



Government of the Republic of Trinidad and Tobago

TOURISM TRINIDAD LIMITED

Levels 18, Tower D, International Waterfront Complex, 1 A Wrightson Road, Port of Spain

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	Recurrent	License Renewals & Subscriptions (Website Maintenance - Destination)	81112100	A qualified website developer or development team is necessary to maintain the backend and to continue to optimize the Destination website for the best possible user-experience.	Apr-24	May-24	(12) Months	Limited bidding		Fixed Price
2	D021	Diaspora / VFR Targeting (Heritage Tourism): 5) Product Development - Carnival 2024 (Video Production)	82131603	Video Production Services. A Destination video will be necessary to support the #visitTrinidad selected song.  The video shall be completed in (3) versions in order to facilitate various marketing purposes. The proposed lengths are (30) seconds, (60) seconds and full length version (length of song).	Dec-23	Jan-24	(1) Month	Limited bidding		Fixed Price
3		Stakeholder engagement	90111603	Rental of event space & catering	Dec-23	Dec-23	1 day	Limited bidding		Fixed Price
4		Stakeholder engagement	90101603	Catering Services	Dec-23	Dec-23		Limited bidding		Fixed Price
5		Stakeholder engagement	80161507	Rental of AV Equipment, furniture & accessories	Dec-23	Dec-23		Limited bidding		Fixed Price
6		Carnival Media Facilitation	90111800	Provision of Accommodation	Dec-23	Dec-23	8 days	Limited bidding		Fixed Price
7		Carnival Media Facilitation	90121701	Provision of Full Service tour operator services	Dec-23	Dec-23		Limited bidding		Fixed Price
8		LATAM marketing / COPA co-op	82101500	Provision of artwork, printing & delivery of travel guide Servicess	Dec-23	Sep-24	Jan to Sept 2024	Limited bidding		Fixed Price
9		LATAM marketing / COPA co-op	82100000	Annual subscription 'Panorama' inflight magazine	Dec-23	Dec-23		Sole source procurement		Fixed Price
10		MegaFam symposium (35 participants)	90121500	Provision of Travel Agent Services for Flight Bookings	Dec-23	Jan-24	May-24	Limited bidding		Fixed Price
11		MegaFam symposium (35 participants)	90111800	Provision of Hotel Accomodations	Dec-23	Jan-24		Limited bidding		Fixed Price
12		MegaFam symposium (35 participants)	90121701	Provision of Full Service tour operator services	Dec-23	Jan-24		Limited bidding		Fixed Price
13		MegaFam symposium (35 participants)	90111603	Provision of event space & Catering Services	Dec-23	Jan-24		Limited bidding		Fixed Price
14		MegaFam symposium (35 participants)	55101533	Provision of Promotional Items	Dec-23	Jan-24		Limited bidding		Fixed Price
15		MegaFam symposium (35 participants)	80161507	Rental of AV Equipment, furniture & accessories	Dec-23	Jan-24		Limited bidding		Fixed Price
16		Design and Printing of Revised T&T Meeting Planners' Brochure	82121503	Artwork, printing & delivery of brochures	Dec-23	Jan-24	Feb 1 2024	Limited bidding		Fixed Price
17		IMEX America 2024 Frankfurt (May)	55101533	Provision of promotional items	Feb-24	Mar-24	May-24	Limited bidding		Fixed Price
18		Culinary influencer Fam Trip	90121500	Provision of Travel Agent Services for Flight Bookings	Jan-24	Feb-24	Jul-24	Limited bidding		Fixed Price
19		Culinary influencer Fam Trip	90111800	Provision of Hotel Accomodations	Jan-24	Feb-24		Limited bidding		Fixed Price
20		Culinary influencer Fam Trip	90121701	Provision of Full Service tour operator services	Jan-24	Feb-24		Limited bidding		Fixed Price
21	Recurrent	DER Touristik	82101503	Advertising via online & travel agencies in the Germany market	Oct-23	Dec-23	3 months	Sole source procurement		Fixed Price
22	Recurrent	Caribbean Beat	82101503	Double page spread including advertorial & editorial in Caribbean Beat's magazine	Jan-24	Feb-24	2 months	Sole source procurement		Fixed Price
23	Diaspora/VFR/Heritage	KLM Coop Marketing Initiatives		Partnership with KLM for marketing initiatives in the Dutch market	Jan-24	Sep-24	9 months	Sole source procurement		Fixed Price
24		Provision of Audit Services	84111600	Audit Services inclusive of Quantity Surveyor Services	Feb-24	Mar-27	3 years	RFP		Fixed Price
25	Tourism Accommodation Upgrade Project (TAUP)	Marketing and Promotion	82101504	Supply and publishing of advertorials and advertisements in the local press	Jan-24	Jun-24	6 months	Limited bidding		Fixed Price

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26		Videography	82131603	Production and compilation of TAUP video	Jan-24	Jun-24	6 months	Limited bidding		Fixed Price
27	Investment Aftercare	Tourism Development Act (TDA) Workshop #1	90111603	Hosting of workshop: 1. Venue rental 2. Food and Beverage	Feb-24	Mar-24	1 month	Limited bidding		Fixed Price
28		Tourism Development Act (TDA) Workshop #2	90111603	Hosting of workshop: 1. Venue rental 2. Food and Beverage	Jun-24	Jul-24	1 month	Limited bidding		Fixed Price
29	Investment Aftercare	Banking Workshop	90111603	Hosting of workshop for tourism operators with commercial banks, NEDCO: 1. Venue rental 2. Food and Beverage	May-24	Jun-24	1 month	Limited bidding		Fixed Price
30	Investment Aftercare	Regulatory Agency Workshop	90111603	Hosting of workshop for tourism operators with EMA, TCPD, BIR: 1. Venue rental 2. Food and Beverage	Jul-24	Aug-24	1 month	Limited bidding		Fixed Price
31	Lead Generation and Image Building	Tourism Investor Forum	90111603	Hosting of Tourism Investor Forum with potential investors, international hotel brands and JV partners: 1. Venue 2. Food and Beverage	Mar-24	Apr-24	1 month	Limited bidding		Fixed Price
32	Lead Generation and Image Building	Tourism Investor Forum	82131603	Hosting of Tourism Investor Forum with potential investors, international hotel brands and JV partners: 1. Videography	Mar-24	Apr-24	1 month	Limited bidding		Fixed Price
33	D019 - Development and Implementation of the Sport Tourism Master Plan	Development of the Sport Tourism Master Plan	80101508	Subsequent to the development of a Sub Policy for Sport Tourism, TTL was tasked with the development of a Sport Tourism Master Plan. Therefore, a consulting firm/individual is required to provide professional administrative and research services to author a strategic plan for Sport Tourism development for Trinidad and Tobago.	Dec-23	Mar-24	4 months	Limited bidding		Fixed Price
34	D019 - Development and Implementation of the Sport Tourism Master Plan	Designing and Printing of the Sport Tourism Master Plan	82121503	Design and print the Sport Tourism Master Plan (STMP).	Mar-24	Mar-24	1 month	Limited bidding		Fixed Price

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35	D020 - Conferences & Meetings	Routes America - Provision of Flights	90121500	Routes America is the leading global world aviation event held annually in the Americas region. The next edition of this important air transportation conference is scheduled for 17-19 March 2024 in Bogota Colombia. As the world's leading aviation event, bringing together senior industry professionals from airlines, airports and destinations, TTL's attendance at Routes America 2024 will provide an efficient platform to build high value relationships with a qualified audience of air service development decision makers from across the region and beyond. Therefore, the company would need to procure the requisite travel arrangements for officers attending the event.	Dec-23	Mar-24	3 months	Limited bidding		Fixed Price	
36	D021 - Diaspora/VFR Heritage Tourism	Diaspora Ambassador Programme		To facilitate outreach, marketing and promotion to the diaspora market, with the aim of building and leveraging relationships with these stakeholders, suppliers will be contracted to (1) develop relevant collateral material and (2) host sensitisation sessions with key activities.						Fixed Price	
37	D021 - Diaspora/VFR Heritage Tourism	Capacity Building/Training -Digital Market and E-Commerce		A training institution with a designated trainer / facilitator / consultant will be engaged to develop a plan and subsequently guide a number of pre-selected community-based tourism organisations that meet key criteria in developing their digital marketing and e-commerce capacity over a four (4) month period. In addition, provisions will be made to host a general session in Digital Marketing and E-Commerce with other stakeholders to create awareness of this vital capacity and generate greater use of these mechanisms.	Mar-24	Apr-24	4 months	Limited bidding		Fixed Price	
38	D021 - Diaspora/VFR Heritage Tourism	Community Product Development - La Brea Capacity Building		La Brea Capacity Building is aimed at developing and strengthening the organisational structure of the La Brea Tour Guides Association. In conjunction with the Ministry of Tourism, Culture and the Arts, Tourism Trinidad Limited will assist in preparing the La Brea Tour Guides to offer a more enhanced tour experience to visitors of the La Brea Pitch Lake. Thus, the service to be procured would be facilitators and training providers to aid the community in developing their tourism product.	Jan-24	Feb-24	2 months	Limited bidding		Fixed Price	
39	D023 Festive Development	Festive Consultant		Given that festivals serve as a vital avenue for showcasing various facets of a country's culture whilst meeting the visitor's need for immersive cultural experiences TTL will be facilitating the development of a festive season. A consultant with expertise in "festive" events will be procured for a six (6) month period to lead in the development of key activities during the period.	Oct-23	Jan-24	4 months	Limited bidding		Fixed Price	

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40	D023 Festive Development	Festive Season Festival Execution		The Festive Season which is scheduled to occur from November - December, aims to bring local and international awareness, visibility and a greater appreciation of the Trinidadian culture and heritage; increasing and expanding the range of activities and events for visitors to participate in during the latter quarter of the year and conducting primary research and data collection with the aim of increasing the appeal to potential international visitors. The initiatives outlined for Festive Season Festival execution include: 1. The Festival Season Launch, 2. Sangeet - A Divali Celebration, 3. Pan-Parang, Food and Craft Fair, 4. Carols at the Concert, 4. Follow the Star-University of Southern Caribbean, 5. Believe: Christmas around the World.	Oct-23	Dec-23	2 months	Limited bidding		Fixed Price	
41	D023 Festive Development	Culinary Execution		The development and execution of a "Culinary and Cocoa Tourism Festival" under the overarching season entitled - "Food, Rum, Beer Festival" is proposed during the months of July to September. The service to be procured for the initiative is a consultant to lead in the development of events focussed around the theme - Culinary and Cocoa Tourism Festival.	Dec-23	Jul-23	7 months	RFP		Fixed Price	
42	D023 Festive Development	Film Festival of Trinidad and Tobago		Partnership for procurement				RFP		Fixed Price	