

Government of the Republic of Trinidad and Tobago

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ANNUAL PROCUREMENT ACTIVITIES for CASTLE KILLARNEY / STOLLMEYER'S CASTLE

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Financial Year 2023/2024

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
1	Castle Killarney	Books and Periodicals		Planned Procurement of Books and Periodicals for reference use in office as well as annual subscription renewal of Newspapers i.e. One (1) Local Newspaper; Hard Copy; Subscription Type: 12 Month, Monday - Friday	December 15th, 2023	September 30th, 2024	9 months	Shopping/Request for Minimum 3 Quotations	N/A	Purchase Order
2	Castle Killarney	Office Stationery and Supplies		Copy paper - Supply of copy paper (8 1/2 x 11). Quotations will be sourced from suppliers of eco-friendly paper products. Office Stationery - Supply of office stationeries such as pens, sharpeners, erasers, correction fluid, etc. Toners, Ink & Cartridges, Procurement of ink, cartridges and toners	October 30th, 2023	September 30th, 2024	11 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
3	Castle Killarney	Office Furniture, Fittings and Furnishings		Purchase of chairs, desks, tables, cabinets (Metal/Wooden), drapery, suites, beds, shelving, portioning, etc.	January 3rd, 2024	March 3rd, 2024	2 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
4	Castle Killarney	Water and Sewerage Rate Services (WASA)		Expenditure will be based on WASA Bills received from UDeCOTT as service provider. Currently our WASA rate is \$1589.00 (\$397.25 x 4 - Quarterly rate)	October 1st, 2023	September 30th, 2024	N/A	Direct Contracting	N/A	Fixed Price
5	Castle Killarney	T&TEC Services		Expenditure will be based on T&TEC bills received from UDeCOTT as service provider.	October 1st, 2023	September 30th, 2024	N/A	Direct Contracting	N/A	Fixed Price
6	Castle Killarney	Landline and Telephone Services		FLOW Broadband and Landline Services	October 1st, 2023	September 30th, 2024	N/A	Direct Contracting	N/A	Fixed Price
7	Castle Killarney	Internet Services		Supply of Internet Service (HUAWEI). Lease of Two (2) LTE Devices from TSTT.	October 1st, 2023	September 30th, 2024	N/A	Direct Contracting	N/A	Fixed Price
8	Castle Killarney	Cleaning Supplies		Supply of cleaning supplies e.g. Disinfectant, Toiletries, Brooms, Mops etc.	January 3rd, 2024	September 30th, 2024	8 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
9	Castle Killarney	Lease/Rental of Photocopier		Lease of 1 Printer / Copier / Scanner Konica Bizhub Multi-Function Printers	October 1st, 2023	September 30th, 2024	11 months	Selective Tendering	N/A	Fixed Price

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10	Castle Killarney	Materials and Supplies		Purchase of Twenty five (25) Easels.	December 15th, 2023	February 15th, 2024	2 months	Shopping/Request for minimum 3 Quotations		Purchase Order
				Twenty (20) Male and Female Polos (cotton) with embroidered 'Castle Killarney Logo'.	January 2nd 2024	March 30th, 2024	2 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
			Purchase of	Purchase of Four (4) Panels and Lighting Exhibitions	December 15th, 2023	March 31st, 2024	3 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
				Purchase of Fifteen (15) Folding Tables - 6ft.	December 7th, 2023	January 7th, 2024	1 month	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
				Purchase of One (1) Digital Camera with a Tripod Stand	January 3rd, 2024	February 3rd, 2024	1 month	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
11	Castle Killarney	REPAIRS / MTCE OF EQUIPMENT		Purchasing of New Equipment e.g. Pressure Washer, Rakes etc, Purchasing of New Equipment e.g. Blower and the Maintenance of Equipment e.g. Purchasing of Stihl Oil for the Blower	December 15th, 2023	June 15th, 2024	6 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
12	Castle Killarney	Carpet and Mat Cleaning Services		Procurement of Cleaning Services for Mats from KEX Limited. Cleaning services are required for six (6) small mats for indoor use (size: 90cm x 60cm / 3ft x 2ft) and four large mats for outdoor use (Size: 182cm x 152cm / 6ft x 5ft).	December 15th, 2023	February 15th, 2024	2 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
13	Castle Killarney	Promotional Merchandising Services		Supply of Call Cards, Bulk printing rate cards, Catalogues, Signage, Branded tokens (Pens, Pencils, Shirts, Cups)	January 3rd 2024	March 3rd, 2024	2 months	Shopping/Request for minimum 3 Quotations	N/A	Purchase Order
14	Castle Killarney	Security Services		Supply of Armed Security Services at Castle Killarney. The contractor is currently Amalgamated Security Services.	October 1st, 2023	September 30th, 2024	11 months	Direct Contracting	N/A	Fixed Price
15	Castle Killarney	Postal Services		Supply of Bulk Mail and Handling as well as cancellation fees	October 27th, 2023	September 30th, 2024	11 months	Direct Contracting	N/A	Fixed Price
16	Castle Killarney	Building Maintenance and Repair Services		Refer to Cabinet Minute - 8/1/18 VII. 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
17	Castle Killarney	Plumbing Services		Supply of Plumbing Services. 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

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18	Castle Killarney	Training		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 adminstrative members of staff at Castle Killarney. The key issues to discuss are: 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		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.	N/A	N/A	N/A	Direct Contracting	N/A	Purchase Order
				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.		N/A	N/A	Direct Contracting	N/A	Purchase Order
				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.	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	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