



**Government of the Republic of Trinidad and Tobago
NATIONAL ACADEMY OF THE PERFORMING ARTS**

#119 Frederick Street, Port-of-Spain, Trinidad and Tobago

Phone: 1 (868) 612 8853 www.mtca.gov.tt

**ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES
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
GENERAL ADMINISTRATION											
1	NAPA FY2425-001	Stationery	14111509 52152300 90101603	Photocopying paper (Letter size and legal size), laid galgo grey paper, correction pens, pens, erasers, pencils, highlighters, binders (IXL), dividers, manilla folders, suspension folders, paper clips, notebooks, notepads, scissors, envelopes, post it sticky note, gluesticks, labels, scotch tape, file steps, desk organizers, nbinder sheets, blow off compressor air spray, staples, ink cartridges, tape flags, 1 gullotine machine, binding machine, 4 hard drive, staple machine, petty cash pan, computer screen privacy shield, monitors and cables, privacy screen protectors, tea supplies and catering for meetings.	Dec-24	Periodically	NA	RFQ	N/A	Purchase Order	Admin
2	NAPA FY2425-002	Materials and Supplies	43231505	Human Resource Software	Jan-25	Mar-25	N/A	RFQ	N/A	Purchase Order	Admin
PROGRAMME/PERFORMING ENTITIES											
3	PE FY2425-001	Musical Instruments and Accessories	60130000 60131500 60131300 60131400	Bass Drum Skins 22" Resident Ported skin, Conga Heads Remo Tucked Nuskn (11.06, 11.75, 12.5), Bongo Heads Remo Tucked Nuskn (7.15, 8.50), Pedal DW 9000/ 5000 Direct Drive, single pedal, Strand, 5b wood tip, Nylon tip, Cymbals Zildjian AAX, Sticks 20 Tenor (aluminum), 10 seconds (aluminum), 10 Double Tenor (aluminum), 8 Guitar (wood), 8 Cello (wood), Bass (wood), Strings Clear Trimmer Line Round 3.30 mm x15m, Towels 36 unit packs, Manhassest, Encore (54910), Branded Cover for Stands, Bass Shen Willow 3/4 Flatback	Jan-25	Periodically	N/A	RFQ	N/A	Purchase Order	Programme/Performing Entities
4	PE FY2425-002	Musical Instrument maintenance	72154200	Steel Pan tuning	Jan-25	Periodically	N/A	RFQ	N/A	Purchase Order	Programme/Performing Entities
5	PE FY2425-003	Storage Bins	24112400	Heavy Duty- 102L / 27 gal	Jan-25	Periodically	N/A	RFQ	N/A	Purchase Order	Programme/Performing Entities
6	PE FY2425-004	Black Boxes	95141707	8x8x8 Theatre Boxes	Jan-25	Mar-25	N/A	Open Bidding	10	Fixed Term contract	Programme/Performing Entities
7	PE FY2425-005	Furniture	56101700	Chair, Rectangular Table, Couch	Jan-25	Periodically	N/A	RFQ	N/A	Purchase Order	Programme/Performing Entities
FACILITIES											

8	FAC FY2425-001	Security	92121504	Security services for two (2) contract	Feb-25	2 year contract	2Years	RFP	10	Service Contract	Facilities
9	FAC FY2425-002	Repairs and Maintenance - building	72151302	Painting - Repaint Parking Spot Lines and Directional Signs, Painting Utility Building	Nov-24	Aug-25	N/A	RFQ	10	Fixed Contract	Facilities
			56101510	Partitions - Office Partition	Dec-24	Feb-25	N/A	RFQ	10	Fixed Contract	Facilities
			76100000	Decontaminating and Polishing Stainless Steel Around Fountain	Jan-25	Apr-25	N/A	RFQ	10	Fixed Contract	Facilities
			30161811	Build Out in Basement Construction to House Entities Staff	Dec-24	Apr-25	N/A	RFQ	10	Fixed Contract	Facilities
			40175500	Repair to Natural Gas Piping	Oct-24	Nov-24	N/A	RFQ	10	Fixed Contract	Facilities
			76110000	Janitorial services contract	Nov-24	2 year contract	2YEARS	RFP	10	Service Contract	Facilities
			72102902	Landscaping and grounds contract	Nov-24	2 year contract	2 YEARS	RFP	10	Service Contract	Facilities
			39111500	Replacement of Isle Lighting in Auditorium	Jan-25	Feb-25	N/A	RFQ	10	Fixed Contract	Facilities
			72121103	Designated Smoke Area with Bins	Nov-24	Dec-24	N/A	RFQ	10	Fixed Contract	Facilities
			40101701	Electrical and Air-Conditioning in Basement	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
			20101601	Install LED Sign Screen Outside Napa	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
			30172000	Gate to Build in Basements	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
			48102002	Repair and Build Guard Booths	Nov-24	Dec-24	N/A	RFQ	10	Fixed Contract	Facilities
			30161601	Ceiling Tile Replacement	Oct-24	Nov-24	N/A	RFQ	10	Fixed Contract	Facilities
			30161502	Replace Wallpaper in VIP Room	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
			43222631	Access Points	Jan-25	Feb-25	N/A	RFQ	10	Fixed Contract	Facilities
			30161700	Floor for Basements	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
			46151505	installation of 7 barrier	Nov-24	Feb-25	N/A	RFQ	10	Fixed Contract	Facilities
			30152004	Installation of picket around Napa grounds	Mar-25	Jun-25	N/A	RFQ	10	Fixed Contract	Facilities
			55121718	Replacement of signs outside of NAPA	Nov-24	Jan-25	NA	RFQ	10	Lump Sum	Facilities
30161702	Replace rotted boards in auditorium	Jun-25	Aug-25	NA	RFQ	10	Fixed Contract	Facilities			
72152503	Installation of carpet for sound dampening in the auditorium	Jul-25	Aug-25	NA	RFQ	10	Fixed Contract	Facilities			
10	FAC FY2425-003	Minor Equipment	40151513	2 Submersible Pumps for Firewater System on Catwalk	Nov-24	Nov-24	N/A	RFQ	10	Fixed Contract	Facilities
			46191601	ABC and CO2 Fire Extinguishers	Nov-24	Dec-24	N/A	RFQ	10	Fixed Contract	Facilities
			31151500	Stanchions and ropes	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
			46161508	Cones (parking)	Dec-24	Jan-25	N/A	RFQ	10	Fixed Contract	Facilities
OPERATIONS											
11	OPT FY2425-001	Equipment Disposal	25191531	Through PDAC dispose of outdated and non-functioning equipment for audio, lighting and stage	Dec-25	Feb-25	6 - 8 weeks	Open Bidding	10	Fixed Contract	Operations Department
12	OPT FY2425-002	Staff Uniforms and Accessories	53102700	Procurement of uniforms for Ushering staff	Dec-25	Mar-25	6 - 8 weeks	Open Bidding	N/A	Purchase Order	Operations Department
13	OPT FY2425-003	Repairs and Maintenance - Building	76101604	Secure a service contractor for Mould removal	Jan-25	Mar-25	6 - 8 weeks	Open Bidding	N/A	Purchase Order	Operations Department
			53141505	Repair Panic Buttons - focus on handicap washrooms and box office	Feb-25	May-25	6 - 8 weeks	Open Bidding	N/A	Purchase Order	Operations Department
			72154010	Elevator and Lift Maintenance - perform a service check and needed repairs	Jan-25	Mar-25	6 - 8 weeks	Open Bidding	10	Fixed term Contract	Operations Department
			72103302	Audio and Lighting Equipment Maintenance Contract -Conduct an audit to identify urgent repairs	Dec-25	Apr-25	6 - 8 weeks	Open Bidding	10	Fixed term Contract	Operations Department
			72151302	Painting and Surface Repair - Painting of all walls and floors that show visible damage	Jun-25	Sep-25	6 - 8 weeks	Open Bidding	10	Fixed term Contract	Operations Department
			30171517	Acoustic treatment - Installation of soundproofing materials for rehearsal rooms	Mar-25	May-25	6 - 8 weeks	Open Bidding	10	Fixed term Contract	Operations Department
			40101505	VIP area improvement -Aromatherapy Diffusers	Dec-25	Feb-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			55121700	Facility Signage - Upgrade Signage for Washrooms, Auditorium Doors, Exits etc...	Dec-25	Mar-25	6 - 8 weeks	Open Bidding	10	Fixed Term contract	Operations Department
			40161502	Installation of water filters on various	Dec-25	Mar-25	6 - 8 weeks	Open Bidding	10	Fixed Term contract	Operations Department
48111301	Implementation of electronic ticketing	Jan-25	Mar-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department			

14	OPT FY2425-004	Lease / Rental - Building	80131502	Rental of spaces for artists to showcase various articles of work	1-Dec	Mar-25	6 - 8 weeks	Open Bidding	10	Fixed Term contract	Operations Department
15	OPT FY2425-005	Office Furniture and Equipment	56101700	Desks, Chairs, Mac and PC computers, tables, lounge sets for events, etc.	Dec-25	Jun-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			56101700	New and Reupholster Chairs-To reupholster 250 Chairs and purchase 50 new chairs for Dressing Rooms, Stage and Front of House	Mar-25	May-25	6 - 8 weeks	Open Bidding	N/A	Purchase Order	Operations Department
16	OPT FY2425-006	Staff Training and Certification	86000000	External Training for Rigging, Sound Engineering and Emergency Response	Mar-25	May-25	6 - 8 weeks	Open Bidding	10 DAYS	Fixed Term contract	Operations Department
17	OPT FY2425-007	Materials and Supplies	47130000	Stock up on necessary supplies for general and personal space cleaning	1-Mar	May-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			44110000	Gaff Tape and Stage Supplies - Stock up on basic stage needs	Dec-25	Sep-25	6 - 8 weeks	Open Bidding	N/A	Purchase Order	Operations Department
			43230000	Software Licenses (scheduling), acquire licenses for event scheduling software	Dec-25	Mar-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
18	OPT FY2425-008	Minor Equipment	46191601	Fire Safety Equipment (extinguishers, alarms) - Service and inspect existing equipment.	Jan-25	Mar-02	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			57030400	Procure OSHA-Compliant Safety Gear (PPE) for additional staff	Jan-25	Mar-01	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			45111704	Purchase of a pair of new mixing consoles	Jun-25	Sep-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			27111728 23101502	Power Drill and Screwdriver Set - Procure to support in-house repairs	Dec-25	Feb-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			39112001	Outdoor Equipment - mobile Lighting Towers for Outdoor Performances	Dec-25	Feb-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			39110000	LED lighting equipment -Upgrade of conventional lighting fixtures with energy-efficient LED models	Jun-25	Sep-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			45110000	New Audio Equipment - Purchase of new Microphones and cables	Jan-25	Sep-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			45121500	PTZ Camera and Streaming Setup - create archival process for shows and generate new revenue streams	Jun-25	Sep-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
			52161512	Main speaker system - purchase and install of comprehensive Speaker system for the main Hall	Aug-25	Sep-25	6 - 8 weeks	RFQ	NA	Purchase Order	Operations Department
			52161600	Stage Equipment - Modular Stage Platforms for Flexible Event Configurations, tables, draperies, storage bins	Aug-25	Oct-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department
45111600	Video Projector and LED Screen Equipment	Jul-25	Sep-25	6 - 8 weeks	RFQ	N/A	Purchase Order	Operations Department			
STOLLMEYER'S CASTLE											Stollmeyer's Castle
19	SMC FY2425-001	Repairs and Maintenance - buildings	72101500	Inspection of Lifts. This is an annual elevator Inspection that is usually conducted once per quarter and Servicing of 5 AC units. Servicing of Lifts – per quarter, the elevators will be serviced. Castle Killarney's elevators is due to be serviced as a form of preventative maintenance. There is also need to repair the HVAC system of (11) split units all contracts will be managed by UDECOTT and billed to Castle Killarney (Feb 2025) .Servicing of Lifts – per quarter, the elevators will be serviced. Castle Killarney's elevators is due to be serviced as a form of preventative maintenance.	Oct-24	Quarterly	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
			72154010 30161811 72121103			Quarterly	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Renovating of Existing restroom to ADA compliant for differently abled clients and visitors and add additional stalls to increase number of toilets	Nov-24	Jan-25	N/A	RFP	10	Purchase Order and Fixed Price	Stollmeyer's Castle
20	SMC FY2425-002	Materials and Supplies	52101500	Purchase of three small (2'x3') mats for the administrative offices to be placed in entryways.	Oct-24	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
			27113200			Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
			41122805 72153612	Basic Tool Kit (Hacksaw, pliers, thread seal duct tape, screwdrivers, Wire cutters, hammers, adjustable wrench, cordless drill and a measuring tape).	Oct-24	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
			15121801 47130000 48101711			Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle

				Mosquito Repelling Items. Twenty (20) Electric Mosquito Mat Vaporizer and twelve AA Batteries are required.	Oct-24	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Cleaning Supplies (12 bales - Paper towels, 10 bales toilet paper rolls, 35 rolls jumbo and large garbage bags, 20 bottles Lysol Disinfectant Spray, 20 bottles spray air freshener, replacement of five mops, five bottles of Bleach, eight cans of Bop Spray, Ten Microfiber cloths, eight dish sponges, three dishwashing liquid, Six Bottles of four liter hand soap and five bottles of Pinesol.)		Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Four 5 Gallon Water Jugs from required every two - three weeks within each month.	Oct-24	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
21	SMC FY2425-003	Office Furniture, Fittings and Furnishings	56101700	Purchase of a conference table with meeting room chairs.	Nov-24	Nov-24	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Purchase of Fifteen (15) Custom Made Wooden 'L' Easels – This will be used in exhibitions held at Castle Killarney.	Nov-24	Dec-24	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Purchase of One Hundred and fifty (150) folding Chairs i.e. twenty-five (25) sets of six folding chairs and tables are required.	Nov-24	Nov-24	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
22	SMC FY2425-004	Lease / Rental of Photocopier	80161801	Lease of 1 Printer / Copier / Scanner Konica Bizhub Multi-Function Printers.	Oct-24	Periodically	N/A	RFQ	10	Fixed Price	Stollmeyer's Castle
23	SMC FY2425-005	Books and Periodicals	55101519 55101504	Books and Periodicals	Oct-24	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle & NAPA
24	SMC FY2425-006	Training	86101701 86101705 86101702	Customer Service Training and Tour Guide Training will be provided for two (2) members of staff. This includes course material / handouts for two members of staff under the position of Customer Service Representative at Castle Killarney. It will be conducted by two facilitators for a two (2) day period on site. Certificates will be given upon delivery. The target group includes administrative personnel only.	Feb-25	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
25	SMC FY2425-007	Promotions and Publicity and Printing	82140000 55121700	Graphic Design to create social media content, promotional material, flyers, printing of captions and posters, pictures, editing of film and video footage and photographs– GIFs for all public holidays.Graphic design to create blank printable thank you cards;Christmas cards and Happy Anniversy cards.	Nov-24	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Signage for the premises (Washroom Signage – Castle Killarney signage, Historical board, Male and Female, Muster Point signs, one billboard facing the savannah for identification, entrance, exit, no eating / drinking).							
26	SMC FY2425-008	Cultural Programmes	93141701 93141702	Exhibition to celebrate NAPA 15 in collaboration with NCC, RCCITT	Nov-25	Jan-25	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				Exhibition Carnival at the Castle Celbrating Lord Kitchener	Nov-25	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle
				World Steelpan Day Activities - pending MTCA plans	Jun-25	Jul-25	N/A	RFQ	10	Fixed Price	Stollmeyer's Castle
				Independence to Republic Day Exhibition	Jul-25	Aug-25	N/A	RFQ	10	Fixed Price and Purchase Orders	Stollmeyer's Castle
27	SMC FY2425-009	Minor Equipment	27112014	Purchase of Two Lawn Mower Filters	Feb-25	Periodically	N/A	RFQ	N/A	Purchase Order	Stollmeyer's Castle



