



Government of the Republic of Trinidad and Tobago
MINISTRY OF TOURISM, CULTURE AND THE ARTS
 Levels 8-10, Tower C, International Waterfront Complex, 1 A Wrightson Road, Port of Spain
 Phone: 1 (868) 612 8853 www.mtca.gov.tt
ANNUAL PROCUREMENT ACTIVITIES - MTCA
 Financial Year 2024 \ 2025

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	Department
COMMUNICATIONS											
1	COMM-FY2425-001	Print Ads./Paraphernalia	82101503	For documenting and public education.	N/A	N/A	12 months	Sole select and/or Limited Exemption (RFQ)	N/A	Purchase Order	COMMUNICATIONS
2	COMM-FY2425-002	Radio Ads.	82101601	Radio spots for publicizing and promoting Ministry activities	N/A	N/A	6 months	Sole select and/or Limited Exemption (RFQ)	N/A	Purchase order	
3	COMM-FY2425-003	ID Badges for Staff	55121706	Creating an official system for staff entry and exit at offices and sites.	Nov-24	Jan-25	2 months	Sole select and/or Limited Exemption (RFQ)	N/A	Purchase order	
4	COMM-FY2425-004	Branded tokens	55121804	Ministry as well as Trinidad and Tobago branded items for official and public distribution.	Nov-24	Dec-24	3 months	Competitive Procurement (RFQ)	N/A	Purchase order	
GENERAL ADMINISTRATION											
5	MTCA 6 - A/2025	Security Service	92121504	River Estate Museum and Water Wheel – Current contract period ends on October 31, 2025	June 02, 2025	September 15, 2025	2 years from date of Award	Request for Proposal	10	Fixed Price	GENERAL ADMINISTRATION
6	MTCA 7 - A/2025			Ministry of Tourism, Culture and the Arts – Head Office – Current contract ends November 28, 2025	July 01, 2025	October 15, 2025	2 years from date of Award	Request for Proposal	10	Fixed Price	
7	MTCA 4 - B/2025			Lopinot Historical Complex - No Current Contract	To be commenced in fiscal year 2024/2025	2 months after proposed date of issue	2 years from date of Award	Request for Proposal	10	Fix Price	
8	MTCA 1 - B/2025			Maracas Beach Facility– No Current Contract with MTCA	January 13, 2025	March 31, 2025	2 years from date of Award	Request for Proposal	10	Fixed Price	
9	MTCA 1 - A/2025	Janitorial Service	76110000	Las Cuevas Beach Facility- Month to Month	January 02, 2025	February 28, 2025	3 years from date of Award	Request for Proposal	10	Fixed Price	
10	MTCA 10 - B/2024			Lopinot Historical Complex -Current contract period ends January 30, 2025	October 21, 2024	December 20, 2024	3 years from date of Award	Request for Proposal	10	Fixed Price	
11	MTCA 12 - A/2024			Fort George Facility	December 16, 2024	January 30, 2024	3 years from date of Award	Request for Proposal	10	Fixed Price	
12	MTCA 4 - A/2025	Hygiene Service	47131700	La Vigie Paramin Lookout Facility – Current contract ends on July 31, 2025	April 01, 2025	June 13, 2025	3 years from date of Award	Request for Proposal	10	Fixed Price	
13	MTCA 8 - A/2025			River Estate Museum and Waterwheel – No Current Contract	To be commenced in fiscal year 2024/2025	2 months after proposed date of issue	3 years from date of Award	Request for Proposal	10	Fixed Price	
14	MTCA 10 - A/2024			Lopinot Historical Complex - Current Contract period ends January 30, 2025	October 21, 2024	December 20, 2024	3 years from date of Award	Request for Proposal	10	Fixed Price	
15	MTCA 12 - B/2024			Fort George Facility	December 16, 2024	January 30, 2024	3 years from date of Award	Request for Proposal	10	Fixed Price	
16	MTCA 5 - A/2025	Printers	43212110	Ministry of Tourism, Culture and the Arts - Head Office - Current contract ends on September 30, 2025	May 05, 2025	August 29, 2025	3 years from date of Award	Request for Proposal	10	Fixed Price	
17	GA-FY2425-001	Office Stationery and Supplies	44000000	Purchase of Stationery	1st and 3rd Quarter	10.12.2024 & 02.06.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
			47000000	Purchase of Toiletries	1st and 3rd Quarter	10.12.2024 & 02.06.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
			14111700	Purchase of Toners	1st and 3rd Quarter	10.12.2024 & 02.06.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
			44103105	Purchase of Copy Paper	1st,3rd and 4thQuarter	10.12.2024, 02.06.2025 & 03.09.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
			14111500	Purchase of Batteries	2nd Quarter	26.03.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	

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			50000000	Purchase of Grocery Items	1st,2nd, 3rd and 4thQuarter	10.12.2024, 26.03.2025 02.06.2025 & 03.09.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
			44120000	Purchase of Stamp machines	1st Quarter	16.12.2024	Periodically	Minimum 5 quotations	N/A	Purchase Order	
18	GA-FY2425-002	Material and Supplies	42140000	Purchase of Supplies for First Aid Kit	2nd Quarter	26.03.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
			46180000	Purchase of PPE Supplies	2nd Quarter	26.03.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
19	GA-FY2425-003	Maintenance of Vehicles	78181500	Ministry vehicles is used for site visits and delivery of mails/packages	N/A	N/A	Periodically	Sole Select – Vehicles were purchased from 1 particular company	N/A	Purchase Order	
20	GA-FY2425-004	Repairs and Maintenance of Equipment	72154066	Fixing of Photocopiers , Uninterruptible Power Supply (UPS)	N/A	N/A	Periodically	Request for Quotation	N/A	Purchase Order	
21	GA-FY2425-005	Postage	44121513	Stamps and Registered Tracking Tickets	N/A	N/A	Periodically	Sole Select from TTPOST	N/A	Purchase Order	
22	GA-FY2425-006	Office Equipment	44000000	Purchase of calculators, shredders, laminating machines, guillotines and desktop printers	2nd Quarter	26.03.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
23	GA-FY2425-007	Furniture and Furnishings	56000000	Purchase of chairs Purchase of cabinets Purchase of display cases and shelving	2nd Quarter	14.04.2025 22.04.2025 14.04.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
24	GA-FY2425-008	Other Minor Equipment	52000000	Purchase of fans, toaster ovens and kettles	2nd Quarter	22.04.2025	Periodically	Minimum 5 quotations	N/A	Purchase Order	
LIBRARY											
25	LIB-FY2425-001	Books	14111536	The Library is user-centric and procures subject-specific resources related to the work of the Ministry by liaising with staff to ascertain their information needs. Examples of book resources include different types of tourism concerning nature, the green economy, creative industries, arts and culture, branding, heritage, sports and sustainable tourism.	Nov-24	Aug-25	10 months	RFQ	Not applicable	Not applicable	LIBRARY
26	LIB-FY2425-002	Periodicals	55101519	The Library seeks to renew 4 online journal subscriptions requested by HoDs who use them in their research.	Dec-24	Apr-25	5 months	Sole Source	Not applicable	Not applicable	
27	LIB-FY2425-003	Categorization or classification software	43232301	Renewal of the UDC for 2 years - 07.10.2024 to 06.10.2025 and 07.10.2025 to 06.10.2026. The Universal Decimal Classification (UDC) online is a library tool used to assist in classifying resources, that is, assigning a call number which allows for easy and orderly shelving as well as access. This is a core library function.	Oct-24	Sep-25	12 months	Sole Source	Not applicable	Not applicable	
LEGAL											
28	LEG-FY2425-001	Written Translation Service	82111804	The Legal Services Unit is in the process of preparing a Memorandum of Understanding between the Republic of Trinidad and Tobago and the Kingdom of Saudi Arabia. Upon finalisation of said Memorandum the services of a translator will be required to translate it into the Arabic language.	Jan-25	Feb-25	Two (2) weeks	Sole Source	N/A	Fixed Term Contract	LEGAL
HUMAN RESOURCE											
29	HRM-FY2425-001	Clerical Training	86101705	Training at this level will include, customer service, work etiquette and protocol in the work place as well as Registry Procedures Training and the preparation of correspondences. This training will be very beneficial for all members of staff.	1/10/24 -31/12/24	9/30/2025	5 days	RFP-Open Bidding	10	NA	
30	HRM-FY2425-002	Personal Skills Training	86101810	This training will assist in the areas of Pension and Leave as well as the grants of increments and salary administration and improve the accuracy and efficiency in the determination of these matters. The implementation of this training will increase the timely process of the terminal benefits.	1/10/24 -31/12/24	9/30/2025	5 days	RFP-Open Bidding	10	NA	
31	HRM-FY2425-003	Procurement or supply chain training	86101704	The Human Resource Management Unit oversees the recruitment and retention of employees. The procurement process is essential to ensuring that the right services and vendors are retained to meet the needs of the Ministry. This training can assist the HRMU in having a clearly defined procurement strategy. Establish clear expectations for vendors and employees and have effective communication channels in place so that all stakeholders are aware of what is happening with procurement decisions.	1/10/24 -31/12/24	9/30/2025	7 days	RFP-Open Bidding	10	NA	

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32	HRM-FY2425-004	Tourism related training	86101702	Staff training -Hotel, Real Estate Investments and Asset Management, Cornell University	Feb-25	Sep-25	7 months	Sole Source	Not applicable	Fixed Price	INFORMATION TECHNOLOGY
INFORMATION TECHNOLOGY											
33	IT-FY2425-001	Sites and Attractions - CCTV	46171622	To implement a framework for site and attractions management that will align with the Ministry of Digital Transformation National Digital Transformation citizen centric strategy.	Feb-24	Sep-24	8 months	RFP	10	Fixed Price	
34	IT-FY2425-001	Portable hard disk storage device	43201827	ICT Equipment and supplies for the high-speed transfer and storage of data.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
35	IT-FY2425-002	Wire and cable cutting and terminal assembly equipment	23301501	ICT Equipment	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
36	IT-FY2425-003	Pen or flash drive	43202010	ICT Equipment for transfer and storage of data.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
37	IT-FY2425-004	Network cable	26121609	ICT Equipment for the facilitation of testing and connection of devices and networks.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
38	IT-FY2425-005	Video conference cameras	45121506	ICT Equipment for the purpose of facilitating clear and stable virtual meetings.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
39	IT-FY2425-006	Cable accessories	26121630	ICT Equipment and supplies	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
40	IT-FY2425-007	Switch or router software	43232908	ICT Equipment for the facilitation of connection of devices and networks.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
41	IT-FY2425-008	Electrical extension cable	39121440	ICT Equipment for the provision of power.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
42	IT-FY2425-009	Network routers	43222609	ICT Equipment for the facilitation of connection of devices and networks.	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
43	IT-FY2425-010	Multimedia projectors	45111609	ICT Equipment and supplies	Jan-25	Mar-25	3 months	RFQ	N/A	Fixed Price	
PROJECTS											
44	MTCA/P 05A-2025	National Museum & Art Gallery Phase II	81101513	Outfitting of the Main Building Refurbishment and Upgrade of the Annex Building Landscapings and Grounds Works	4/7/2025	7/4/2025	14-18 months	Single Source	10 days	Fixed Price	PROJECTS
45	MTCA/P 01A-2025	The provision of Design-Build Services for the Upgrade of the St. James Amphitheatre	81101513	Upgrade to mechanical, electrical and plumbing systems Refurbishment of building to ensure ADA accessibility. Upgrade to security fencing and landscape Refurbishment of the facility washroom	3/3/2025	3/6/2025	10-12 months	Limited Bidding	10 days	Fixed Price	
46	MTCA/P 03A-2023	The Provision of Design-Build Services for Phase II Upgrade Works at River Estate Museum and Waterwheel	81101513	Upgrade to mechanical, electrical and plumbing systems of the museum. Upgrade to lighting and sound systems Refurbishment of the facility washroom Upgrade to security fencing and landscape	5/1/2024	11/11/2024	8-10 months	Limited Bidding	10 days	Fixed Price	
47	MTCA/F 12C-2024	Provision of General Maintenance Services at the Fort George facility	72101507	Provision of General Maintenance Services at the Fort George facility	12/9/2024	3/10/2025	24 months	Open Bidding	10 days	Fixed Price	
48	MTCA/F 01C-2025	Provision of General Maintenance Services at the Las Cuevas Beach Facility	72101507	Provision of General Maintenance Services at the Las Cuevas Beach Facility	1/13/2025	3/24/2025	12 months	Open Bidding	10 days	Fixed Price	
49	MTCA/F 12A-2024	Provision of General Maintenance Services at the Lopinot Historical Complex	72101507	Provision of General Maintenance Services at the Lopinot Historical Complex	12/2/2024	3/3/2025	12 months	Open Bidding	10 days	Fixed Price	
50	MTCA/F 12B-2024	Provision of General Maintenance Services at the Vessigny Beach facility	72101507	Provision of General Maintenance Services at the Vessigny Beach facility	12/16/2024	3/17/2025	24 months	Open Bidding	10 days	Fixed Price	
51	MTCA/F 08A-2024	Provision of General Maintenance Services at the Galera Lighthouse facility	72101507	Provision of General Maintenance Services at the Galera Lighthouse facility	8/30/2024	11/22/2024	24 months	Open Bidding	10 days	Fixed Price	
52	MTCA/F 01A-2025	Provision of General Maintenance Services at the Paramin Lookout facility	72101507	Provision of General Maintenance Services at the Paramin Lookout facility	1/6/2025	3/24/2025	24 months	Open Bidding	10 days	Fixed Price	
53	MTCA/F 04A-2025	Provision of Landscaping and Grounds Maintenance at the La Brea Pitch Lake facility	72102902	Provision of Landscaping and Grounds Maintenance at the La Brea Pitch Lake facility	4/8/2025	7/4/2025	24 months	Open Bidding	10 days	Fixed Price	
54	MTCA/F 01B-2025	Provision of Landscaping and Grounds Maintenance at the River Estate Museum & Waterwheel facility	72102902	Provision of Landscaping and Grounds Maintenance at the River Estate Museum & Waterwheel facility	1/6/2025	3/24/2025	24 months	Open Bidding	10 days	Fixed Price	
55	MTCA/F 12D-2024	Provision of Maintenance Services to the Waste Water Treatment Plant at the Vessigny Beach facility	81101527	Provision of Maintenance Services to the Waste Water Treatment Plant at the Vessigny Beach facility	12/13/2024	3/14/2025	24 months	Open Bidding	10 days	Fixed Price	
56	MTCA/F 07D-2024	Provision of Tree Pruning Services at the Maracas Beach facility	70111502	Provision of Tree Pruning Services at the Maracas Beach facility	7/23/2024	11/18/2024	12 months	Limited Bidding	10 days	Fixed Price	
57	MTCA/F 11A-2024	Provision of Maintenance Services to the generator at the Las Cuevas Beach facility	72151516	Provision of Maintenance Services to the generator at the Las Cuevas Beach facility	11/22/2024	2/21/2025	24 months	Open Bidding	10 days	Fixed Price	
58	MTCA/F 11B-2024	Provision of Maintenance Services to the generator at the Vessigny Beach facility	72151516	Provision of Maintenance Services to the generator at the Vessigny Beach facility	11/1/2024	12/30/2024	24 months	Open Bidding	10 days	Fixed Price	
59	MTCA/F 04A-2024	Provision of Maintenance Services to the generator at the Manzanilla Beach facility	72151516	Provision of Maintenance Services to the generator at the Manzanilla Beach facility	6/18/2024	11/22/2024	24 months	Open Bidding	10 days	Fixed Price	
60	MTCA/F 05A-2024	Provision of General Repair Services at the Las Cuevas Beach facility	72101507	Provision of General Repair Services at the Las Cuevas Beach facility	5/29/2024	10/21/2024	1 month	Limited Bidding	10 days	Fixed Price	
61	MTCA/F 08B-2024	Provision of Repair Services to the Septic System at the Galera Lighthouse facility	72151100	Provision of Repair Services to the Septic System at the Galera Lighthouse facility	8/30/2024	12/20/2024	3 months	Open Bidding	10 days	Fixed Price	
62	MTCA/F 01D-2025	Upgrade of Septic System and Washrooms at the La Vigie Paramin Lookout	72151100	Upgrade of Septic System and Washrooms at the La Vigie Paramin Lookout	1/16/2025	4/1/2025	6 months	Open Bidding	10 days	Fixed Price	
63	MTCA/F 12E-2024	Operator of the Welcome Centre at the Galera Point Lighthouse	80161509	Operator of the Welcome Centre at the Galera Point Lighthouse	12/5/2024	3/14/2025	36 months	Open Bidding	10 days	Fixed Price	

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64	MTC/F 12F-2024	Operator of the Restaurant at the Manzanilla Beach facility	80161509	Operator of the Restaurant at the Manzanilla Beach facility	12/9/2024	3/21/2025	36 months	Open Bidding	10 days	Fixed Price	
65	MTC/F 02A-2025	Operator of the Restaurant at the Maracas Beach facility	80161509	Operator of the Restaurant at the Maracas Beach facility	2/17/2025	5/12/2025	36 months	Open Bidding	10 days	Fixed Price	
66	MTC/F 03A-2025	Operator of the Restaurant at the Las Cuevas Beach facility	80161509	Operator of the Restaurant at the Las Cuevas Beach facility	3/17/2025	6/6/2025	36 months	Open Bidding	10 days	Fixed Price	
67	MTC/F 02B-2025	Operator of the Restaurant at the Vessigny Beach facility	80161509	Operator of the Restaurant at the Vessigny Beach facility	2/24/2025	5/26/2025	36 months	Open Bidding	10 days	Fixed Price	
CULTURE											
68	CULT-FY2425-001	Cultural Tourism Activity Book	57040100	Publication of 1st & 2nd edition of activity workbook continuing Makesi and Juelin's exploration of T&T: procurement of illustration, graphic design and printing services.	December 2024	Sep 2025	10 Months	Limited Bidding	N/A	Fixed Price	CULTURE
69	CULT-FY2425-002	Music Schools In the Community	86100000	Training focused on arranging and scoring using music notation software targeting students from panyards studying Music at CXC level: procurement of facilitators and venue.	January 2025	September 2025	9 Months	Limited Bidding	N/A	Fixed Price	
70	CULT-FY2425-005	Cultural Camps	92101702	Re-instituting Cultural Camps with focus on music and life skills: procurement of facilitators, graphic design, advertising and marketing services.	June 2025	September 2025	9 Months	Limited Bidding	N/A	Fixed Price	
71	CULT-FY2425-006	Mentoring by the Masters	86100000	Hosting of the Mentoring by the Master's program: procurement of facilitators (Mentors), assistants, workshop materials and equipment, venues, event management, audio-visual production, transport, and printing services.	Jan-25	Sep-25	9 mths	Limited Bidding	N/A	Fixed Price	
72	CULT-FY2425-007	Development of New Certificate System	49101705	Generate and disseminate new series of Certificates for access to the Art and Culture Tax Allowance and collect data from the Creative Sector: procurement of certificates.	N/A	Mar-25	3mths	Single Source	N/A	Fixed Price	
73	CULT-FY2425-008	Carnival Exhibition 2025. A Collaboration with NALIS Library, Diego Martin	93141707	Exhibition at venue : Exhibition designer, Exhibition assistants, decorative materials, content boards, transportation, graphic designer, printer, photographer, performers, sound and lighting system, chairs, tables, refreshments	December 2024	March 2025	4 Months	Limited Bidding	N/A	Fixed Price	
74	CULT-FY2425-009	Sparrow Collection	93141707	Return of the Sparrow Collection to the Francisco Family: transport, service provider to dismantle, packaging materials	January 2025	March 2025	3 Months	Limited Bidding	N/A	Fixed Price	
75	CULT-FY2425-010	Independence and Republic day Exhibition 2025	93141707	Displays Commemorating the significance of national holiday : Exhibition designer, Exhibition assistants, decorative materials, content boards, transportation, graphic designer, printer, photographer, performers, sound and lighting system, chairs, tables, refreshments	June 2025	September 2025	6 Months	Limited Bidding	N/A	Fixed Price	
76	CULT-FY2425-011	CARIFESTA XV, Overall Project Management	93141707	Contingent to represent T&T at CARIFESTA XV in Barbados, August 2025: procurement of airfare, accommodation, uniforms, booth design and installation, publications, artists and artisans, logistics and shipping, etc.	April 2025	September 2025	5 Months	Limited Bidding	N/A	Fixed price	
77	CULT-FY2425-012	National Cultural Policy	80101505	Develop new Cultural Policy for the period 2025 - 2030: procurement of consultant, venues, catering, transportation and publication services.	January 2025	September 2025	9 Months	Limited Bidding	N/A	Fixed price	