	Mar-24	4 months	Limited Bidding	N/A	Fixed price
35		Building Steelbands in the Creative Industry	86100000	A capacity Building Programme for targeted Steelbands in core arts management and administration skills.	Jan-24	Aug-24	8 months	Limited Bidding	N/A	Fixed Price
36		Promulgation of the Inventory of Intangible Cultural Heritage (ICH) of Trinidad and Tobago	93141707	Promulgation of ICH Inventory of T&T via Establishment of the Intangible Cultural Heritage Committee; Finalization of draft inventory; Development of website to publish inventory online	Jan-24	Aug-24	10 months	Limited Bidding	N/A	Fixed price
<b>CULTURAL INDUSTRIES</b>										
37		National Registry of Artists and Cultural Workers Database Upgrade	83121604	Upgrading of the NRACW's digital database to improve functionality and increase quality of service to support the government's digital transformation thrust for the public service. Services to host the Culture Division Website, inclusive of its Six distinct webpages.	Nov-23	Jun-24	8 mths	Request for Proposals	N/A	Fixed price
38		National Registry of Artists and Cultural Workers Certificate Paper	49101705	Acquisition of polymer paper for the production and issuing of certificates for the National Registry of Artists and Cultural Workers.	Dec-23	Jan-Mar 2023	3 mths	Sole source procurement	N/A	Fixed price
39		Art and Culture Allowance Promotion	93141702	Outreach activities and promotional material with respect to marketing the tax allowance to corporate entities.	Mar-24	Mar-Apr 2024	2 mths	Limited Bidding	N/A	Fixed price
40		National Registry of Artists and Cultural Workers Mentoring by the Masters 2023 Commemorative Booklet	93141702	Production of the commemorative booklet for the Mentoring by the Masters 2023.	Dec-23	Jan-Feb 2024	2 mths	Limited Bidding	N/A	Fixed price
41		National Registry of Artists and Cultural Workers Educational Material	93141702	Updating of promotional and educational material on the NRACW.	Mar-24	Mar-Apr 2024	2 mths	Limited Bidding	N/A	Fixed price
42		National Registry of Artists and Cultural Workers Mentoring by the Masters 2024	86100000	Mentoring by the Masters is the flagship professional development programme of the NRACW.	Jan-24	Mar-Sep 2024	7 mths	Limited Bidding	N/A	Fixed price
43		National Registry of Artists and Cultural Workers Web Management	83121604	Facilitating online hosting for and maintenance of the NRACW's website and digital database.	N/A	April - May 2024	N/A	Single-source procurement	N/A	Fixed price
<b>FESTIVAL DEVELOPMENT/GRANTS [Festival Projects]</b>										
44		Live at Lunch	90131500	Open air lunch time concert for Caribbean Tourism Month	Oct-23	Nov-23	1 mth	Limited Bidding	N/A	Fixed Price
45		Oui to the World	90131500	Performances and Craft sales at NAPA for Caribbean Tourism Month	Oct-23	Nov-23	1 mth	Limited Bidding	N/A	Fixed Price
46		Community Based Festival Tourism Initiative	92101503, 82150000	The development of four community based festivals in Trinidad focused on traditional Carnival characters with the specific goals of generating opportunities for: -heritage preservation - domestic and international tourism -community income generation	Dec-23	Feb-24	1 mth	Request for quotations	N/A	Fixed Price
47		Simply Jazz Competition	90131500	the term Jazz often refers to the improvisation or 'Jazzification' of local musical forms or, generally, the expected atmosphere of a particular festival. This project aims to encourage younger musicians to perform and further develop their skills, and create revenue-generating opportunities for the MTCA while showcasing our tourism sites.	Mar-24	Mar-May 2024	3 mths	Request for quotations	N/A	Fixed Price
48		Cultural exchanges	90131500	Coordinating, administering and managing formal cultural exchange requests based on memorandums of understanding.	Apr-24	Sep-24	1 mth	Request for quotations	N/A	Fixed Price
49		International Folk Festival	90131500	An international standard eight-day extravaganza of Trinidad and Tobago folk forms alongside folk performers from a regional and international country featuring winners from the Best Village Competition.	Jun-24	Sep-24	1 mth	Request for quotations	N/A	Fixed Price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
50		Participation in the 23rd China Shanghai International Arts Festival and Performing Arts Fair	90131500	Preparation of delegation for the T&T's participation in the 23rd China SIAF and SPAF, October 2024	Mar-24	Oct-24	8 mths	Request for quotations	N/A	
<b>HERITAGE PRESERVATION</b>										
51		Calypso History Exhibition	90141503	Display Commemorating this tradition, its history and its tradition bearers	Sep-23	Nov-23	2 mths	Limited Bidding	n/a	Fixed price
52		Divali Exhibition	90141503	Display Commemorating this observance and tradition bearers	Sep-23	Nov-23	2 mths	RFQ	n/a	Fixed price
53		Collection of Images & Video of ICH Elements	93141707	Capturing for promotion and archival purposes images of Trinidad and Tobago holidays and festivals	Dec-23	Dec 2023 - Nov 2024	12 mths	RFQ	n/a	Fixed price
54		Carnival Exhibition	90141503	Display Commemorating the festival, traditions and tradition bearers	Dec-23	Dec 2023 - Feb 2024	3mths	RFQ	n/a	Fixed price
55		Reference Material/Preservation (Heritage)	95121904	Acquisition of heritage material and local publications on culture for the setup of a public accessed research-based Cultural Heritage Library.	Dec-23	Jan-Feb 2024	2 mths	RFQ	N/A	Fixed price
56		Educational Documentaries and Featurettes: Icons & Influencers Series	93141702	Video/photography for archival and public dissemination purposes	Dec-23	Feb- Apr 2024	3 mths	RFQ	N/A	Fixed price
57		Online Catalogue of the Memorabilia of the Mighty Sparrow	90141503	Creation of an online catalogue showcasing the Mighty Sparrow Collection in advance of expiration of 10 year lease.	Jan-24	Sep 2023 - Mar 2024	7 mths	RFQ	N/A	Fixed price
58		Inventoring of (2) ICH Elements of Trinidad and Tobago	93141707	Research and Documenting two (2) ICH Elements	Jan-24	Jan-Jun 2024	6 mths	RFQ	n/a	Fixed price
59		Preparation of Nomination File (ICH)	93141707	Preparation of one (1) nomination file for consideration to the Representative List of the 2003 Convention	Jul-24	Jun- Dec 2024	7 mths	RFQ	n/a	Fixed price
60		Insurance: Sparrow Memorabilia	90141503	Yearly Policy Payments for the Sparrow Collection on lease with Ministry	Jun-24	Jul 24-Jun 25	1 year	sole select	n/a	Fixed price
61		Completion of Cabinet Note: Approval of National Inventory of ICH Elements & Set-up of National Committee for Review of Elements	93141707	Implementation of the UNESCO Convention for Safeguarding of the Intangible Cultural Heritage of Trinidad and Tobago	Dec-23	Jun- Jul 2024	2 mths	Limited Bidding	N/A	Fixed price
62		Independence & Republic Exhibition	90141503	Display Commemorating the significance of national holiday	May-24	May- Aug 2024	4mths	RFQ	n/a	Fixed price
63		Evolution of the Steelpan	90141503	Display showcasing the mechanical and historical development of the indigenous local musical instrument	May-24	May- Aug 2024	4mths	Limited Bidding	n/a	Fixed price
64				Las Cuevas Beach Facility - Current contract ends January 24, 2024	November 01, 2024	November 15, 2024	2 years from date of Award	Request for Proposal	N/A	Fixed Price
				La Brea Pitch Lake Facility - Current contract ends on January 31, 2024	November 01, 2024	November 15, 2024	2 years from date of Award	Request for Proposal	N/A	Fixed Price
				Vessigny Beach Facility - Current contract ends on June 30, 2024	March, 2024	May 31, 2024	2 years from date of Award	Request for Proposal	N/A	Fixed Price
				Manzanilla Beach Facility - Current contract ends on January 31, 2024	October 1, 2023	October 15, 2023	2 years from date of Award	Request for Proposal	N/A	Fixed Price
				La Vigie Paramin Lookout facility - Current contract ends on May 24, 2024	February 5, 2024	April 13, 2024	2 years from date of Award	Request for Proposal	N/A	Fixed Price
65		Security Service	92121504	Galera Point Lighthouse Facility - Current contract ends February 19, 2024	November 01, 2024	November 15, 2024	2 years from date of Award	Request for Proposal	N/A	Fixed Price
				Fort George	October 07 2023	December 20 2023	2 years from date of Award	Request for Proposal	N/A	Fixed Price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
				- Current contract ends on December 31, 2023	October 07, 2023	December 26, 2023	2 years from date of Award	Request for Proposal	N/A	Fixed Price
66		Janitorial Service	76110000	River Estate Museum and Waterwheel Historical Site No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				Lopinot Historical Complex - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
67		Hygiene Service	NIL SEEN	Ministry of Tourism, Culture and the Arts Head Office - Current contract ends on April 30, 2024	February 01, 2024	February 15, 2024	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				Las Cuevas Beach Facility - Current contract ends February 21, 2024	December 01, 2023	December 15, 2023	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				La Brea Pitch Lake Facility - Current contract ends on December 31, 2023	October 02, 2023	October 17, 2023	3 years from date of Award	Request for Proposal	N/A	Fixed Price
68		Hygiene Service	NIL SEEN	Vessigny Beach Facility - Current contract ends December 31, 2023	October 02, 2023	October 17, 2023	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				Manzanilla Beach Facility - Current contract ends on April 17, 2024	February 01, 2024	February 16, 2024	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				Galera Point Lighthouse Facility - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				Fort George - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				River Estate Museum and Waterwheel Historical Site - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
				Lopinot Historical Complex - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
69		15 Cubic Yard Bin	NIL SEEN	Manzanilla Beach Facility - Current contract ends on January 08, 2024	October 02, 2023	October 17, 2023	3 years from date of Award	Request for Proposal	N/A	Fixed Price
70				Galera Point Lighthouse Facility - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
71				Fort George - No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
72				River Estate Museum and Waterwheel Historical Site No current contract	To be commenced in fiscal year 2023/2024	2 weeks after proposed date of issue	3 years from date of Award	Request for Proposal	N/A	Fixed Price
73		Plant Rental	NIL SEEN	Ministry of Tourism, Culture and the Arts Head Office - Current contract ends 31/03/2024	October, 2023	January 16, 2024	3 years from date of Award	Request for Proposal	N/A	Fixed Price
74		Uniform	53102700	Chaffeur/Messengers and Messengers	October, 2023	September, 2024	1 year	Request for quotations (RFQ)	N/A	Fixed Price
75		Office Stationery and Supplies	14111509	For use by staff in the Ministry's Head Office	October, 2023	September, 2024	Periodically	Request for quotations (RFQ)	N/A	Fixed Price
76		Maintenance of Vehicles	78181500	Ministry vehicles is used for site visits and delivery of mails/packages	October, 2023	September, 2024	Periodically	Sole select procurement – Vehicles were purchased from 1 particular company	N/A	Fixed Price
77		Repairs and Maintenance of Equipment	72154066	Fixing of Photocopiers , Uninterruptible Power Supply (UPS)	October, 2023	September, 2024	Periodically	Request for Quotation	N/A	Fixed Price
78		Postage	44121513	Stamps and Registered Tracking Tickets	October, 2023	September, 2024	Periodically	Sole select procurement from TTPOST	N/A	Fixed Price
79		Office Equipment	44000000	Purchase of adding machines, computers and related accessories, shredders, scanners and printers for use by staff	October, 2023	September, 2024	Periodically	Request for quotations (RFQ)	N/A	Fixed Price
80		Furniture and Furnishings	56101700	Purchase of chairs, desks, tables, cabinets, drapery, shelving	October, 2023	September, 2024	Periodically	Request for quotations (RFQ)	N/A	Fixed Price
81		Other Minor Equipment	44121638	Purchase of cell phones, refrigerators, fans, microwaves oven	October, 2023	September, 2024	Periodically	Request for quotations (RFQ)	N/A	Fixed Price
82	Human Resource Management	Procurement or supply chain training	86101704	The Human Resource Management Unit should be trained in procurement because they are overseeing the recruitment and retention of employees. The procurement process is essential to ensuring that the right products and services are being purchased and that these products and services meet the needs of the Ministry of Tourism, Culture and the Arts. This training can assist the HRMU in having a clearly defined procurement strategy. Establish clear expectations for vendors and employees and have effective communication channels in place so that all stakeholders are aware of what is happening with procurement decisions.	Dec-23	September 30, 2024	10 months	Limited Bidding		Fixed price
83	Human Resource Management	Clerical Training	86101705	In all departments within the Ministry clerical duties are required to complete all responsibilities. Therefore the implementation of clerical training will assist with the efficiency of the MTCA. Ranging from answering public and stakeholder calls to file management and preparation of correspondences. This training will be very beneficial for all members of staff.	Dec-23	September 30, 2024	10 months	Limited Bidding	N/A	Fixed price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
84	Human Resource Management	Personnel skills training	86101810	This training will assist in the areas of Pension and Leave as well as the grants of increments and salary administration and improve the accuracy and efficiency in the determination of these matters. HR performs a key role also Accounting and Auditing staff. The implementation of this training will increase the timely process of the terminal benefits.	Dec-23	September 30, 2024	10 months	Limited Bidding	N/A	Fixed price
85	Human Resource Management	Re training or refreshing training services	86101802	Re-training or refreshing training services in Cabinet Note Writing, Vetting Cabinet Notes and Supervisory Skills will be very beneficial to the MTCA. The significance of the Cabinet Notes as an instrument in the Government's decision making process is very important. Senior and Mid-level staff should enhance their knowledge of tools and techniques to produce higher quality Cabinet Notes. Supervisory skills training should be refreshed as well. Knowledge of the skills that are important for managing and supervising staff is crucial to all organizations.	Dec-23	September 30, 2024	10 months	Limited Bidding	N/A	Fixed price
86	Information and Communications	Document Management System / Tracking	43232202	Document Management System/ Document Tracking System A Document Management System will provide the MTCA with the following functionality: - A central, searchable repository for records. - Paper documents can be digitally uploaded and filed, thus eliminating the need for the extra space (and cost) required with paper storage. In addition to improving organization and efficiency. - Digital document storage minimizes the risk that records can be lost or damaged.  Document tracking is a feature that tracks different attributes and locations of documents. Through a document tracking system users at the MTCA can control who can view a document, check to see who has accessed the document, who has made changes to it, and who the document has been sent to. This tracking is necessary for confidential and important documents. Due to the sensitive nature of MTCA documents Document Tracking will eliminate lost files.  Using this system Admins will electronically tag department files, take approval and sign off on files. Admins can track each file using a dashboard where they will be allowed to change the status of the file at any time. Departments will receive a notification when any file is moved or shared by the Admin to that Department.  Departments will be allowed to scan the QR code/Bar Code of the file to check the details of the file using Mobile Application/Web Application. Departments can also change the status of the file and they will be able to assign those files to another Department.	Dec-23	Sep-24	10 months	Limited bidding	7	Fixed Price
87	Information and Communications	Cloud Project	43233513	The Ministry of Tourism's recent amalgamation with the Culture Division, placed increased capacity requirements for the workspace areas and ICT infrastructure of the organization. There has been a paradigm shift in the management of contemporary business models related to tourism. Information and communication tools are indispensable to the tourism industry thus has increased the need for the following:  • A Cloud based solution as upcoming projects will require database hosting, media file hosting and collaborative document sharing. In accordance with the Governments digital transformation drive the Ministry of Tourism, Culture and the Arts is seeking to rollout a cloud based solution located at the iGovTT datacentre, which will assist in reducing the permanent loss of data by users.  The MTCA also has upcoming projects which will require cloud based solutions for Databases, Backups and running applications.	Jan-24	Sep-24	9 months	RFP	7	Fixed Price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
88	Information and Communications	Sites and Attractions - CCTV	46171622	<p>The role of ICT in tourism industry cannot be underestimated and it is a crucial driving force in the current information driven society. It has provided new tools and enabled new distribution channels, thus creating a new business environment. ICT tools have facilitated business transaction in the industry by networking with trading partners, distribution of product services and providing information to consumers across the globe.</p> <p>The MTCA is aligning its ICT strategy with the Ministry of Digital Transformation National Digital Transformation strategy that is citizen centric, promotes digital access and digital inclusion.</p> <p>The MTCA therefor seeks to implement a framework for site and attractions management that will endeavour to utilize resources effectively and efficiently, provide value for money and to maximize the potential to earn revenue.</p>	Feb-24	Sep-24	8 months	RFP	7	Fixed Price
89	Personal protective equipment	Safety Boots	46181604	PPE requirements for site visits to construction sites (SBA, BA, ROI,ROI) for four officers	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
90	Personal protective equipment	Safety Glasses	46181802	PPE requirements for site visits to construction sites (SBA, BA, ROI,ROI) for four officers	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
91	Personal protective equipment	Safety Vest	46181507	PPE requirements for site visits to construction sites (SBA, BA, ROI,ROI) for four officers	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
92	Personal protective equipment	Safety Helmet	46181704	PPE requirements for site visits to construction sites (SBA, BA, ROI,ROI) for four officers	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
93										
94		Tourism related training	86101702	Staff training -Hotel, Real Estate Investments and Asset Management, Cornell University	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
95		Education and Training Services	86000000	Staff training - Microsoft Tips / Upgrades	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
96		Tourism related training	86101702	Industry training programmes for two events: (i) A stakeholder Engagement Forum and (ii) An Investment Incentives Advertising Campaign	Feb-24	Sep-24	7 months	RFQ	0 days	Fixed Price
97		E-Contract/ E-Signature Tool	43230000	<p>E-Contracts/ E-Signature Tool</p> <p>As a matter of necessity to ensure improvement in the ease of doing business with the Ministry and pursuant to Government's ICT/digitalisation initiative, it was recommended that the Ministry should seek to move away from its paper-based, in-person signing of contracts and instead, implement virtual/electronic contracts through the use of software. The legality of this proposal is underpinned in legislation, specifically the Electronic Transactions Act, Chap.22:05. This legal position was concurred with by the Ministry of Digital Transformation which indicated its full support for the Ministry's proposal. Software to facilitate e-contracts and e-signatures are utilised by the Judiciary of Trinidad and Tobago.</p> <p>E-Contracts/E-signatures can be an important entry point for modernising the Ministry's operations into a digital, self-serve organisation. It touches all the hallmarks of a transformed Ministry: automated workflows, governance controls within units, and engagement by security and compliance teams.</p> <p>E-signing of E-Contracts step by step</p> <ol style="list-style-type: none"> <li>1. Signer receives an email invitation to sign a Contract, with a link to the Contract.</li> <li>2. Signer's identity is authenticated at the time the Contract is received, via email, login credentials, security questions, third-party identity check, or SMS PIN.</li> <li>3. Signers are presented with the Contract to sign, accessible on their mobile device or desktop. Workflow rules determine who the Contracts go to and what they can do.</li> <li>4. Capture signature data, the Contract, and audit trail metadata (e.g. time stamp).</li> <li>5. Signer's identity is authenticated at the time of signing. Optional depending on the rules and assurance level.</li> <li>6. Signer electronically signs the Contract, using click to sign, click to initial, or a hand-drawn signature.</li> <li>7. Signer may add data from other supporting documents.</li> <li>8. Signed Contracts are delivered electronically or by paper.</li> </ol>	Feb-24	Mar-24	N/A	RFQ	7	Fixed Price
98	Library	Books	14111536	The Library seeks to procure resources that are subject-specific to the work of the Ministry by engaging staff input as to information needs. Books include different types of tourism like heritage, sports and sustainable tourism, as well as topics like the green economy, arts and culture.	Nov-23	Apr-24		RFQ	Not applicable	Not applicable





MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
99	Library	Periodicals	55101519	The Library seeks to renew 5 online journal subscriptions requested by HoDs who use them in their research.	Dec-23	Apr-24		Sole source procurement	Not applicable	Not applicable
100	Library	Categorization or classification software	43232301	One year renewal of the UDC. The Universal Decimal Classification (UDC) online is a library tool used to classify resources, that is, assign a call number which allows for easy and orderly shelving as well as access. This is a core library function.	Jun-24	Sep-24		Sole source procurement	Not applicable	Not applicable
101	MTCA/P 12A-2023	Fort Abercromby Heritage Park Upgrade	81101513	To upgrade the Fort Abercromby Heritage Park to include security, seating areas, informational signage, welcome center, gazebos, restoration of the canons and parking	Mar-24	Mar-25	1 year	Limited Bidding	10	Design-Bid Build Contract (Construction Phase- Design to be completed in fiscal 2023)
102	MTCA/P 10A-2023	Fort George Museum, Grounds and Decking Upgrade	81101513	Restoration of the existing museum on the Fort George site, while maintaining its original features. To upgrade the grounds and construct viewing decks	Oct-23	Oct-24	1 year	Limited Bidding	15	Design-Build
103	MTCA/P 08A-2023	Manzanilla Beach Facility Amenities and Outfitting	81101513	To supply all furnishing and appliances for all building on site, including water coolers, desks, chairs, fridge, car park stops.	Nov-23	Feb-24	3 months	Limited Bidding	10	Design- Build Contract
104	MTCA/P 08B-2023	Manzanilla Beach Facility Signage	81101513	To supply and install signage throughout the site	Nov-23	Feb-24	2 months	Limited Bidding	10	Design- Build Contract
105	MTCA/P 09A-2023	Manzanilla Beach Facility Woodworking	72152302	To supply and install benches, lockers, cabinets for all buildings and throughout the site	Jul-23	Mar-24	4 months	Limited Bidding	10	Design- Build Contract
106	MTCA/P 11A-2023	Las Cuevas Beach Facility Car Park Expansion and Decking	81101513	To expand the car park and construct decking.	Jan-24	May-25	18 months	Limited Bidding	10	Design- Bid-Build Contract
107	MTCA/P 10B-2023	Las Cuevas Beach Facility Enhancement and Ancillary works	81101513	Enhance the Las Cuevas Beach Facility to upgrade the existing buildings on site, repaint car park lines, extend the existing security guard booth, additional seating areas, upgrade lighting and other amenities.	Feb-24	Feb-25	1 year	Limited Bidding	10	Design-Build Contract
108	MTCA/P 01A-2024	Vessigny Beach Facility Picnicking and Gazebos	81101513	To construct additional gazebos for picnicking and ancillary works.	Feb-24	Oct-24	8 months	Limited Bidding	10	Design- Build Contract
109	MTCA/P 09B-2023	River Estate Museum and Waterwheel Upgrade	81101513	The upgrade to the River Estate Museum and Waterwheel facility to include fencing the family grounds area, install seating areas and playpark, repaint the existing parking area adjacent to the museum, install signage throughout the site, cleaning of the waterwheel, full upgrade of the museum building and the establishment of a full museum, washroom redesign and upgrade of the tank farm area, landscaping works, signage, drainage, construction of pedestrian bridge and museum outfitting.	Feb-24	Aug-25	18 months	Limited Bidding	10	Design-Bid- Build Contract
110	MTCA/P 11B-2023	La Brea Pitch Lake Facility Upgrade	81101513	Full upgrade of the La Brea Pitch Lake Facility- washroom, lighting, cameras, seating area, security booth, minor landscaping, roofing, storage area, canteen and souvenir shop.	Dec-23	Dec-24	1 year	Limited Bidding	10	Design-Bid Build Contract
111	MTCA/P11C-2023	Los Iros Upgrade	81101513	Upgrade of the existing site facilities, inclusive of the welcome center, parking area, ADA pathway, washroom facilities, security booth, outdoor showers, gazebos and seating areas	Mar-24	Mar-25	1 year	Limited Bidding	10	Design-Bid Build Contract
112	MTCA/P12B-2023	Las Lapas Upgrade	81101513	Upgrade of the lookout at Las Lapas, including the refurbishment of the existing building to facilitate office space, addition to the building to facilitate an eating area, parking, extend the existing driveway, construction of gazebos and the construction of a boardwalk.	Mar-24	Mar-25	1 year	Limited Bidding	10	Design-Bid Build Contract
113	MTCA/F 01A-2024	The provision of General/Building Maintenance at the Manzanilla Beach Facility	72101507	To Provide general maintenance services at the site inclusive of all infrastructure	Jan-24	Apr-26	2 years	Limited Bidding	10	Fixed Price
114	MTCA/F01B-2024	The provision of General/Building Maintenance at the Vessigny Beach Facility	72101507	To Provide general maintenance services at the site inclusive of all infrastructure	Feb-24	May-26	2 years	Limited Bidding	10	Fixed Price
115	MTCA/F 02A-2024	The provision of General/Building Maintenance at the Las Cuevas Beach Facility	72101507	To Provide general maintenance services at the site inclusive of all infrastructure	Feb-24	May-26	2 years	Limited Bidding	10	Fixed Price
116	MTCA/F 02B-2024	The provision of General/Building Maintenance at the La Vigie Paramin Lookout Facility	72101507	To Provide general maintenance services at the site inclusive of all infrastructure	Jan-24	Apr-24	2 years	Limited Bidding	10	Fixed Price
117	MTCA/F 02C-2024	The provision of General/Building Maintenance at the Galera Toco Lighthouse Facility	72101507	To Provide general maintenance services at the site inclusive of all infrastructure	Dec-23	Mar-26	2 years	Limited Bidding	10	Fixed Price
118	MTCA/F 02C-2025	The provision of General/Building Maintenance at the Lopinot Historical Complex	72101508	To Provide general maintenance services at the site inclusive of all infrastructure	Aug-24	Nov-26	3 years	Limited Bidding	11	Fixed Price
119	MTCA/F 03A-2024	The Provision of Pest Control Services for the La Vigie Paramin Lookout	72102104	To provide pest control services relevant to the site and its location	Mar-24	Jun-25	1 year	Limited Bidding	10	Fixed Price
120	MTCA/F 03B-2024	The Provision of Pest Control Services for the La Brea Pitch Lake Facility	72102104	To provide pest control services relevant to the site and its location	Mar-24	Jun-25	1 year	Limited Bidding	10	Fixed Price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
121	MTCA/F 04A-2024	The Provision of Pest Control Services for Fort George	72102104	To provide pest control services relevant to the site and its location	Apr-24	Jul-25	1 year	Limited Bidding	10	Fixed Price
122	MTCA/F 04B-2024	The Provision of Pest Control Services for the River Estate Museum and Waterwheel	72102104	To provide pest control services relevant to the site and its location	Apr-24	Jul-25	1 year	Limited Bidding	10	Fixed Price
123	MTCA/F 04C-2024	The Provision of Pest Control Services for the Lopinot Historical Complex	72102104	To provide pest control services relevant to the site and its location	Apr-24	Jul-25	1 year	Limited Bidding	10	Fixed Price
124	MTCA/F 05A-2024	The Provision of Pest Control Services for the Vessigny Beach Facility	72102104	To provide pest control services relevant to the site and its location	May-24	Aug-25	1 year	Limited Bidding	10	Fixed Price
125	MTCA/F 05B-2024	The Provision of Pest Control Services for the Manzanilla Beach Facility	72102104	To provide pest control services relevant to the site and its location	May-24	Aug-25	1 year	Limited Bidding	10	Fixed Price
126	MTCA/F 05C-2024	The Provision of Pest Control Services for the Las Cuevas Beach Facility	72102104	To provide pest control services relevant to the site and its location	May-24	Aug-25	1 year	Limited Bidding	10	Fixed Price
127	MTCA/F 06A-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the Manzanilla Beach Facility	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Jun-24	Sep-25	1 year	Limited Bidding	10	Fixed Price
128	MTCA/F 06B-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the Las Cuevas Beach Facility	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Jun-24	Sep-25	1 year	Limited Bidding	10	Fixed Price
129	MTCA/F 06C-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the Vessigny Beach Facility	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Jun-24	Sep-25	1 year	Limited Bidding	10	Fixed Price
130	MTCA/F 07A-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the La Brea Pitch Lake Facility	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Jul-24	Oct-25	1 year	Limited Bidding	10	Fixed Price
131	MTCA/F 07B-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the River Estate Museum and Waterwheel	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Jul-24	Oct-25	1 year	Limited Bidding	10	Fixed Price
132	MTCA/F 08A-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the La Vigie Paramin Lookout	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Aug-24	Nov-25	1 year	Limited Bidding	10	Fixed Price
133	MTCA/F 08B-2024	Provision of Services for the Installation and Maintenance of a Fire Alarm System for the Galera Toco Lighthouse	46191505	To Provide services for the installation of an adequate fire alarm system and maintenance of the system thereafter.	Aug-24	Nov-25	1 year	Limited Bidding	10	Fixed Price
134		United Nations World Tourism Organization (UNWTO) Best Tourism Village (BTV) Initiative	82131603	<p>The UNWTO usually initiates an annual call for applications for its Best Tourism Villages (BTV) initiative. This initiative highlights villages where core tourism strategies and initiatives preserve cultures and traditions, celebrate diversity, provide opportunities, safeguard biodiversity, and promote community-based values, products and lifestyle. Moreover, recognition is afforded to those villages with outstanding examples of rural tourism destination development and recognized cultural and natural assets. This initiative allows the submission of at least eight (8) villages from Trinidad and Tobago that best meet the UNWTO strict criteria for Best Tourism Village. In 2024, this will be the 3<sup>rd</sup> iteration of the UNWTO BTV initiative.</p> <p>Based on past experience, the Ministry has not submitted more than four (4) applications. For 2024, the Ministry will select the best four (4) villages from Trinidad and Tobago that meet the UNWTO criteria. A submission of a professionally scripted video is required per village (applicant). In the event that a village is selected by the UNWTO for the award of Best Tourism Village, the country has to incur the expenses of sponsoring representatives of the village to the prize giving award ceremony. A sign to commemorate the successful village will be required to be installed at a suitable location in the village.</p>	March, 2024	June, 2024	December, 2023 to June, 2024 (7 months)	Request for Quotations	N/A	Fixed Price



MINISTRY OF TOURISM, CULTURE AND THE ARTS  
ANNUAL PROCUREMENT SCHEDULE  
Financial Year 2023\  
2024

No.	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill Period (if applicable) - No. of days	Contract Type
134		Development of a Meetings, Incentives, Conferences and Exhibitions (MICE) Tourism Sub Policy	80101505	Meetings, Incentives, Conferences and Exhibitions (MICE). This niche was recognised in the Tourism Road Map of 2016-2020 and the revised National Tourism Policy (2021 -2030) makes reference to the pursuit of this niche.	December, 2023	September, 2024	10 months	Request for Quotations	N/A	Fixed Price
				MICE tourism is defined as a set of flows of tourists whose reason for travel is linked to the execution of work, leisure, professional or associative activities through business meetings, congresses, conventions, incentive travel and other similar meetings, for example, workshops, product presentations, conferences, symposiums, forums, seminars, courses, etc., convened with different purposes and magnitudes.						
				The development of the MICE Tourism Sub-policy will require several stakeholder engagement sessions and use of subject matter experts (SMEs). The engagement sessions will be conducted in various parts of Trinidad and Tobago and will include rental of venue, audio-visual equipment, tables and chairs, spandex cloths, videography and catering services. A soft launch of the Sub-policy and the printing of the completed Sub-policy are also included in this project.						
135		Blue Flag Trinidad (Boat operators certification)	94131501	The Blue Flag boat certification is a valuable branding and marketing tool for eco-friendly boating services and speaks specifically to the European tourism source markets. Boat operators will be trained to reduce their environmental footprint, improve their environmental interpretation skills and use Blue Flag as a post-COVID recovery and marketing tool.	October, 2023	September, 2024	12 months	Single source procurement	N/A	Fixed Price
				The National Coordinator for the Blue Flag Programme is an environmental non-governmental organisation. The National Coordinator will be responsible for procuring safety equipment, other goods and services needed by the boat tour operators and the promotion of the programme. Environmental educational training workshops will also be executed.						
				The National Coordinator will be engaged for a two year period in the first instance of executing the Blue Flag Programme.						
136		Community Based Tourism (CBT) Enterprise Workshops	86101702	The Ministry of Tourism, Culture and the Arts is working diligently towards the development and expansion of the Community-Based Tourism (CBT) niche in Trinidad and Tobago.	October, 2023	September, 2024	12 months	Request for Quotations	N/A	Fixed Price
				The Ministry wishes to engage stakeholders in the CBT development process to ensure this niche is sustainably and strategically developed. The Caribbean Tourism Organization (CTO) and the Compete Caribbean Partnership Facility (CCPF) have provided a number of tools to allow Micro, Small and Medium Enterprises (MSMEs) to reap the benefits of CBT through increased earnings and for the enhancement of Caribbean CBT experiences. The Ministry endorses these tools and is encouraging its stakeholders to take advantage of them. The Ministry intends to conduct five (5) Community Based Tourism (CBT) Enterprise Workshops this fiscal. The major expenditure to be incurred include: training venue, tables, chairs, tablecloths, audio-visual equipment, CBT handbooks, subject matter expert (SME) stationery and catering services.						