



**Government of the Republic of Trinidad and Tobago**  
**MINISTRY OF TOURISM, CULTURE AND THE ARTS |**  
**SOUTHERN ACADEMY FOR THE PERFORMING ARTS**

Corner Todd Street & Rienzi Kirton Highway

Phone: 1 (868) 219 -7272 www.mtca.gov.tt

**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	Stationery and Consumables	44121638	General Office supplies for Administration and Other Departments within the organization.	8th January 2024	24th January 2024	2 Weeks	Request For Quotations (RFQ)	NA	Fixed Term Contract
2	Administration	Office Supplies and Equipment	44000000	Supply of Desktop PC, Personal Computers and Mobile workstations and cabinet for additional staff. Sapa plans on recruiting within the next fiscal.	Dec-23	31-Jan-2024	1 month	Request For Quotations (RFQ)	NA	Fixed Term Contract
3	Administration	Office Furniture	72153606	Office furniture inclusive of Desk, Chairs and Filing Cabinets required for the additional staff SAPA plans on recruiting within the next fiscal	Dec-23	15-Mar-2024	3 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
4	Administration	Computer Software	8112501	Human Resources, Project Management and Finance Software- This will cover MS Visio, Ms Project, Peachtree/Sage Accounting software	8th January 2024	8th March 2024	2 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
5	Administration	Restructuring office spaces and installation of workstations.	72153606	This will entail restructuring of office spaces to house additional staff in the HR, Finance, Facilities, Legal and Administrative units.	Feb-24	Apr-24	2 months	Request For Proposals (RFP)	NA	Fixed Term Contract
6	Administration	Installation of network cabling and endpoints	43200000	The supply and installation of Ethernet, internet, and telephone supply to the additional workstations.	Dec-23	Jan-24	1 month	Request For Quotations (RFQ)	NA	Fixed Term Contract
7	Administration	Uniforms	53102700	This will entail obtaining uniforms for existing and additional staff	Dec-23	Mar-24	4 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
8	Front of House	Uniforms	53102713	Uniforms for the Ushering Unit.	Mar-24	Jun-24	4 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
9	Facilities	Minor Equipment	52000000	Purchase of equipment such as Cell Phones, Vacuum Cleaners, Refrigerators, Microwave, Air Condition, Fans, Electric Kettles	Jan-24	Mar-24	2 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
10	Technical - Lighting	LED Lighting Fixtures	39112300	Intelligent LED fixtures will provide SAPA with the following functionality:  Adequate lighting to design any event for both the Main and Little Theatre Reduction of heat and power consumption when they are in use at events	8th Jan-24	29th Feb-24	2 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
11	Technical - Lighting	GrandMA Consoles System and Accessories	39112400	Lighting Consoles are crucial to the proper manipulation of the lighting fixtures. Three systems are needed: GrandMa 3 Lite (1) Grand Ma On PC (2)	6th March-24	29th May-24	3 months	Request For Quotations (RFQ)	NA	Fixed Term Contract
12	Technical - Stage Craft Elements	Draperies	52131500	Replacement of all Theatrical curtains in the main theatre. These are necessary as there is significant wear and tear on the current draperies. They are important for Framing the playing area of a production / event Concealment - Masking offstage Areas Scenic Backdrops Acoustic Enhancements Creation of Illusions of Special effects They are treated to meet strict fire safety regulations.	Feb-27	Sep-24	10 months	Request For Proposals (RFP)	7	Fixed Term Contract

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