

No.	Project	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
18	Castle Killarney	Training		<p>Customer Service Training will be provided for ten (10) members of staff. This includes course material / handouts for ten persons. It will be conducted by two facilitators for a two (2) day period. Certificates will be given upon delivery. The target group includes tour guides, administrative staff and Security Personnel. As there is an increase in staff we would like to conduct a training session which will include a two-day workshop in customer service for three administrative members of staff at Castle Killarney. The key issues to discuss are:</p> <ul style="list-style-type: none"> i. Attitude ii. Dress Code iii. Body Language iv. Willingness to assist v. Managing Customers vi. Internal Customer Service - Professionalism in the workplace 	March 24th, 2024	June 24th, 2024	3 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
19	Castle Killarney	Contracted Services		<p>Landscaping Services – Procurement of services to maintain the Lawn / Yard Space at Castle Killarney. Herein all contracts will be with UDeCOTT, who will manage same then subsequently render all bills to the Ministry of Tourism, Culture and the Arts on a monthly basis. As such the Ministry of Tourism, Culture and the Arts has a Facilities Management Agreement (FMA) with UDeCOTT whom the Ministry will hold to account.</p>	N/A	N/A	N/A	Direct Contracting	N/A	Purchase Order
				<p>Marble Floor Maintenance – This includes the following: Removing of all coatings from the Marble surfaces. > Rinsing the floor to remove chemical residue. > Begin patching all broken areas with Natural Stone Specific Products which will be color-coded. > Let the area dry overnight and begin the reprocessing of the Marble with Industrial Diamonds. > Rinsing floor between changing of Diamond Grits. > Continue the Reprocessing utilizing 100 – 5000 Grit Industrial Diamonds to return the Stone to its original position. > Upon completion, rinse the floor multiple times to remove all the leftover Grit. > Polishing the Stone with Natural Stone Specific Material. > Crystallize all areas with Stone Specific Material to maximize gloss. > Applying a coat of Anti-slip Treatment for personal protection. Herein all contracts will be with UDeCOTT, who will manage same then subsequently render all bills to the Ministry of Tourism, Culture and the Arts on a monthly basis. As such the Ministry of Tourism, Culture and the Arts has a Facilities Management Agreement (FMA) with UDeCOTT whom the Ministry will hold to account.</p>	N/A	N/A	N/A	Direct Contracting	N/A	Purchase Order
				<p>Procurement of services to maintain Wood Floors - This cost includes wood floor maintenance which would be conducted every three months each year (\$3,937.50 x 4). Herein all contracts will be with UDeCOTT, who will manage same then subsequently render all bills to the Ministry of Tourism, Culture and the Arts on a monthly basis. As such the Ministry of Tourism, Culture and the Arts has a Facilities Management Agreement (FMA) with UDeCOTT whom the Ministry will hold to account.</p>	N/A	N/A	N/A	Direct Contracting	N/A	Purchase Order

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				Inspection of Lifts. This is an Annual Elevator Inspection that is usually conducted once per year	July 1st, 2024	September 30th, 2024	2 months	Direct Contracting	N/A	Purchase Order
				Servicing of Lifts - Every six (6) months, the elevators will be serviced. Castle Killarney's elevators will be serviced twice a year.	N/A	N/A	N/A	Direct Contracting	N/A	Purchase Order
				Annual Servicing of AC Units - This is to be conducted at Castle Killarney. There is a need to repair the HVAC System in Castle and also monthly servicing of eleven (11) split units. Herein all contracts will be with UDeCOTT, who will manage same then subsequently render all bills to the Ministry of Tourism, Culture and the Arts on a monthly basis. As such the Ministry of Tourism, Culture and the Arts has a Facilities Management Agreement (FMA) with UDeCOTT whom the Ministry will hold to account.	N/A	N/A	N/A	Direct Contracting	N/A	Purchase Order
20	Castle Killarney	Insurance Services		The type of insurance that will be covered is Public Liability Insurance and Workmen's Compensation for a Period of One Year. Limits of liability - \$1000,000 any one accident ; \$2000,000 any period.	October 1st, 2023	September 30th, 2024	11 months	Selective Tendering	N/A	Fixed Price
21	Castle Killarney	Events Management.		Hosting of Tea Parties, Tour and Paint Events, Tour and Film Events etc.	October 27th, 2023	September 30th, 2024	11 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order