

## 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 - NMAG 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
1	NMAG-FY2425-001 Information and Communications Technology	Document Management System / Tracking	43232202	Document Management System/ Document Tracking System A Document Management System will provide the MTCA with the following functionality:	Dec-24	Sep-25	10 months	RFP - Open Bidding	10	Fixed Term Contract
				A central, searchable repository for records.      Paper documents can be digitally uploaded and filed, thus eliminating the need for the						
				extra space (and cost) required with paper storage. In addition to improving organization and efficiency.						
				Digital document storage minimizes the risk that records can be lost or damaged.						
				Document tracking is a feature that tracks different attributes and locations of documents. Through a document tracking system users at the MTCA can control who can view a						
				document, check to see who has accessed the document, who has made changes to it, and who the document has been sent to. This tracking is necessary for confidential and						
				important documents. Due to the sensitive nature of MTCA documents Document Tracking will eliminate lost files.						
				Using this system Admins will electronically tag department files, take approval and sign off						
				on files. Admins can track each file using a dashboard where they will be allowed to change the status of the file at any time. Departments will receive a notification when any file is						
				moved or shared by the Admin to that Department.						
				Departments will be allowed to scan the QR code/Bar Code of the file to check the details of the file using Mobile Application/Web Application. Departments can also change the status						
				of the file and they will be able to assign those files to another Department.						
				WORKSHOP (1)		<u> </u>		l		
2	NMAG-FY2425-002 The National Museum and Art Gallery	Workshops	25170000	Transportation	Nov-24	Dec-24	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
	Gallery		81112602	Audio System Laotoo/ PC	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55101515 55121700	Promotional/ Information Material (NMAG Branded Items) Signage	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121900 53102700	Siznage Equipment Staff Uniform (T-shirt & Name Tag)	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			56101519	Tables Folding Chairs	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			14111509	Stationery/ Supplies Banquet and catering services	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			86100000	Samques and Catering services Vocational Training Venue (Street or avenue or road or boulevard)	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			43222631	venue (salect or avenue or rousevaro)  Dongle (Hotspot) (Wireless fidelity base stations Wifi)  First Aid Kit (Mobile medical services first aid kits)	Nov-24	Dec-24 Dec-24	1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
				WORKSHOP (1)	Nov-24		1 month			
3	NMAG-FY2425-003 The National Museum and Art Gallery	Workshops	52161510	Transportation Audio System	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			81112602	Laotoo/ PC Promotional/ Information Material (NMAG Branded Items)	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121700	Signage Equipment	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
				Staff Uniform (T-shirt & Name Tag)	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			56101542	Tables Folding Chairs Stationery/ Supplies	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A N/A	Firm Fixed Price Firm Fixed Price
			90101600	Banquet and catering services	Nov-24	Dec-24	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			95111601	Vocational Training Venue (Street or avenue or road or boulevard)	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			43222631 42172001	Donele (Hotsoot) (Wireless fidelity base stations Wifi) First Ald Kit (Mobile medical services first aid kits)	Nov-24 Nov-24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
	NAMES TO A COLUMN TO A MANAGE AND A COLUMN TO A COLUMN	Madakasa	35170000	WORKSHOP (2)	Mar. 35	4 25	1	nen esta caman	8/4	Firm Fixed Price
4	NMAG-FY2425-004 The National Museum and Art Gallery	workshops	52161510	Transportation Audio System	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price
				Promotional/ Information Material (NMAG Branded Items)	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121700 55121900	Signage Equipment	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			53102700 56101519	Staff Uniform (T-shirt & Name Tag) Tables	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			56101542 14111509	Foldine Chairs Stationery/ Supplies	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			90101600	Banquet and catering services Vocational Training	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			95111601 43222631	Venue (Street or avenue or road or boulevard) Dongle (Hotspot) (Wireless fidelity base stations Wifi)	Mar -25 Mar -25	Apr -25 Apr -25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			42172001	First Aid Kit (Mobile medical services first aid kits)  WORKSHOP (3)	Mar -25	Apr -25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
5	NMAG-FY2425-005 The National Museum and Art	Workshops	25170000	Transportation	May -25	Jun - 25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
	Gallery		81112602	Audio System Laptop/ PC	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price
			55121700	Promotional/ Information Material (NMAG Branded Items) Signage	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			53102700	Signage Equipment Staff Uniform (T-shirt & Name Tag)	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			56101519 56101542	Folding Chairs	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			90101600	Stationery/ Supplies Banquet and catering services	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			86100000	Vocational training Venue (Street or avenue or road or boulevard)	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			43222631 42172001	Dongle (Hotspot) (Wireless fidelity base stations Wifi) First Ald Kit (Mobile medical services first aid kits)	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
	NAME PUREST ONE THE TOTAL OF TH	Turnink		OUTREACH (1)						
6	NMAG-FY2425-006 The National Museum and Art Gallery	worksnops	52161510	Transportation Audio System	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price
			55101515	Laptop/ PC Promotional/ Information Material (NMAG Branded Items)	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121700 55121900	Signage Equipment	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			53102700 56101519	Staff Uniform (T-shirt & Name Taz) Tables	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			14111509	Folding Chairs Stationery/ Supplies	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			90101600 86100000	Banquet and catering services Vocational Training	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			95111601 43222631	Venue (Street or avenue or road or boulevard)  Donele (Hotsoot) (Wireless fidelity base stations Wifi)	May -25 May -25	Jun - 25 Jun - 25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			42172001	First Aid Kit (Mobile medical services first aid kits) OUTREACH (2)	May -25	Jun - 25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
7	NMAG-FY2425-007The National Museum and Art	Workshops	25170000	Transportation	June 25	Aug-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
	Gallery		52161510 81112602	Audio System Laptop/ PC	June 25 June 25	Aug-25 Aug-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121700		June 25 June 25	Aug-25 Aug-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121900	Signage Equipment Staff Uniform (T-shirt & Name Tag)	June 25 June 25	Aug-25 Aug-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			56101519	Tables Folding Chairs	June 25 June 25	Aug-25 Aug-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			14111509	Stationery/ Supplies Banquet and catering services	June 25 June 25	Aug-25 Aug-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price
			86100000	Vocational Training	June 25 June 25	Aug-25 Aug-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			43222631	Venue (Street or avenue or road or boulevard) Dongle (Hotspot) (Wireless fidelity base stations Wifi) First Aid Kit (Mobile medical services first aid kits)	June 25 June 25 June 25	Aug-25 Aug-25 Aug-25	1 month 1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A N/A	Firm Fixed Price Firm Fixed Price
				EXHIBITION (1)						
8	NMAG-FY2425-008 The National Museum and Art Gallery	Traveling Exhibits	25170000 52161510	Transportation Audio System	Nov 24 Nov 24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			56101542	Folding Chairs Laptop/ PC	Nov 24 Nov 24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55101515 55121700	Promotional/ Information Material (NMAG Branded Items)	Nov 24 Nov 24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			55121900	Signage Equipment	Nov 24	Dec-24	1 month 1 month 1 month	RFQ- Sole Source	N/A	Firm Fixed Price Firm Fixed Price
			43222631	Protection Screen Dongle (Hotspot) (Wireless fidelity base stations Wifi)	Nov 24 Nov 24	Dec-24 Dec-24	1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price
			45121504 49101700	Dieltal Camera Awards	Nov 24 Nov 24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			90101600 14111509	Banquet and catering services Stationery/ Supplies	Nov 24 Nov 24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
			53102700	Uniform (T-shirt & Name Tag) First Ald Kit (Mobile medical services first ald kits)	Nov 24 Nov 24	Dec-24 Dec-24	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price
				EXHIBITION (2)						
9	NMAG-FY2425-009 The National Museum and Art Gallery	Traveling Exhibits	25170000 52161510	Transportation Audio System	Dec-24 Dec-24	Jan-25 Jan-25	1 month 1 month	RFQ- Sole Source RFQ- Sole Source	N/A N/A	Firm Fixed Price Firm Fixed Price

1			56101542	Folding Chairs	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			81112602	Laptop/ PC	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55101515	Promotional/ Information Material (NMAG Branded Items)	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55121700	Signage	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55121900	Signage Equipment	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			45111603	Projection Screen	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			43222631	Dongle (Hotspot) (Wireless fidelity base stations Wifi)	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			45121504	Digital Camera	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			49101700	Awards	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			90101600	Banquet and catering services	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			14111509	Stationery/ Supplies	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			53102700	Staff Uniform (T-shirt & Name Tag)	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			42172001	First Ald Kit (Mobile medical services first aid kits)	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
				EXHIBITION (3)						
10	NMAG-FY2425-010 The National Museum and Art	Traveline Exhibits	25170000	Transportation	Mar -25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
20	Gallery			Audio System	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
				Folding Chairs	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
			81112602		Mar -25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
				Promotional/ Information Material (NMAG Branded Items)	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
			55121700		Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
			55121900		Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
				Projection Screen	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
		4		Dongle (Hotspot) (Wireless fidelity base stations Wifi)	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
				Digital Camera	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
			49101700	Awards	Mar -25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			90101600	Banquet and catering services	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
			14111509	Stationery/ Supplies	Mar -25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			53102700	Uniform (T-shirt & Name Tag)	Mar -25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
				First Aid Kit (Mobile medical services first aid kits)	Mar -25	May-25	1 month	RFO- Sole Source	N/A	Firm Fixed Price
	'			INFRASTRUCTURE (2)				,		
	NMAG-FY2425-011 Sugar Museum/ Servilla House	It is a		Landscaping Services				T I		
11	NMAG-FY2425-011 Sugar Museum/ Servilla House	Landscaping	72102902	Landscaping Services	Nov-24	Dec-24	1 Year	RFP - Open Bidding	N/A	Firm Fixed Price
12	NMAG-FY2425-012 Fort San Andres/ City Museum of Port of Spain	Landscaping	72102902	Landscaping Services	Nov-24	Dec-24	1 Year	RFP - Open Bidding	N/A	Firm Fixed Price
ı				MUSEUM COLLECTION INSURANCE	•					
13	NMAG-FY2425-013 The National Museum and Art	Museum Art Collection	84131500	Insurance services for structures and property and possessions	Aug -25	Sep-25	1 Year	RFP - Open Bidding		Firm Fixed Price
	Gallery	museum Art Conection	04131300	* * * * *	Wag -13	3423	1168	INT - Open bloomig	N/A	THIN THE STREET
				ADMINISTRATION (4)						
14	NMAG-FY2425-014 The National Museum and Art Gallery	Maintenance of Vehicles	80161505	Maintenance of One (1) Executive Vehicle in Use for Delivery of Mail and other Official Duties	Nov-24	December 2024	1 mths	Sole Source	N/A	Firm Fixed Price
15	NMAG-FY2425-015 The National Museum and Art	Repairs to printers /Office Equipment	44101501	Printers and photocopying machines in heavy use	Nov-24	Jan-Feb 2-25	2 mths	RFQ- Open Bidding	N/A	Firm Fixed Price
25	Gallery	respons to prince a orne equipment	**101501	r rincera and processorying macrimes in neary 050	1409-24	Jan-1 e0 2-25	2 mins	in Q. Open Bidding	/	
16	NMAG-FY2425-016 The National Museum and Art Gallery	Office Stationery & Supplies	44121638	Suplies to compensate for increase in officers and activities.	Nov-24	Jan-Feb 2-25	2 mths	Open Bidding	N/A	Firm Fixed Price
17	NMAG-FY2425-017The National Museum and Art G	Self Storage	78131806	Self storage or mini storage service.	Aug-25	September 2025	1 mth	Sole Source	N/A	Firm Fixed Price