

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

ANNUAL SCHEDULE OF PLANNED 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	Advertising	DER Touristik	82101503	Advertising via online & travel agencies in the Germany market	Dec-23	Dec-23	3 months	Sole Select		Fixed Price/Lumpsum
2	Diaspora / VFR Targeting (Heritage To	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	Selective Bidding		Fixed Term Contract
3	Stakeholder engagement	Stakeholder engagement	90111603	Rental of event space & catering	Dec-23	Dec-23	1 day	Selective Bidding		Fixed Price/Lumpsum
4	Stakeholder engagement	Stakeholder engagement	90101603	Provision of Catering Services	Dec-23	Dec-23	1 day	Selective Bidding		Fixed Price/Lumpsum
5	Stakeholder engagement	Stakeholder engagement	80161507	Rental of AV Equipment, furniture & accessories	Dec-23	Dec-23	1 day	Selective Bidding		Fixed Price/Lumpsum
6	Carnival Media Facilitation	Carnival Media Facilitation	90111800	Provision of Accommodation	Dec-23	Dec-23	8 days	Selective Bidding		Fixed Price/Lumpsum
7	Carnival Media Facilitation	Carnival Media Facilitation	90121701	Provision of Full Service tour operator services	Dec-23	Dec-23	8 days	Selective Bidding		Fixed Price/Lumpsum
8	LATAM marketing / COPA co-op	LATAM marketing / COPA co-op	82101500	Provision of artwork, printing & delivery of travel guide Services	Dec-23	Sep-24	Jan to Sept 2024	Selective Bidding		Fixed Price/Lumpsum
9	LATAM marketing / COPA co-op	LATAM marketing / COPA co-op	82100000	Annual subscription 'Panorama' inflight magazine	Dec-23	Dec-23		Sole Select		Fixed Price/Lumpsum
10	MegaFam symposium	MegaFam symposium (35 participants)	90121500	Provision of Travel Agent Services for Flight Bookings	Dec-23	Jan-24	May-24	Selective Bidding		Fixed Price/Lumpsum
11	MegaFam symposium	MegaFam symposium (35 participants)	90111800	Provision of Hotel Accommodations	Dec-23	Jan-24		Selective Bidding		Fixed Price/Lumpsum
12	MegaFam symposium	MegaFam symposium (35 participants)	90121701	Provision of Full Service tour operator services	Dec-23	Jan-24		Selective Bidding		Fixed Price/Lumpsum
13	MegaFam symposium	MegaFam symposium (35 participants)	90111603	Provision of event space & Catering Services	Dec-23	Jan-24		Selective Bidding		Fixed Price/Lumpsum
14	MegaFam symposium	MegaFam symposium (35 participants)	55101533	Provision of Promotional Items	Dec-23	Jan-24		Selective Bidding		Fixed Price/Lumpsum
15	MegaFam symposium	MegaFam symposium (35 participants)	80161507	Rental of AV Equipment, furniture & accessories	Dec-23	Jan-24		Selective Bidding		Fixed Price/Lumpsum
16	Meetings & Conferences	Design and Printing of Revised T&T Meeting Planners' Brochure	82121503	Artwork, printing & delivery of brochures	Dec-23	Jan-24	Feb 1 2024	Selective Bidding		Fixed Price/Lumpsum
18	Conferences & Meetings	Routes America - Provision of Flights	90121500	Provision of Travel Agent Services for Flight Bookings	Dec-23	Mar-24	3 months	Selective Bidding		Fixed Price/Lumpsum
19	Diaspora/VFR Heritage Tourism	Diaspora Ambassador Programme	90111603	Provision of Venue Services for Sensitation Session	Dec-23	Mar-24	4 months	Selective Bidding		Fixed Price/Lumpsum
20	Diaspora/VFR Heritage Tourism	Diaspora Ambassador Programme	82101500	Provision of artwork, printing & delivery of Collateral Material	Dec-23	Mar-24	5 months	Selective Bidding		Fixed Price/Lumpsum
21	Diaspora/VFR Heritage Tourism	Diaspora Ambassador Programme	90101603	Provision of Catering Services for Sensitation Session	Dec-23	Mar-24	6 months	Selective Bidding		Fixed Price/Lumpsum
17	Development and Implementation of the Sport Tourism Master Plan	Development of the Sport Tourism Master Plan	80101508	Provision of a professional administrative and research services to author a strategic plan for Sport Tourism development for Trinidad and Tobago.	Jan-24	Mar-24	4 months	Selective Bidding		Fixed Price/Lumpsum
22	Festive Development	Culinary Execution	86132102	Provision of Consultancy services for the development of a Culinary and Cocoa Tourism Festival.	Jan-24	Jul-24	7 months	RFP		Fixed Price/Lumpsum
23	Culinary	Culinary influencer Fam Trip	90121500	Provision of Travel Agent Services for Flight Bookings	Jan-24	Feb-24	Jul-24	Selective Bidding		Fixed Price/Lumpsum
24	Culinary	Culinary influencer Fam Trip	90111800	Provision of Hotel Accommodations	Jan-24	Feb-24		Selective Bidding		Fixed Price/Lumpsum
25	Culinary	Culinary influencer Fam Trip	90121701	Provision of Full Service tour operator services	Jan-24	Feb-24		Selective Bidding		Fixed Price/Lumpsum
26	Advertising	Caribbean Beat	82101503	Double page spread including advertorial & editorial in Caribbean Beat's magazine	Jan-24	Feb-24	2 months	Sole Select		Fixed Price/Lumpsum
27	Diaspora/VFR/Heritage	KLM Coop Marketing Initiatives	82101503	Partnership with KLM for marketing initiatives in the Dutch market	Jan-24	Sep-24	9 months	Sole Select		Fixed Price/Lumpsum
28	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	Selective Bidding		Fixed Price/Lumpsum
29	Tourism Accommodation Upgrade Project (TAUP)	Videography	82131603	Production and compilation of TAUP video	Jan-24	Jun-24	6 months	Selective Bidding		Fixed Price/Lumpsum
30	Diaspora/VFR Heritage Tourism	Community Product Development - La Brea Capacity Building	86132000	Provision of facilitators and training providers to aid the development of the community tourism product.	Jan-24	Feb-24	2 months	Selective Bidding		Fixed Price/Lumpsum
31	Tradeshows	IMEX America 2024 Frankfurt (May)	55101533	Provision of promotional items	Feb-24	Mar-24	May-24	Selective Bidding		Fixed Price/Lumpsum
32	Tourism Accommodation Upgrade Project (TAUP)	Provision of Audit Services	84111600	Audit Services inclusive of Quantity Surveyor Services	Feb-24	Mar-27	3 years	RFP - Competitive Bidding		Unit Rate

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33	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	Selective Bidding		Fixed Price/Lumpsum
34	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	Selective Bidding		Fixed Price/Lumpsum
35	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	Selective Bidding		Fixed Price/Lumpsum
36	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	Selective Bidding		Fixed Price/Lumpsum
37	Diaspora/VFR Heritage Tourism	Capacity Building/Training -Digital Market and E-Commerce	86132000	Provision of Training: digital marketing and e-commerce.	Mar-24	Apr-24	4 months	Selective Bidding		Fixed Price/Lumpsum
38	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	Selective Bidding		Fixed Term Contract
39	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	Selective Bidding		Fixed Price/Lumpsum
40	Investment Aftercare	Tourism Development Act (TDA) Workshop #2	90111603	Hosting of workshop: 1. Venue rental 2. Food and Beverage	Jun-24	Jul-24	1 month	Selective Bidding		Fixed Price/Lumpsum
41	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	Selective Bidding		Fixed Price/Lumpsum