



**Government of the Republic of Trinidad and Tobago
NATIONAL ACADEMY FOR THE PERFORMING ARTS**

#14 - 24 Keate Street, 100801 Trinidad

Phone: 1 (868) 625 4227

ANNUAL PROCUREMENT ACTIVITIES

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	Administration	Office Equipment	44000000 72154066 80161800	Purchase of Computers for new appointed staff and replacement of computers in Administration	Jan-24	Feb-24	1 month	RFQ	N/A	Fixed Term Contract
2	Administration	Furniture and Furnishings	56000000	Purchase of Desks, Cabinets and Chairs for new staff engaged on the Organizational Chart	Feb-24	Mar-24	1 month	RFQ	N/A	Fixed Term Contract
3	Administration	Other Minor Equipment	43191501	Acquisition/Purchase of Cell Phones for the new General Manager and the Senior Management	Feb-24	Feb-24	0	Immediate Purchase	N/A	Fixed Term Contract
4	Administration	Rent/Lease of Equipment	80161801	Lease of Photo Copiers used by all staff for printing of various documents	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
5	Administration	Stationery and Supplies	44121638 50201708 50201712 50202306 50202304	Purchase of Toners, Pens, Consumables, Refreshments for Meetings	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
6	Administration	Material and Supplies	14111500 14111507	Paper to generate various reports	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
7	Administration	Repairs and Maintenance	39112300 81112300 39112300	Engagement of Contractors to repair Computers, Stage Equipment, Audio and Lighting Equipment	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
8	Administration	Training	80141638 81111811	Engagement of persons/institutions to provide training for Ushers in Customer Service and Technical Staff in Audio and Stage	Feb-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
9	Administration	Repairs and Maintenance - Building	72101500 72101507	Servicing of Elevator, washing of the building, repairing leaks and the repairing of electrical lighting in the building	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
10	Administration	Fees	84111600 80120000	Engagement of Legal Services to provide assistance to the Board, engagement of Audit Services to ensure compliance to Accounting Procedures	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
11	Administration	Janitorial Services	76110000	Engage company to Clean Building	Jan-24	Sep-24	9 months	RFP	N/A	Fixed Term Contract

NATIONAL ACADEMY FOR THE PERFORMING ARTS
ANNUAL PROCUREMENT ACTIVITIES
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
12	Administration	Security Services	71123005	To provide Security to Staff/Patron, the building and the cars parked on the premises	Jan-24	Sep-24	9 months	RFP	N/A	Fixed Term Contract
13	Administration	Insurance	84131501 84131601 64122305	To acquire insurance coverage for staff, patrons and building	Jan-24		0	RFQ	N/A	Fixed Term Contract
14	Administration	Promotions/Publicity/Printing	14111500 43212100 43212104 43212105	Printing of Policies, FOIA Statements and Reports	Jan-24	Aug-24	8 months	RFQ	N/A	Fixed Term Contract
15	Administration	Hosting of Conferences	80141902	Arrangement of a Seminar in respect of sensitizing Key Staff on the transition from the Ministry to NAPA	Feb-24	Mar-24	1 month	RFQ	N/A	Fixed Term Contract
16	Administration	Employee Assistance Programme	84131609	To engage the services of Counsellors for Staff Members	Jan-24	Sep-24	9 months	RFQ	N/A	Fixed Term Contract
17	German & French Embassies - Anniversary of the signing of the Elysée Treaty	Concert	90131504	Annual hosting of a night of classical music to commemorate the 60th anniversary of the signing of the Elysée Treaty. Covers the cost of hospitality and transcription	Dec-29	Jan-23	1 month	RPQ	n/a	n/a
18	Spirit of a People (Theme to be determined by Dr Roger Henry)	Concert	90131504	This series entitled, "Spirit of A People," actions government's vision for culture as well as its commitment to promoting the culture of Trinidad and Tobago nationally and internationally through the performing arts. In this instance it will mainly be done through, musical and theatrical performances. Spirit of A People brings the professional performing entities together for the interpretation and performance of the works of local cultural icons and influencers.	Jan-01	Feb-25	1 month	RPQ	n/a	n/a
19	Repair of Musical Instruments	Repair pan racks and other percussion instruments	72154100 72101522	yearly maintenance of equipment and instruments	Jan-01	Mar-28	2 Months	RPQ	n/a	n/a
20	Rose Slip by Douglas Archibald	Stage Play	95121506	The play is a modest, truthful poetic record of Trinidad's life". The space is set in a Port of Spain barrack yard, the communal housing of the poorest people on the island, in 1950. It reflects the extreme hardships the ordinary people confronted and the values and ideas that formed the nation's identity at that moment. Written by Douglas Archibald.	Jan-27	Mar-17	1 month	RPQ	n/a	n/a
21	Purchase of Uniforms	Purchase	53102713 53102719 53102700	The Purchase of performance kit for musicians and actors	Feb-01	Mar-29	2 Months	RPQ	n/a	n/a
22	Fusion Jazz V	Concert	90131504	This collaboration provides an opportunity for the performing entities to collaborate with the Community Development, crafters are afforded the opportunity to sell their products in the NAPA lobby at a concert featuring the NSSO on the steps of the Auditorium.	Feb-01	Apr-14	1 month	RPQ	n/a	n/a
23	For Desmond	Concert	90131504	Musical Tribute for Desmond Waithe presented by the National Philharmonic. This Musical Tribute for Desmond Waithe is a concert featuring the NPO and four choirs who have worked with Mr Waithe in the past. This concert is important as it honours the contributions and legacy of Desmond Waithe as an esteemed educator and arranger in the field of music. The project aims to celebrate his impact on the musical community and inspire future generations through a captivating and heartfelt performance	Mar-01	May-05	1 month	RPQ	n/a	n/a

NATIONAL ACADEMY FOR THE PERFORMING ARTS
ANNUAL PROCUREMENT ACTIVITIES
 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
24	East Indian Contemporary Concert	Concert	90131504	Celebration of Indian Arrival Day with the fusion of East Indian music on the steelpan	Apr-01	May-26	1 month	RPQ	n/a	n/a
25	Steel: Musical Production	Stage Play	95121506	Award Winning Musical Written by Derek Walcott	Apr-01	Jun-28	1 month	RPQ	n/a	n/a
26	Premier of Symphony III	Concert	90131504	Symphony Concert	May-01	Jun-19	1 month	RPQ	n/a	n/a
27	Pan on a Higher Note	Concert	90131504	The Steelpan Collaborative Celebration will bring together the National Steel Symphony Orchestra (NSSO) and a local choir, in a concert of praise and thanksgiving. The collaborative nature of the project will create an enriching and dynamic experience for both performers and the audience.	May-01	Jul-10	1 month	RPQ	n/a	n/a
28	World Steelpan Day	Concert	90131504	Annual Celebration of World Steel Pan Day	May-01	Jul-11		RPQ	n/a	n/a
29	NAPA Gala	Concert	90131504	Signature Concert produced by the NAPA	May-01	Sep-01		RPQ	n/a	n/a