



National Carnival Commission of
Trinidad & Tobago

11 St. Clair Avenue, Port of Spain

**ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES
2023 - 2024**

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
COMMUNICATIONS										
1	TBD	Design and Build of a new NCC Website	83121703 Internet Related Services	Supplier to be engaged to design, build and maintain new website for the Commission	Dec-23	May-24	6 Months	Limited Bidding	NA	Fixed price
2	TBD	Photography and Videography Services for Carnival 2024	82131604 Studio Photography Services	Retention of ISP to cover and post photos and videos of various NCC events	Jan-24	Jan-24	1 Month	Request For Quotation	NA	Fixed price
3	TBD		82131603 Video Production Services		Jan-24	Jan-24	1 Month	Request For Quotation	NA	Fixed price

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HSE										
4	TBD	Supply and Installation of a Fire Detection and Fire suppression System at QPS	72101509 Fire Protection System and Equipment Maintenance or Repair Service	To perform upgrade, expansion and maintenance on the fire alarm system, fire extinguishers and hose reels as required by the NFPA 72 and NFPA 25 standards at QPS.	Jan-24	Feb-24	1 Month	Request For Quotation	NA	Fixed price
5	TBD	Purchase of HSE Monitoring Hardware & Software	43232801 Network Monitoring Software	Procurement of a HSE Performance monitoring tool to analyse HSE Data and generate reports.	Mar-24	Apr-24	1 Month	Limited Bidding	NA	Fixed price
6	TBD	Fire Extinguisher Inspection Maintenance and Repair Service	72101516 Fire Extinguisher Inspection Maintenance and Repair Service	Procurement of a service provider to service the fire extinguishers, fire alarm panel and associated devices at all NCC's locations on an ongoing basis.	Dec-23	Dec-24	12 Months	Request For Quotation	NA	Fixed price
7	TBD	PPE	53102700 Uniforms	Purchase of branded PPE for HSE and Properties Staff which includes but not limited to harnesses, boots, coveralls, hard hats etc.	Dec-23	Jan-24	1 Month	Request For Quotation	NA	Fixed price
8	TBD	Signage	55121704 Safety Signs	Signage for Carnival - OSH Complaint Signage for the QPS Facility for carnival events and year round activities	Dec-23	Jan-24	1 Month	Request For Quotation	NA	Fixed price
9	TBD	HSE Unit office Set up	72153606 Office Furniture Instllation or Reconfiguration Service	Procurement of office furniture such as desks, chairs and filing cabinets for HSE Unit at QPS	Dec-23	Jan-24	1 Month	Request For Quotation	NA	Fixed price

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PROCUREMENT										
10	TBD	Contract Management System	43231503 Procurement Software	Procurement of a Contract Management System For The Management and Monitoring of Contracts	Feb-24	Apr-24	2 Months	Limited Bidding	NA	Fixed price
11	TBD	Stationery Items	14111509 Stationery	Procurement of Stationery Items for the Commission	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
12	TBD	Janitorial Supplies	47130000 Cleaning and Janitorial Supplies	Procurement of Cleaning and Janitorial Supplies and Equipment For The Commission	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
13	TBD	Office Consumables	50200000 Beverages	Procurement of all Beverages - including coffee, tea and milk	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
14	TBD	Water	50202301 Water	Procurment of bottled water for the Commission	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
15	TBD	Photocopiers	44101501 Photocopiers	Rental and maintenance of photocopiers for the Commission	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
16	TBD	Office Furniture	56101700 Office Furniture	Sourcing and buying of office furniture for the Commisison. Items include but are not limited to - office chairs, desks, filing cabinets, tables, credenzas, showcases and mail sorters or organizers.	Dec-23	ongoing	ongoing	Request For Quotation	NA	Fixed price
MARKETING										
17	TBD	Carnival 2024 Event Advertising	82101504 Newspaper Advertising	Production & Placement of advertising material to promote Carnival 2024 events across all mediums (press, radio, TV, social media, direct marketing, signage etc.)	Dec-23	Feb-24	3 Months	Request For Quotation	NA	Fixed price
18	TBD		82101601 Radio Advertising		Dec-23	Feb-24	3 Months	Request For Quotation	NA	Fixed price
19	TBD		82101602 Television Advertising		Dec-23	Feb-24	3 Months	Request For Quotation	NA	Fixed price

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20	TBD	NCC Team Building Activity	90101601 Banquet Facilities	Execution of a Team Building Activity for NCC Staff	Apr-24	Apr-24	<1 month	Request For Quotation	NA	Fixed price
21	TBD		90101603 Catering Services		Apr-24	Apr-24	<1 month	Request For Quotation	NA	Fixed price
22	TBD	Carnival 2025 - International Promotional Activities Notting Hill Carnival	78111502 Commercial Airplane Travel	Execution of on-the-ground marketing activities at Notting Hill Carnival 2024 in order to promote Trinidad and Tobago's Carnival 2025 to international markets	Aug-24	Aug-24	1 Month	Single Source	NA	Fixed price
23	TBD		90111501 Hotels		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
24	TBD		82100000 Advertising		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
25	TBD		53102710 Corporate Uniforms		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
26	TBD		55121706 Banners		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
27	TBD		93141702 Culture Promotional Services		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
28	TBD		55121729 Tokens		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
29	TBD	Carnival 2025 - International Promotional Activities Toronto Trinbago Festival	78111502 Commercial Airplane Travel	Execution of on-the-ground marketing activities at Toronto Trinbago Festival 2024 in order to promote Trinidad and Tobago's Carnival 2025 to international markets	Aug-24	Aug-24	1 Month	Single Source	NA	Fixed price
30	TBD		90111501 Hotels		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
31	TBD		82100000 Advertising		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
32	TBD		53102710 Corporate Uniforms		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price

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33	TBD		55121706 Banners		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
34	TBD		93141702 Culture Promotional Services		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
35	TBD		55121729 Tokens		Aug-24	Aug-24	1 Month	Request For Quotation	NA	Fixed price
36	TBD	Carnival 2025 - International Promotional Activities - New York Carnival	78111502 Commercial Airplane Travel	Execution of on-the-ground marketing activities at New York Carnival 2024 in order to promote Trinidad and Tobago's Carnival 2025 to international markets	Sep-24	Sep-24	1 Month	Single Source	NA	Fixed price
37	TBD		90111501 Hotels		Sep-24	Sep-24	1 Month	Request For Quotation	NA	Fixed price
38	TBD		82100000 Advertising		Sep-24	Sep-24	1 Month	Request For Quotation	NA	Fixed price
39	TBD		53102710 Corporate Uniforms		Sep-24	Sep-24	1 Month	Request For Quotation	NA	Fixed price
40	TBD		55121706 Banners		Sep-24	Sep-24	1 Month	Request For Quotation	NA	Fixed price
41	TBD		93141702 Culture Promotional Services		Sep-24	Sep-24	1 Month	Request For Quotation	NA	Fixed price
42	TBD		55121729 Tokens		Sep-24	Sep-24	1 Month	Request For Quotation	NA	Fixed price

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43	TBD	Carnival 2025 - International Promotional Activities Miami Carnival	78111502 Commercial Airplane Travel	Execution of on-the-ground marketing activities at Miami Carnival 2024 in order to promote Trinidad and Tobago's Carnival 2025 to international markets	Oct-24	Nov-24	1 Month	Single Source	NA	Fixed price
44	TBD		90111501 Hotels		Oct-24	Nov-24	1 Month	Request For Quotation	NA	Fixed price
45	TBD		82100000 Advertising		Oct-24	Nov-24	1 Month	Request For Quotation	NA	Fixed price
46	TBD		53102710 Corporate Uniforms		Oct-24	Nov-24	1 Month	Request For Quotation	NA	Fixed price
47	TBD		55121706 Banners		Oct-24	Nov-24	1 Month	Request For Quotation	NA	Fixed price
48	TBD		93141702 Culture Promotional Services		Oct-24	Nov-24	1 Month	Request For Quotation	NA	Fixed price
49	TBD		55121729 Tokens		Oct-24	Nov-24	1 Month	Request For Quotation	NA	Fixed price
50	TBD		Launch of Carnival 2025 Advertising		82100000 Advertising	Production & Placement of advertising material to promote the Launch of Carnival 2025 across all mediums (press, radio, TV, social media, direct marketing, signage etc.)	Oct-24	Nov-24	1 Month	Request For Quotation

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MAJOR WORKS - OCCURING CARNIVAL 2024										
51	NCC-RFP-24-001	Install and Dismantle Temporary Fencing, Aisles and Gates at QPS	72154069 Fencing & Railing Service	Installation and Removal post Carnival events -temporary fencing utilized to cordon off identified areas for crowd control, restriction and securing of the Commission's infrastructure, assets and resources.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
52	NCC-RFP-24-002	Provision of Tents at QPS and Other Venues	95131702 Pole Tent or Tension Tent	Installing and removal of various size tents to provide cover and shelter for patrons and other groups, across the QPS and other utilized venues by the Commission during the Carnival period.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
53	NCC-RFP-24-003	Provision of Chairs and Tables at QPS and Other Venues	56101504 Chairs 56101519 Tables	Provision and temporary supply of assorted size tables and chairs for use by patrons and other groups, across the QPS and other utilized venues by the Commission.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
54	NCC-RFP-24-004	Provision of Trailers and Portable Chemical Toilets	80131506 Portable Toilet Rental Service	Provision and temporary supply of toilet banks (PARC Disposals which are pumped) and executive type trailer toilets (includes AC and maintenance staff) for use by patrons and VIP guests at the QPS and other utilized venues by the Commission over the Carnival season.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
55	NCC-RFP-24-005	Provision of Ground Maintenance and Janitorial Services at the QPS	72102905 Exterior Grounds Maintenance 76111501 Building Cleaning Services	Supply of ongoing Grounds Maintenance Services at the QPS's identified locations including the North & South Foyer, North Stand, North Greens, Drag Area, Paddock, Vending Areas, Stage Area and QPS Perimeter. Services will include but not limited to the cleaning and removal of garbage and accumulated waste. Additionally, services will include the cleaning and maintaining of all Parc Disposals in and around the QPS.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
56	NCC-RFP-24-006	Provision of Grounds Maintenance and Janitorial Services For Carnival Event Specific	72102905 Exterior Grounds Maintenance 76111501 Building Cleaning Services	Supply of ongoing Grounds Maintenance Services at the NCC's external venues. Services will include but not limited to the cleaning and removal of garbage and accumulated waste. Additionally, services will include the cleaning and maintaining of all permanent toilet facilities at each venue and all Parc Disposals in and around said venue.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price

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57	NCC-RFP-24-007	Provision of Grounds Maintenance For Parade Route	76121503 Street Cleaning Services	Supply and ongoing Street Cleaning of the entire Carnival Parade Route on Carnival Monday and Tuesday and to ensure full and complete cleaning of the designated streets and areas. Additionally services will include the cleaning and maintaining of all NCC temporary Parc Disposals along the route.	Pre-Qual 2023 to 2024	Feb-24	2 Days	Open Bidding	NA	Fixed price
58	NCC-RFP-24-008	Provision of Stage, Ramps, Decks and Watch Towers at the QPS and Other Venues	72154067 Temporary Theatrical Stage and Platform Rental and Installation	Erection, dismantling and removal of a temporary stage platform to showcase live performances, judging of the Parade of The Bands and other forms of entertainment and events across the Carnival period at the QPS.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
59	NCC-RFP-24-009	Provision of Stage, Ramps, Decks and Watch Towers at South Venue	72154067 Temporary Theatrical Stage and Platform Rental and Installation	Erection, dismantling and removal of a temporary stage platform to showcase live performances and other forms of entertainment and events across the Carnival period at a South Venue.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
60	NCC-RFP-24-010	Provision of Audio Visual Services at QPS	80161507 Audio Visual Services	Provision of audio visual support equipment to provide audio visual experiences at the Queen's Park Savannah. Works and Services include but are not limited to the provision of high definition led video display screens with affiliated trussing, microphones, speakers, media feed capabilities, cabling and power distribution equipment, engineering and technical support.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
61	NCC-RFP-24-011	Provision of Audio Visual Services at South Venue	80161507 Audio Visual Services	Provision of audio visual support equipment to provide audio visual experiences at a designated South Venue. Works and Services include but are not limited to the provision of high definition led video display screens with affiliated trussing, microphones, speakers, media feed capabilities, cabling and power distribution equipment, engineering and technical support.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price

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62	NCC-RFP-24-012	Construction of Artiste Dressing Rooms at QPS	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of A Temporary Facility at the QPS to house artiste dressing and change rooms. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. Amenities to the facility will include but are not limited to the provision of trailer restrooms, air condition, carpet flooring, lighting, dressing rooms with doors and locks, green room, lounge area, painting of facility and adequate generator backup.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
63	NCC-RFP-24-013	Construction of Artiste Dressing Rooms at South Venue	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of A Temporary Facility at a designated South Venue to house artiste dressing and change rooms. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. Amenities to the facility will include but are not limited to the provision of trailer restrooms, air condition, carpet flooring, lighting, dressing rooms with doors and locks, green room, lounge area, painting of facility and adequate generator backup.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
64	NCC-RFP-24-014	Erection and Dismantling of Downtown Stand	81101505 Structural Engineering	Works will comprise but are not limited to the following: foundation works to ensure securing of the Down Town Stand Structure, Asphalt Paving, transport and removal of all steel components and members from the NCC Warehouse and delivery to QPS Site. Secondly, erection of the entire Down Town Stand, consisting of structural steel work and bracings, handrails, staircase, purlins, sag rods, galvanized roof sheetings and manufacturing and installation of all timber floor modules. Additionally, dismantling of entire Down Town Stand and all components and transport, delivery and packing to the NCC Warehouse.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price

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65	NCC-RFP-24-015	Erection, Repairs and Dismantling of North Stand	81101505 Structural Engineering	Works will comprise but are not limited to the following: foundation works to ensure securing of the North Stand Structure, Asphalt Paving, transport and removal of all steel components and members from the NCC Warehouse and delivery to QPS Site. Secondly, erection of the entire North Stand, consisting of structural steel work and bracings, handrails, staircase, purlins, sag rods, galvanized roof sheetings and manufacturing and installation of all timber floor modules. Additionally, dismantling of entire North Stand and all components and transport, removal, delivery and packing to the NCC Warehouse.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
66	NCC-RFP-24-016	Construction and Dismantling of Temporary Structure at Piccadilly Greens	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of A Temporary Facility at the Piccadilly Greens East Dry River, POS, to host judges, special guests and other patrons at carded events during the Carnival celebrations. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. The selected contractor shall be responsible for providing all hardware materials, and equipment necessary to carry out the works. These include but are not limited to Cup-Lock scaffolding system, backdrop on stage, ply board, tents covering, steps and railings etc. This project includes the assembling, dismantling and carting away of all materials from site and returning the venue to its original state.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
67	NCC-RFP-24-017	Provision of Stage Lighting Services at the QPS	39111504 Stage or Projection or Studio Lighting System	Provision of complete concert quality lighting system(s) and component equipment as required. The Stage Lighting proposal will include but not limited to the following: Provision of all hardware equipment and technical support services necessary to operate Stage Lighting System - Lighting Boards, Lighting System Fixtures, Intelligent Lighting Fixtures, Rigging Hardware, Scaffolding Towers / Trussing Towers, Cables, Power Panels, Power Distros and Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price

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68	NCC-RFP-24-018	Provision of Stage Lighting Services at South Venue	39111504 Stage or Projection or Studio Lighting System	Provision of complete concert quality lighting system(s) and component equipment as required. The Stage Lighting proposal will include but not limited to the following: Provision of all hardware equipment and technical support services necessary to operate Stage Lighting System - Lighting Boards, Lighting System Fixtures, Intelligent Lighting Fixtures, Rigging Hardware, Scaffolding Towers / Trussing Towers, Cables, Power Panels, Power Distros and Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Pre-Qual 2023 to 2024	Feb-24	4 Days	Open Bidding	NA	Fixed price
69	NCC-RFP-24-019	Provision of Sound and PA Services at QPS	90155051 Music Equipment Services	Provision of a complete concert quality sound system and component equipment at the QPS. The proposal will include but not limited to the following: Provision of of all hardware equipment and technical support services necessary to operate sound and pa system - Professional Digital Mixing Console(s), Speaker System, Processing, Stage Monitoring System, Audio Playback Format, Media Mix Feeds, Appropriate Wireless Microphones, Back Line Equipment and Power Distribution via Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
70	NCC-RFP-24-020	Provision of Sound and PA Services at South Venue	90155051 Music Equipment Services	Provision of a complete concert quality sound system and component equipment at a designated South Venue. The proposal will include but not limited to the following: Provision of of all hardware equipment and technical support services necessary to operate Sound and PA System - Professional Digital Mixing Console(s), Speaker System, Processing, Stage Monitoring System, Audio Playback Format, Media Mix Feeds, Appropriate Wireless Microphones, Back Line Equipment and Power Distribution via Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Pre-Qual 2023 to 2024	Feb-24	4 Days	Open Bidding	NA	Fixed price

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71	NCC-RFP-24-021	Provision of Armed, Unarmed and Canine Security Services	92191504 Security Guard Services	Provision of Armed, Unarmed, Canine and/or Cash in Transit services at various locations over the Carnival period. The services are to be provided in and around the Queens Park Savannah and can include the NCC's external venues. Services to be provided will include but may not be limited to the following: i. Securing of the identified property/premises against theft and vandalism ii. Maintenance of law and order on the assigned premises iii. General access and egress control iv. Any other security duties as and when required during the term of the contract.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Open Bidding	NA	Fixed price
72	NCC-RFP-24-024	Provision of Ramps, Stands and Decks at Woodbrook	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of Temporary Facilities at Adam Smith Square and Victoria Square, Woodbrooke, POS, to host judges, special guests and other patrons at carded events during the Carnival celebrations. Daily maintenance of the facilities are required to conserve the integrity and safety requirements of the infrastructure. The selected contractor shall be responsible for providing all hardware materials, and equipment necessary to carry out the works. These include but are not limited to Cup-Lock scaffolding system, backdrop on stage, ply board, tents covering, steps and railings etc. This project includes the assembling, dismantling and carting away of all materials from site and returning the venue to its original state.	Pre-Qual 2023 to 2024	Feb-24	3 Weeks	Limited Bidding	NA	Fixed price

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MAJOR WORKS - CARNIVAL 2025										
73	NCC-RFP-25-001	Install and Dismantle Temporary Fencing, Aisles and Gates at QPS	72154069 Fencing & Railing Service	Installation and Removal post Carnival events -temporary fencing utilized to cordon off identified areas for crowd control, restriction and securing of the Commission's infrastructure, assets and resources.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
74	NCC-RFP-25-002	Provision of Tents at QPS and Other Venues	95131702 Pole Tent or Tension Tent	Installing and removal of various size tents to provide cover and shelter for patrons and other groups, across the QPS and other utilized venues by the Commission during the Carnival period.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
75	NCC-RFP-25-003	Provision of Chairs and Tables at QPS and Other Venues	56101504 Chairs 56101519 Tables	Provision and temporary supply of assorted size tables and chairs for use by patrons and other groups, across the QPS and other utilized venues by the Commission.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
76	NCC-RFP-25-004	Provision of Trailers and Portable Chemical Toilets	80131506 Portable Toilet Rental Service	Provision and temporary supply of toilet banks (PARC Disposals which are pumped) and executive type trailer toilets (includes AC and maintenance staff) for use by patrons and VIP guests at the QPS and other utilized venues by the Commission over the Carnival season.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
77	NCC-RFP-25-005	Provision of Ground Maintenance and Janitorial Services at the QPS	72102905 Exterior Grounds Maintenance 76111501 Building Cleaning Services	Supply of ongoing Grounds Maintenance Services at the QPS's identified locations including the North & South Foyer, North Stand, North Greens, Drag Area, Paddock, Vending Areas, Stage Area and QPS Perimeter. Services will include but not limited to the cleaning and removal of garbage and accumulated waste. Additionally, services will include the cleaning and maintaining of all Parc Disposals in and around the QPS.	Sep-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
78	NCC-RFP-25-006	Provision of Grounds Maintenance and Janitorial Services For Carnival Event Specific	72102905 Exterior Grounds Maintenance 76111501 Building Cleaning Services	Supply of ongoing Grounds Maintenance Services at the NCC's external venues. Services will include but not limited to the cleaning and removal of garbage and accumulated waste. Additionally, services will include the cleaning and maintaining of all permanent toilet facilities at each venue and all Parc Disposals in and around said venue.	Sep-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price

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79	NCC-RFP-25-007	Provision of Grounds Maintenance For Parade Route	76121503 Street Cleaning Services	Supply and ongoing Street Cleaning of the entire Carnival Parade Route on Carnival Monday and Tuesday and to ensure full and complete cleaning of the designated streets and areas. Additionally services will include the cleaning and maintaining of all NCC temporary Parc Disposals along the route.	Sep-24	Feb-25	2 Days	Open Bidding	10	Fixed price
80	NCC-RFP-25-008	Provision of Stage, Ramps, Decks and Watch Towers at the QPS and Other Venues	72154067 Temporary Theatrical Stage and Platform Rental and Installation	Erection, dismantling and removal of a temporary stage platform to showcase live performances, judging of the Parade of The Bands and other forms of entertainment and events across the Carnival period at the QPS.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
81	NCC-RFP-25-009	Provision of Stage, Ramps, Decks and Watch Towers at South Venue	72154067 Temporary Theatrical Stage and Platform Rental and Installation	Erection, dismantling and removal of a temporary stage platform to showcase live performances and other forms of entertainment and events across the Carnival period at a South Venue.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
82	NCC-RFP-25-010	Provision of Audio Visual Services at QPS	80161507 Audio Visual Services	Provision of audio visual support equipment to provide audio visual experiences at the Queen's Park Savannah. Works and Services include but are not limited to the provision of high definition led video display screens with affiliated trussing, microphones, speakers, media feed capabilities, cabling and power distribution equipment, engineering and technical support.	Sep-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
83	NCC-RFP-25-011	Provision of Audio Visual Services at South Venue	80161507 Audio Visual Services	Provision of audio visual support equipment to provide audio visual experiences at a designated South Venue. Works and Services include but are not limited to the provision of high definition led video display screens with affiliated trussing, microphones, speakers, media feed capabilities, cabling and power distribution equipment, engineering and technical support.	Sep-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
84	NCC-RFP-25-012	Construction of Artiste Dressing Rooms at QPS	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of A Temporary Facility at the QPS to house artiste dressing and change rooms. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. Amenities to the facility will include but are not limited to the provision of trailer restrooms, air condition, carpet flooring, lighting, dressing rooms with doors and locks, green room, lounge area, painting of facility and adequate generator backup.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
85	NCC-RFP-25-013	Construction of Artiste Dressing Rooms at South Venue	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of A Temporary Facility at a designated South Venue to house artiste dressing and change rooms. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. Amenities to the facility will include but are not limited to the provision of trailer restrooms, air condition, carpet flooring, lighting, dressing rooms with doors and locks, green room, lounge area, painting of facility and adequate generator backup.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
86	NCC-RFP-25-014	Erection and Dismantling of Downtown Stand	81101505 Structural Engineering	Works will comprise but are not limited to the following: foundation works to ensure securing of the Down Town Stand Structure, Asphalt Paving, transport and removal of all steel components and members from the NCC Warehouse and delivery to QPS Site. Secondly, erection of the entire Down Town Stand, consisting of structural steel work and bracings, handrails, staircase, purlins, sag rods, galvanized roof sheetings and manufacturing and installation of all timber floor modules. Additionally, dismantling of entire Down Town Stand and all components and transport, delivery and packing to the NCC Warehouse.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
87	NCC-RFP-25-015	Erection, Repairs and Dismantling of North Stand	81101505 Structural Engineering	Works will comprise but are not limited to the following: foundation works to ensure securing of the North Stand Structure, Asphalt Paving, transport and removal of all steel components and members from the NCC Warehouse and delivery to QPS Site. Secondly, erection of the entire North Stand, consisting of structural steel work and bracings, handrails, staircase, purlins, sag rods, galvanized roof sheetings and manufacturing and installation of all timber floor modules. Additionally, dismantling of entire North Stand and all components and transport, removal, delivery and packing to the NCC Warehouse.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
88	NCC-RFP-25-016	Construction and Dismantling of Temporary Structure at Piccadilly Greens	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of A Temporary Facility at the Piccadilly Greens East Dry River, POS, to host judges, special guests and other patrons at carded events during the Carnival celebrations. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. The selected contractor shall be responsible for providing all hardware materials, and equipment necessary to carry out the works. These include but are not limited to Cup-Lock scaffolding system, backdrop on stage, ply board, tents covering, steps and railings etc. This project includes the assembling, dismantling and carting away of all materials from site and returning the venue to its original state.	Apr-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
89	NCC-RFP-25-017	Provision of Stage Lighting Services at the QPS	39111504 Stage or Projection or Studio Lighting System	Provision of complete concert quality lighting system(s) and component equipment as required. The Stage Lighting proposal will include but not limited to the following: Provision of all hardware equipment and technical support services necessary to operate Stage Lighting System - Lighting Boards, Lighting System Fixtures, Intelligent Lighting Fixtures, Rigging Hardware, Scaffolding Towers / Trussing Towers, Cables, Power Panels, Power Distros and Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Jul-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
90	NCC-RFP-25-018	Provision of Stage Lighting Services at South Venue	39111504 Stage or Projection or Studio Lighting System	Provision of complete concert quality lighting system(s) and component equipment as required. The Stage Lighting proposal will include but not limited to the following: Provision of all hardware equipment and technical support services necessary to operate Stage Lighting System - Lighting Boards, Lighting System Fixtures, Intelligent Lighting Fixtures, Rigging Hardware, Scaffolding Towers / Trussing Towers, Cables, Power Panels, Power Distros and Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Jul-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
91	NCC-RFP-25-019	Provision of Sound and PA Services at QPS	90155051 Music Equipment Services	Provision of a complete concert quality sound system and component equipment at the QPS. The proposal will include but not limited to the following: Provision of of all hardware equipment and technical support services necessary to operate sound and pa system - Professional Digital Mixing Console(s), Speaker System, Processing, Stage Monitoring System, Audio Playback Format, Media Mix Feeds, Appropriate Wireless Microphones, Back Line Equipment and Power Distribution via Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Jul-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
92	NCC-RFP-25-020	Provision of Sound and PA Services at South Venue	90155051 Music Equipment Services	Provision of a complete concert quality sound system and component equipment at a designated South Venue. The proposal will include but not limited to the following: Provision of of all hardware equipment and technical support services necessary to operate Sound and PA System - Professional Digital Mixing Console(s), Speaker System, Processing, Stage Monitoring System, Audio Playback Format, Media Mix Feeds, Appropriate Wireless Microphones, Back Line Equipment and Power Distribution via Generators. Additionally, the provision of a competent, operational team and service technicians to maintain and operate a fully operational, technical system and accessories.	Jul-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
93	NCC-RFP-25-021	Provision of Armed, Unarmed and Canine Security Services	92191504 Security Guard Services	Provision of Armed, Unarmed, Canine and/or Cash in Transit services at various locations over the Carnival period. The services are to be provided in and around the Queens Park Savannah and can include the NCC's external venues. Services to be provided will include but may not be limited to the following: i. Securing of the identified property/premises against theft and vandalism ii. Maintenance of law and order on the assigned premises iii. General access and egress control iv. Any other security duties as and when required during the term of the contract.	Sep-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price
94	NCC-RFP-25-022	Construction of Temporary Facility To Showcase Live Performances	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Supply of all materials, services and supervision to construct, install, maintain, disassemble and remove a temporary facility, stage and accessory structure. The facility will be located at the QPS in order to host and showcase live performances in the Carnival event line up. Daily maintenance of the facility is required to conserve the integrity and safety requirements of the infrastructure. The selected contractor shall be responsible for providing all hardware materials, and equipment necessary to carry out the work.	Jul-24	Feb-25	1 month	Open Bidding	10	Fixed price
95	NCC-RFP-25-023	Provision of Ramps, Stands and Decks at Woodbrook	30191800 Temporary Construction and Maintenance Support Equipment and Materials	Construction of Temporary Facilities at Adam Smith Square and Victoria Square, Woodbrooke, POS, to host judges, special guests and other patrons at carded events during the Carnival celebrations. Daily maintenance of the facilities are required to conserve the integrity and safety requirements of the infrastructure. The selected contractor shall be responsible for providing all hardware materials, and equipment necessary to carry out the works. These include but are not limited to Cup-Lock scaffolding system, backdrop on stage, ply board, tents covering, steps and railings etc. This project includes the assembling, dismantling and carting away of all materials from site and returning the venue to its original state.	Jul-24	Feb-25	3 Weeks	Open Bidding	10	Fixed price

HUMAN RESOURCES

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
96	TBD	Training - Competency Based Interview	86111604 Employee Education	Training for Commissioners, Managers, Professional Staff	Apr-24	Apr-24	1 Week	Single Source	NA	Fixed price
97	TBD	Post Interview Training	86111604 Employee Education	Training - Unsuccessful Internal Interview Candidates	TBD	TBD	1 Week	Single Source	NA	Fixed price
98	TBD	Training - Mastering Sales and Marketing	86101717 Marketing Professional Training Service	Training - Marketing Staff	Mar-24	Mar-24	1 Day	Single Source	NA	Fixed price
99	TBD	Training - Social Media Management	80171803 Media Training and Coaching Service	Training - Marketing Staff	Mar-24	Mar-24	1 Day	Single Source	NA	Fixed price
100	TBD	Interview Preparation Workshop	86111604 Employee Education	Training - Members of Special Interest Groups	Dec-23	Dec-23	1 Day	Single Source	NA	Fixed price
101	TBD	Training - Events Management and Protocol	86111604 Employee Education	Training - NCC Staff involved in Carnival / Events Committees	Nov-23	Nov-23	1 Day	Single Source	NA	Fixed price
102	TBD	Training - Bartending & Food Services	86111604 Employee Education	Training - NCC Staff involved in Carnival / Events Committees	Nov-23	Nov-23	1 Day	Single Source	NA	Fixed price
103	TBD	CCTV Training	86101709 Safety Training Services	Training - Security Staff	Jan-24	Jan-24	1 Day	Single Source	NA	Fixed price
104	TBD	Precept Training	86111604 Employee Education	Training - Security Officers	Jan-24	Jan-24	1 Day	Single Source	NA	Fixed price
105	TBD	Firearm Training	46201100 Small Arms Weapons Training Equipment	Training - Security Officers	Jan-24	Jan-24	1 Day	Single Source	NA	Fixed price
106	TBD	Training - Procurement & Contracts Management	86101704 Procurement or Supply Chain Training	Training - Procurement Staff	Dec-23	Dec-23	1 Day	Single Source	NA	Fixed price

Item	Project Number	Project Name	UNSPC Code	Brief Description	Proposed Date For Issue of Bidding Documents	Expected Delivery / Completion Date	Estimated Project Duration For Works and Services	Procurement Method	Standstill Period (If Applicable) No. of Days	Contract Type
107	TBD	Safety Awareness Training	46210000 Workplace Safety Equipment & Supplies & Training Materials	Training - All Seasonal Employees	Feb-24	Feb-24	1 Day	Single Source	NA	Fixed price

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OPERATIONS										
108	TBD	Lighting Tower	39112001 Light Tower	Rental of Lighting Towers at the QPS and external venues over the Carnival period.	Jan-24	Feb-24	3 Weeks	Request For Quotation	NA	Fixed price
109	TBD	Vehicle Rental	78111808 Vehicle Rental	Rental of Vehicles for use by the Commission over the year.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
110	TBD	Flooring	30161705 Rubber Flooring	Rental of Porta Floor Flooring to provide covering of grass and other identified areas which pose risk to patrons and guests safety at various venues over the Carnival period.	Jan-24	Feb-24	3 Weeks	Limited Bidding	NA	Fixed price
111	TBD	Upgrade to QPS - Concreteting of Grand Stand Flooring	72152510 Concrete Flooring Installation Service	Services to provide the timely replacement of existing timber flooring at the Grands Stands with concrete flooring resulting in a clean, stable finished, fully adjusted, tested, and painted concrete flooring.	Dec-23	Jan-24	1 Month	Single Source	NA	Fixed price
112	TBD	Re-Painting of North Stand Steel Structure	72151303 Industrial Painting Service	Services to provide for the cleaning and re-painting of the North Stand Steel Components with the appropriate coating system as per Scope, ultimately to ensure proper maintenance, upkeep, aesthetics and longevity of the steel members.	TBD	Jul-05	TBD	Open Bidding	10	Fixed price
PROPERTIES										
113	TBD	Remedial works to the Eastern & Western Sides of the Grand Stand, including railings & Consessionaire's Booths in the Grand Stand.	31160000 Hardware	Purchase of Ply, Nails, Welding Rods, Sheeting materials, Hilti and other Screws, to undertake repairs for Carnival 2024 and throughout the year.	Dec-23	Feb-24	3 Months	Request For Quotation	NA	Fixed price
114	TBD	Wood Ply and Sheeting For Vendor Booths	30103604 Wood Sheating or Sheets	Construction Ply Wood to be used in the construction of Vendor Booths over the Carnival period	Dec-23	Jan-24	1 Month	Request For Quotation	NA	Fixed price
115	TBD	Painting of Vendor Booths	23153503 Paint Booth Repair	Purchase of paints and materials for painting of Vendor Booths - Carnival 2024.	Jan-24	Mar-24	2 Months	Request For Quotation	NA	Fixed price
116	TBD	Welding of Vendor Booths	23271400 Welding Machinery	Purchase of Welding Rods and Cutting Discs, for Carnival 2024 and throughout the year.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price

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117	TBD	Electrical Installation of Vendor Booths.	72151524 Industrial Electrical Service	The commissioning and decommissioning of one hundred and sixty five (165) Vendor Booths for Carnival 2024.	Dec-23	Jan-24	1 Month	Request For Quotation	NA	Fixed price
118	TBD	Electrical Inspection	72151515 Electrical Inspection	The inspection of 25 Poles to be undertaken by Electrical Inspectorate for Carnival 2024.	Dec-23	Jan-24	NA	Single Source	NA	Fixed price
119	TBD	Servicing of Electrical Equipment	72151524 Industrial Electrical Service	Servicing of two (2) 3 Phase Electrical Panels and one (1) Transformer	Jan-24	Feb-24	1 Month	Single Source	NA	Fixed price
120	TBD	Electrical Consumption	72151524 Industrial Electrical Service	Consumption of Electricity for Carnival 2024.	Dec-23	Feb-24	3 Months	Single Source	NA	Fixed price
121	TBD	Repairs and Servicing of Small Equipment	27000000 Tools and General Machinery	The servicing and repairs of Drills, Brush Cutters, Mist Blowers and Grinders, throughout the year	Feb-24	NA	NA	Request For Quotation	NA	Fixed price
122	TBD	Garbage / Waste Collection	72101514 Refuse Area Construction Service	Collection, removal and disposal of refuse, waste and / or rubbish during the Carnival period and on an ongoing basis for the Commission.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
123	TBD	Pest Control Services	72102104 Structural Pest Control	Services for the controlling, managing, minimizing or removal of undesirable insects, rodents and other pests from the NCC grounds and office spaces.	Jan-24	ongoing	ongoing	Limited Bidding	NA	Fixed price
124	TBD	Feminie Hygiene Services	47131703 Sanitary Waste Recepticles	Services to provide for the collection and removal of solid waste so as not to produce a hazard to public health or create a nuisance in the NCC locations.	Jan-24	ongoing	ongoing	Limited Bidding	NA	Fixed price
125	TBD	Plumbing Items	3018000 Plumbing Fixtures	Services to provide for fixtures which include but are not limited to items such as toietets, faucets and sinks for use in the various NCC toilet, kitchen facilities or required areas .	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
126	TBD	Plumbing Items	40141720 Plumbing Connectors	Services to provide for connectors which include but are not limited to items such as elbows, tees, reducers, unions, couplings, crosses, caps, nipples, plugs, bushings, adapters, outlets, valves and flanges.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
127	TBD	Plumbing Installation	72101510 Plumbing System Maintenance or Repair	The connection of Fresh and Waste Water Lines to one hundred and forty eight (148) Vendor Booths, fifteen (15) Spots and four (4) Bathrooms for Carnival 2024. The installation of Kitchen Sinks in Vendor Booths for Carnival 2024.	Jan-24	Feb-24	1 Month	Request For Quotation	NA	Fixed price

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128	TBD	Transportation Services	25190000 Transportation Services Equipment	The use of four (4) 3 1/2 Ton Trucks,one (1) 7 1/2 Ton Truck, one (1) 1 1/2 Ton Truck and Trailers, to transport Vendor Booths and other materials for Carnival 2024.	Dec-23	Feb-24	3 Months	Request For Quotation	NA	Fixed price
129	TBD	Electrical Supplies	39121700 Electrical Hardware and Supplies	Services to provide for all electrical items, equipment, components and supplies utilized by the Commission over the Carnival and in its day to day runnings and activities.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
130	TBD	Landscaping	72102902 Landscaping Services	The maintenance of green areas at Queen's Park, Head Office and Warehouse, throughout the year.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
131	TBD	Maintenance, Repairs and Servicing	72101511 Air Condition Installation or Maintenance or Repair Service	The maintenance, repairs and servicing of Air Conditioning Units at QPS, Head Office and Warehouse, throughout the year.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
132	TBD	Maintenance, Repairs and Servicing	72154010 Elevator Installation Maintenance and Repair Service	The maintenance, repairs and servicing of Elevators at the QPS throughout the year.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
133	TBD	Maintenance, Repairs and Servicing	46161510 Gate Barrier Systems	The maintenance of a motorized gate barrier system at the QPS throughout the year.	Jan-24	ongoing	ongoing	Request For Quotation	NA	Fixed price
IT										
134	TBD	Printers	43212100 Computer Printers	Purchase of Inkjet and Laser Printers for the Commission	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
135	TBD	Desktop Computers	43211507 Desktop Computers	Purchase of Desktop Computers for staff of the Commission	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
136	TBD	Personal Computers	43211508 Personal Computers	Purchase of Personal Computers (Laptops) for staff of the Commission	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
137	TBD	Computer Accessories	43211600 Computer Accessories	Purchase of computer accessories including but not limited to mouse, cords, cables, speakers, computer switch boxes, usb's, cases and power supplies.	TBD	TBD	TBD	Request For Quotation	NA	Fixed price

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138	TBD	Software Licenses	43231512 License Management Software	Purchase of Software Licenses for various software utilized by the Commission	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
CITT										
139	TBD	Media Storage	43201609 Media Storage Devices	Purchase of appropriate storage devices to store and house large video and photography footage of Carnival and associated events and activities.	Dec-23	ongoing	ongoing	Request For Quotation	NA	Fixed price
140	TBD	Cloud Storage	80161506 Data Archiving Services	Purchase of cloud storage to ensure adequate and sufficient storage off-site for large video and photography footage of Carnival and associated events and activities.	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
141	TBD	Software Licenses	43231512 License Management Software	Software to provide creative and editing capabilities in the video and photography in the conservation, preservation and archiving of Traditional Mas and Carnival related products.	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
142	TBD	Books and Periodicals	55101500 Printed	Purchase of History, Educational and Resource Books and Material on the culture of Trinidad and Tobago.	Dec-23	ongoing	ongoing	Request For Quotation	NA	Fixed price
143	TBD	Carnival Memorabilia	55121729 Tokens	Purchase of Carnival memorabilia, costumes, tokens, trophy's and paraphernalia in the execution of CITT's promotional, conservation and preservation efforts in their mandate of Carnival.	Dec-23	ongoing	ongoing	Request For Quotation	NA	Fixed price
144	TBD	Computer Equipment	43210000 Computer Equipment & Accessories	Purchase of computer equipment to aid the department in the execution of its duties. Items include but are not limited to - studio headphones, projector, monitors etc.						
CORPORATE										
145	TBD	Legal Consultancy	80121609 Legal Research Services	Procurement of Legal Consultancy Services	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
146	TBD	Catering Services	90101603 Catering Services	Sourcing of Catering Services For various events and stakeholder meetings	Dec-23	ongoing	ongoing	Request For Quotation	NA	Fixed price
147	TBD	Training	86101713 Law Vocational Training	Procurement of Corporate Governance Training For Corporate Department	Mar-23	Mar-23	1 Day	Request For Quotation	NA	Fixed price
148	TBD	Travel	78111502 Commercial Airplane Travel	Procurement of international and also bi-monthly airline transport for Board members to/from Tobago - Trinidad for Board/Committee and other Meetings.	Dec-23	ongoing	ongoing	Request For Quotation	NA	Fixed price

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FINANCE										
149	TBD	Training	86132101 Training Facilitation Service	Developmental Training of all Finance Staff Members	TBD	TBD	TBD	Request For Quotation	NA	Fixed price
150	TBD	Software Upgrade	43231512 License Management Software	Upgrade of current software (Peachtree) for enhanced capabilities and efficiency to respective User Departments	Mar-23	Mar-23	1 Week	Single Source	NA	Fixed price
151	TBD	Software Maintenance	43231512 License Management Software	Maintenance of existing EZ Pay Software to continue and maintain productivity throughout the year.	Dec-23	Dec-24	1 Year	Single Source	NA	Fixed price
HOSPITALITY										
152		Catering Services	90101603 Catering Services	Purchase of meals at various events over the Carnival Season for Ushers, Committee and Staff Members and Specially Invited Guests.	Jan-24	Feb-24	1 Month	Request For Quotation	NA	Fixed price