

Government of the Republic of Trinidad and Tobago

TOURISM TRINIDAD LIMITED

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

ANNUAL 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
1	IBD-2425-001	Advertising- Marketing & Promotion	82101504	Supply and publishing of advertorials and advertisements in the local press	Jan-25	Jun-25	6 months	Single Source	N/a	Fixed Price
2	IBD-2425-002	Advertising- Marketing & Promotion	82101504	Supply and publishing of advertisements in the local press	Jan-25	Mar-25	3 months	Single Source	N/a	Fixed Price
3	IBD-2425-003	Brochure Services	82101507	Design, development and production of investment opportunity profiles	Mar-25	Jul-25	5 months	RFQ	N/a	Fixed Price
4	IBD-2425-004	Hosting of Tourism Incentives Workshop	90111600	Rental of Venue and Food & Beverage	Mar-25	May-25	3 months	RFQ	N/a	Fixed Price
5	FIN-2425-001	External Audit Services	84111600	Audit of Financial Statements for fiscal 2023/2024	Mar-24	Apr-25	3 weeks	Limited	N/a	Fixed Price
6	FIN-2425-002	Payroll Solution	43231600	Annual Renewal of Payroll Solution	Oct-24	Oct-25	1 Year Renewal	Sole Source	N/a	Fixed Price
7	FIN-2425-003	Accounting Solution	43231600	Annual Renewal of Sage 50 Licenses Finance Software	Oct-24	Oct-25	1 Year Renewal	Sole Source	N/a	Fixed Price
8	FIN-2425-004	Professional Training Certificate	86132102	Training for CPD Hours - ICATT & ACCA	Jan-25	Feb-25	1 day	Sole Source	N/a	Fixed Price
9	FIN-2425-005	Advertising	82101504	Newspaper Ads for Publication of Audited Financial Statements (22/23)	Jan-25	Feb-25	1 day	Single Source	N/a	Fixed Price
10	FIN-2425-006	Advertising	82101504	Newspaper Ads for Publication of Audited Financial Statements (23/24)	May-24	Jun-25	1 day	Single Source	N/a	Fixed Price
11	AUD-2425-001	Professional Training Certificate	86132102	Training for Internal Audit	As Required	n/a	1 day	Sole Source	N/a	Fixed Price
12	CCSR-2425-001	International Advertising	82101503	International magazine publications, interviews, features, Proceedings Ads, Advisories and Other Content	Quarterly	Sep-25	n/a	RFQ	N/a	Fixed Price
13	CCSR-2425-002	Promotional Items	80141605	Supply, print and delivery of various promotional items such as cups, keyrings, bottles, luggage tags and flags	As Required	N/A	n/a	RFQ	N/a	Fixed Price
14	CCSR-2425-003	Advertising	82101504	Publication of Newspaper Ads- Tenders, Vacancy Ads, Marketing Ads, Advisories and Other Content	As Required	Sep-25	n/a	RFQ	N/a	Fixed Price
15	CCSR-2425-004	Airline Tickets- Press Trip	78111500	Facilitation of flights for hosting journalists and travel operators	Feb-25	Mar-25	1 month	RFQ	N/a	Fixed Price
16	CCSR-2425-005	Hotel Accommodation- Press Trip	90110000	Facilitation of accommodation for hosting journalists and travel operators	Feb-25	Mar-25	1 month	RFQ	N/a	Fixed Price
17	CCSR-2425-006	Tour Operating Services-Press Trip	90121501	Facilitation of tour operator and more for hosting journalists and travel operators	Feb-25	Mar-25	1 month	RFQ	N/a	Fixed Price
18	CCSR-2425-007	Promotional Printing	82121505	Printing of Maps, Brochures, Travel Guides, Booklets, Flyers	As Required	Sep-25	1 month	RFQ	N/a	Fixed Price
19	LEG-2425-001	Catering Services	90101603	Provision of Catering Services for Monthly Board and Committee Meetings	As Required	As Required	N/A	RFQ	N/a	Fixed Price
20	LEG-2425-002	Advertising	82101504	Publishing of Annual Freedom of Information Statement 23/24	Oct-24	Dec-24	N/A	Single Source	N/a	Fixed Price
21	DD-2425-001	Plaques	80141605	Provision of five (5) inaugural crests for new cruise calls for cruise season 2024/25	Oct-24	Nov-24	3 weeks	RFQ	N/a	Fixed Price
22	DD-2425-002	Janitorial Services	76110000	Supply of office janitorial services for the Cruise Tourism Office for the Cruise Season	Oct-24	Nov-24	3 weeks	Limited	N/a	Fixed Price
23	DD-2425-003	Entertainment Services	90150000	Provision of Quayside entertainment for arriving cruise ships which includes (DJ/MC, Tassa/Drummers/Dancers Fusion, Parang Group)	Oct-24	Nov-24	1 week	Limited	N/a	Fixed Price
24	DD-2425-004	Transportation	78101604	Provision of transportation for entertainment partners	As required	As required	1 week	RFQ	N/a	Fixed Price
25	DD-2425-005	Cruise Launch - Rentals	80141902	Rental of tables, chairs, tent and décor for Cruise launch for cruise season 2024/25	Nov-24	Nov-24	3 weeks	Limited	N/a	Fixed Price
26	DD-2425-006	Entertainment Services	90150000	Supply of services of a Master of Ceremony for the Cruise launch for cruise season 24/25	As required	As required	n/a	Limited	N/a	Fixed Price

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27	DD-2425-007	Contracted Services- Visitor Ambassadors	80111600	Engagement of contracted services for the Visitor Ambassadors	As required	Sep-24	1 year	Open	N/a	Fixed Price
28	DD-2425-008	Equipment Radio Servicing	81111811	Provision of services for the servicing of two way radios	Oct-24	Nov-24	3 weeks	Sole Select	N/a	Fixed Price
29	DD-2425-009	Pest Control Services	72102100	Engagement of pest control services for the Cruise Tourism Office	Oct-24	Nov-24	1 month	RFQ	N/a	Fixed Price
30	DD-2425-010	Catering Services	90101603	Provision of catering services -stakeholder training, cruise, etc	As Required	Sep-25	n/a	RFQ	N/a	Fixed Price
31	DD-2425-011	Airline Tickets	78111500	Provision of airline ticket for Conferences and Tradeshows	As required	Sep-24	n/a	Single Select	N/a	Fixed Price
32	DD-2425-012	Promotional Items	80141605	Provision of Tokens & Plaques - Executive Promotional Items	As required	Sep-24	n/a	Limited	N/a	Fixed Price
33	DD-2425-014	Training	86101702	Engagement of a facilitator to deliver stakeholder training programme in Social Media Strategy for SMEs	Mar-24	Apr-24	1 day	Limited	N/a	Fixed Price
34	DD-2425-015	Promotional Items	80141605	Supply, print and delivery of promotional items	As Required	Sep-25	n/a	RFQ	N/a	Fixed Price
35	DD-2425-017	Publication Printing	82121506	Supply of printing and delivery services of the Meeting Planners Guide	Dec-24	Dec-24	3 weeks	RFQ	N/a	Fixed Price
36	CS-2425-001	Provision of Janitorial Services	76110000	Provision of General Cleaning Janitorial Services (Head Office)	Jan-25	Dec-25	12 Months	Limited	N/a	Fixed Price
37	CS-2425-002	Provision of Transportation Services	78101804	Transportation of items to and from warehouse	As Required	Sep-25	n/a	RFQ	N/a	Fixed Price
38	CS-2425-003	Provision of Office Stationery Supplies	44120000	Supply and deliver of office stationery suppliers	Quarterly	Sep-25	n/a	RFQ	N/a	Fixed Price
39	CS-2425-004	Provision of Monthly Grocery	50000000	Grocery supplies for Tourism Offices - Tea, Coffee, Sugar, etc	Monthly	Sep-25	n/a	RFQ	N/a	Fixed Price
40	CS-2425-005	Firewall Services	81162203	One Year renewal of firewall services	Oct-24	Oct-24	1 Year Renewal	Sole Source	N/a	Fixed Price
41	CS-2425-006	Software	43231500	Microsoft 365 and DropSuite licences for email services	Oct-24	Oct-24	1 Year Renewal	Sole Source	N/a	Fixed Price
42	CS-2425-007	Email Hosting	81112105	Email hosting services	Oct-24	Oct-24	1 Year Renewal	Sole Source	N/a	Fixed Price
43	CS-2425-008	Data Software	84121705	STR Global Hotel benchmarking software	Jan-25	Dec-25	1 Year Renewal	Sole Source	N/a	Fixed Price
44	CS-2425-009	Data Software	84121706	Annual renewal of data tracking software	Jan-25	Dec-25	1 Year Renewal	Sole Source	N/a	Fixed Price
45	CS-2425-010	Website Maintenance	81112105	Corporate website maintenance	Aug-23	Aug-26	3 Year Renewal	Sole Source	N/a	Fixed Price
46	CS-2425-011	Office Equipment	43211600	Procurement of General IT Equipment for department support (Laptops, Monitors, Keyboards, Mice, Printers, Docking stations, Network cables, Power strips)	Feb-25	Apr-25	3 months	Limited	N/a	Fixed Price
47	CS-2425-012	Software	43231512	Procurement of a Board Management Software for the Board of Directors	Jul-25	Jun-26	1 Year	Limited	N/a	Fixed Price
48	CS-2425-013	Software	43232202	Procurement of a Document Management Software	Jul-25	Jun-26	1 Year	Limited	N/a	Fixed Price
49	CS-2425-014	IT Contract	43232314	Renewal of the IBM SPSS software for the research unit	Feb-24	Jan-25	1 Year	Sole Select	N/a	Fixed Price
50	RSM-2425-001	Advertising- Marketing & Promotion	82101503	Ad Space in Caribbean Airlines' Caribbean Beat Jan/Feb & July/Aug 2025 issues	As required	Nov 24 & May 25	2 months	Sole Select	N/a	Fixed Price
51	RSM-2425-002	International Advertising	82101503	Ad Space in Connoisseur Circle Winter issue in Europe markets	Nov-24	Dec-24	1 month	Sole Select	N/a	Fixed Price
52	RSM-2425-003	International Advertising	82101503	Ad Space in interCaribbean Cacique inflight magazine	Dec-24	Jan-25	1 month	Sole Select	N/a	Fixed Price
53	RSM-2425-004	International Advertising	82101503	Caribbean Journal Stories with video	Jan-25	Mar-25	2 months	Sole Select	N/a	Fixed Price
54	RSM-2425-005	International Advertising	82101503	Ad Space in Xtronx Times Square	Nov-24	Dec-24	1 month	Sole Select	N/a	Fixed Price
55	RSM-2425-006	Uniforms	53102702	Supply and Delivery of Staff Polos for enumerators	Nov-24	Dec-24	1 month	RFQ	N/a	Fixed Price
56	RSM-2425-007	Contracted Services- Enumerators	80111600	Proposed plan to hire 6 enumerators	Nov-24	Nov-24	3 weeks	Open	N/a	Fixed Price
57	RSM-2425-008	Event Planning Services	80141902	Provision of Event Planning Services for Various Events - World Steelpan Festival, Emancipation Village, Carnival,etc	As Required	Sep-25	n/a	Limited Bidding	N/a	Fixed Price
58	RSM-2425-009	International Advertising	82101503	Ad space in Ins and Out Magazine 2025	Nov-24	Dec-24	1 month	Sole Select	N/a	Fixed Price
59	RSM-2425-010	Marketing Software	43232108	Mailchimp subscription to facilitate email marketing	Nov-24	Oct-25	One Year Renewal	Sole Source	N/A	Fixed Price

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60	RSM-2425-011	Social Media Software	43232103	Sprout Social subscription to for social media management	Nov-24	Oct-25	One Year Renewal	Sole Source	N/A	Fixed Price
61	RSM-2425-012	Video Editing Software	43233405	Subscription on CapCut platform to facilitate video editing	Nov-24	Oct-25	One Year	Sole Source	N/A	Fixed Price
62	RSM-2425-013	Graphics Software	43231533	Renewal of Canva for Teams subscription to facilitate online graphic design	Nov-24	Oct-25	One Year Renewal	Sole Source	N/A	Fixed Price
63	RSM-2425-014	Application Development Software	81161507	Engagement of an Android and iOS app development agency to design, develop and maintain a mobile application from start to finish.	Nov-24	Sep-24	One Year	RFQ	10 days	Fixed Price
64	RSM-2425-015	Website Maintenance (Destination)	81112105	Technical maintenance of the Destination website	Nov-24	Jul-25	9-Months	Single Source	N/A	Fixed Price
65	RSM-2425-016	Internet Service Solution	81112100	Annual Renewal of Linktree Pro subscription to house all relevant links to destination information	Nov-24	Oct-25	One Year Renewal	Sole Source	N/A	Fixed Price
66	RSM-2425-017	Data Storage Services	81111812	Provision of iCloud storage to keep photos, videos, device backups across all necessary devices.	Nov-24	Oct-25	One Year	Sole Source	N/A	Fixed Price
67	RSM-2425-018	Social Media Advertising Campaigns	82101501	Digital Advertising through platform such as Meta, Twitter, Google Display and Google Search	As Required	Sep-25	n/a	Sole Source	N/A	Fixed Price
68	RSM-2425-019	Content Creation	82111600	Creation of video content suitable for this niche (capturing and editing)	Dec-24	Apr-25	4-Months	RFQ	N/A	Fixed Price
69	RSM-2425-020	Content Creators	82111600	Engagement of foreign content creators to promote niches such as culinary to promote upcoming festivals in Trinidad	Dec-24	Apr-25	4-Months	Single Source/Limited	N/A	Fixed Price
70	RSM-2425-021	Video Production Services	82131603	Creation of video content suitable for this niche (capturing and editing)	Dec-24	Apr-25	4-Months	RFQ	N/A	Fixed Price