



**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	Prepared date for issue of Bidding Docs.	Expected Delivery / Completion Date	Estimated Project Duration (for works only)	Procurement Method	Standoff Period (if applicable) - No. of days	Contract Type
1	NMAG-FY2425-001 Information and Communications Technology	Document Management System / Tracking	4321202	<p>Document Management System/ Document Tracking System</p> <p>A Document Management System will provide the MTCA with the following functionality:</p> <ul style="list-style-type: none"> - A central, searchable repository for records. - Paper documents can be digitally scanned 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. <p>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.</p> <p>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.</p> <p>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.</p>	Nov-24	Sep-25	10 months	RFP - Open Bidding	10	Firm Fixed Contract
WORKSHOP (1)										
2	NMAG-FY2425-002 The National Museum and Art Gallery	Workshops	25170000 52161510 8112402 5501515 55121700 55121900 53102700 56101519 56101542 14111509 90101600 86100000 95111601 43222631 43272031	<p>Transportation</p> <p>Audio System</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Staff Uniform (T-shirt & Name Tag)</p> <p>Tables</p> <p>Folding Chairs</p> <p>Stationery/ Supplies</p> <p>Banquet and catering services</p> <p>Vocational Training</p> <p>Venue (Street or avenue or road or boulevard)</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	Nov-24	Dec-24	1 month	RFP- Sole Source	N/A	Firm Fixed Price
3	NMAG-FY2425-003 The National Museum and Art Gallery	Workshops	25170000 52161510 8112402 5501515 55121700 55121900 53102700 56101519 56101542 14111509 90101600 86100000 95111601 43222631 43272031	<p>Transportation</p> <p>Audio System</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Staff Uniform (T-shirt & Name Tag)</p> <p>Tables</p> <p>Folding Chairs</p> <p>Stationery/ Supplies</p> <p>Banquet and catering services</p> <p>Vocational Training</p> <p>Venue (Street or avenue or road or boulevard)</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	Nov-24	Dec-24	1 month	RFP- Sole Source	N/A	Firm Fixed Price
WORKSHOP (2)										
4	NMAG-FY2425-004 The National Museum and Art Gallery	Workshops	25170000 52161510 8112402 5501515 55121700 55121900 53102700 56101519 56101542 14111509 90101600 86100000 95111601 43222631 43272031	<p>Transportation</p> <p>Audio System</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Staff Uniform (T-shirt & Name Tag)</p> <p>Tables</p> <p>Folding Chairs</p> <p>Stationery/ Supplies</p> <p>Banquet and catering services</p> <p>Vocational Training</p> <p>Venue (Street or avenue or road or boulevard)</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	Mar-25	Apr-25	1 month	RFP- Sole Source	N/A	Firm Fixed Price
WORKSHOP (3)										
5	NMAG-FY2425-005 The National Museum and Art Gallery	Workshops	25170000 52161510 8112402 5501515 55121700 55121900 53102700 56101519 56101542 14111509 90101600 86100000 95111601 43222631 43272031	<p>Transportation</p> <p>Audio System</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Staff Uniform (T-shirt & Name Tag)</p> <p>Tables</p> <p>Folding Chairs</p> <p>Stationery/ Supplies</p> <p>Banquet and catering services</p> <p>Vocational Training</p> <p>Venue (Street or avenue or road or boulevard)</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	May-25	Jun-25	1 month	RFP- Sole Source	N/A	Firm Fixed Price
OUTREACH (1)										
6	NMAG-FY2425-006 The National Museum and Art Gallery	Workshops	25170000 52161510 8112402 5501515 55121700 55121900 53102700 56101519 56101542 14111509 90101600 86100000 95111601 43222631 43272031	<p>Transportation</p> <p>Audio System</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Staff Uniform (T-shirt & Name Tag)</p> <p>Tables</p> <p>Folding Chairs</p> <p>Stationery/ Supplies</p> <p>Banquet and catering services</p> <p>Vocational Training</p> <p>Venue (Street or avenue or road or boulevard)</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	May-25	Jun-25	1 month	RFP- Sole Source	N/A	Firm Fixed Price
OUTREACH (2)										
7	NMAG-FY2425-007 The National Museum and Art Gallery	Workshops	25170000 52161510 8112402 5501515 55121700 55121900 53102700 56101519 56101542 14111509 90101600 86100000 95111601 43222631 43272031	<p>Transportation</p> <p>Audio System</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Staff Uniform (T-shirt & Name Tag)</p> <p>Tables</p> <p>Folding Chairs</p> <p>Stationery/ Supplies</p> <p>Banquet and catering services</p> <p>Vocational Training</p> <p>Venue (Street or avenue or road or boulevard)</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	Jun-25	Aug-25	1 month	RFP- Sole Source	N/A	Firm Fixed Price
EXHIBITION (1)										
8	NMAG-FY2425-008 The National Museum and Art Gallery	Traveling Exhibits	25170000 52161510 56101542 8112402 5501515 55121700 55121900 45111601 43222631 45121506 49101700 90101600 14111509 53102700 42172031	<p>Transportation</p> <p>Audio System</p> <p>Folding Chairs</p> <p>Laptop/ PC</p> <p>Promotional/ Information Material (NMAG Branded Items)</p> <p>Signage</p> <p>Signage Equipment</p> <p>Protection Screen</p> <p>Donatix (Hotspots) (Wireless fidelity base stations WiFi)</p> <p>Dental Centers</p> <p>Awards</p> <p>Banquet and catering services</p> <p>Stationery/ Supplies</p> <p>Uniform (T-shirt & Name Tag)</p> <p>First Aid kit (Mobile medical services first aid kits)</p>	Nov-24	Dec-24	1 month	RFP- Sole Source	N/A	Firm Fixed Price
EXHIBITION (2)										
9	NMAG-FY2425-009 The National Museum and Art Gallery	Traveling Exhibits	25170000 52161510	<p>Transportation</p> <p>Audio System</p>	Dec-24	Jan-25	1 month	RFP- Sole Source	N/A	Firm Fixed Price

			56101542	Folding Chairs	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			81122692	Laptop/ PC	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55101515	Promotional/ Information Material (NIMAG 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
			43111601	Projection Screen	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			43222631	Donatix (Hotspots) (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
			49011700	Awards	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			80101600	Barquet and catering services	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			14111500	Stationery/ Supplies	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			31021700	Staff Uniform (T-shirt & Name Tag)	Dec-24	Jan-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			42172001	First Aid 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 Gallery	Traveling Exhibits	25120000	Transportation	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			52161510	Audio System	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			56101542	Folding Chairs	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			81122692	Laptop/ PC	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55101515	Promotional/ Information Material (NIMAG Branded Items)	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55121700	Signage	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			55121900	Signage Equipment	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			43111601	Projection Screen	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			43222631	Donatix (Hotspots) (Wireless fidelity base stations, Wifi)	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			45121504	Digital Camera	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			49011700	Awards	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			80101600	Barquet and catering services	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			14111500	Stationery/ Supplies	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			31021700	Uniform (T-shirt & Name Tag)	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
			42172001	First Aid kit (Mobile medical services first aid kits)	Mar-25	May-25	1 month	RFQ- Sole Source	N/A	Firm Fixed Price
INFRASTRUCTURE (2)										
11	NMAG-FY2425-011 Sugar Museum/ Sevilla 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
MUSEUM COLLECTION INSURANCE										
13	NMAG-FY2425-013 The National Museum and Art Gallery	Museum Art Collection	84131500	Insurance services for structures and property and possessions	Aug-25	Sep-25	1 Year	RFP - Open Bidding	N/A	Firm Fixed Price
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 Gallery	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
16	NMAG-FY2425-016 The National Museum and Art Gallery	Office Stationery & Supplies	44121638	Supplies 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