

TOURISM TRINIDAD LIMITED

Annual Schedule of Planned Procurement Activities

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

Financial year 2025/2026

Please Note: In accordance with Section 27 of the Public Procurement and Disposal of Property Act 2015, as amended, (Information of Possible Procurement), suppliers and contractors are asked to note that the publication of this notice does not:

- (a) constitute a solicitation,
- (b) oblige the office to issue a solicitation, and
- (c) confer any rights on suppliers or contractors.

No.	Project Number	Project Name	UNSPSC Cod Lvl 3	Brief Description	Proposed date for issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable) No. of days	Contract Type
1	HR-2526-001	Staff Uniforms	53101802	Provision of Supply & Delivery of Uniforms for All Staff – Blazers Only	Dec-2025	Dec-2025	1 Month	RFQ	N/A	Fixed Price
2	HR-2526-002	Training	86101702	Provision of Project Management Training for All Staff	Dec-2025	Dec-2025	2 Weeks	RFQ	N/A	Fixed Price
3	HR-2526-003	Consultancy Services	80111500	Provision of Consultancy Services for Organizational Restructuring and Job Evaluation Exercise	Nov-2025	Dec- 2025	6 Months	Open	10 days	Fixed Price
4	HR-2526-004	HR Software	43232311	Acquisition, migration & operationalization of HRIS System	Dec-2025	Jan-2026	6 Months	Open	10 days	Fixed Price
5	HR-2526-005	Project Infratech Upgrade	43233701	Provision of Installation of physical and IT infrastructure to accommodate new approved structure and software	Nov-2025	Dec-2025	6 Months	Open	10 days	Fixed Price
6	HR-2526-006	Recruitment Services & Background checks	82101600	Provision of Recruitment Services and related expenses to support the hiring of key leadership, senior roles and respective background checks.	Jan-2026	Feb-2026	2 Months	Limited	10 days	Fixed Price
7	HR-2526-007	Employee Assistance Programme	84131600	Provision of Employees Assistance Programme [EAP] for staff	Jan-2025	Sept-2026	9 Months	RFQ	N/A	Fixed Price
8	CS-2526-001	Storage Rental	78131800	Provision of leasing of external storage facility to accommodate administrative materials and promotional assets	Dec-2025	Jan-2026	9 Months	RFQ	N/A	Fixed Price

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9	CS-2526-002	Supply and Delivery of Office Supplies	44120000 / 82121500	Provision of Supply & Delivery of Printing, Postage and Stationery to replenish Office Supplies for a one [1] year period	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price
10	CS-2526-003	Motor Vehicle Maintenance & Expenses	78181500	Provision of Maintenance for company vehicle, covering servicing, repairs and replacement of all critical parts.	Jan-2026	Jan-2026	1 week	RFQ	N/A	Fixed Price
11	CS-2526-004	Rental of Photocopier	43211500	Provision of Leasing of multifunction photocopier machine to support administrative and printing needs across the organization, inclusive of maintenance and consumables.	Dec-2025	Jan-2026	1 Year	RFQ	N/A	Fixed Price
12	CS-2526-005	Printer Toner Supply	44103103	Provision of Supply & Delivery of Toner for all office printers.	Feb-2026	Feb-2026	1 week	RFQ	N/A	Fixed Price
13	CS-2526-006	Computer Suppliers	43210000	Provision of Supply & Delivery of computer supplies including laptops, monitors, mice, keyboards, USB expansion ports and hard-drives.	Jan-2026	Feb-2026	3 Months	RFQ	N/A	Fixed Price
14	CS-2526-007	Office Furniture	56101720	Provision of Supply & Delivery of Ergonomic & Office Chairs – Head Office Configuration	Feb-2026	Feb-2026	2 weeks	RFQ	N/A	Fixed Price
15	CS-2526-008	Office Furniture	56101720	Provision of Supply & Delivery of Filing Cabinets & Shelving Head Office Storage Room	Dec-2025	Dec-2025	2 weeks	RFQ	N/A	Fixed Price
16	LEG-2526-001	Board Meetings	90101603	Provision of Catering Services - all Board Meetings	Jan-2026	Sept-2026	1 Week	RFQ	N/A	Fixed Price
17	LEG-2526-002	Board Meetings	90101603	Provision of Board Packages support – all Board Meetings	Jan-2026	Sept-2026	1 Week	RFQ	N/A	Fixed Price

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18	DD-2526-001	FCCA Summit Engagement	82101503	Provision of Airfare Services & Accommodation for the attendance and engagement at the FCCA Cruise Summit to support cruise tourism development and industry partnerships.	Sept-2026	Sept-2026	2 Weeks	RFQ	N/A	Fixed Price
19	DD-2526-002	FFCA Summit Engagement	82101503	Provision of Annual Registration Fee for the attendance and engagement at FCCA Cruise Summit	Sept-2026	Sept-2026	2 Weeks	Sole Select	N/A	Fixed Price
20	DD-2526-003	Routes World	82101503	Provision of Airfare Services & Accommodation to Routes World Conference to develop new air routes to the country.	Sept-2026	Sept-2026	1 Week	RFQ	N/A	Fixed Price
21	DD-2526-004	Routes World	82101503	Provision of Registration Fee to Routes World Conference	Sept-2026	Sept-2026	1 Week	Sole Select	N/A	Fixed Price
22	DD-2526-005	Sea Trade Cruise Global	82101503	Provision of Airfare Services & Accommodation to promote the country's ports and destinations, build business relationships and develop cruise tourism opportunities.	Mar-2026	Mar-2026	1 Week	RFQ	N/A	Fixed Price
23	DD-2526-006	Sea Trade Cruise Global	82101503	Provision of Registration Fee – Sea Trade Cruise Global Conference	Mar-2026	Mar-2026	1 Week	Sole Select	N/A	Fixed Price
24	DD-2526-007	Sustainable Tourism Conference	82101503	Provision of Airfare Services, Accommodation and Registration to promote the country at the Sustainable Tourism Conference	Aug-2026	Aug-2026	1 Week	RFQ	N/A	Fixed Price
25	DD-2526-008	Sustainable Tourism Conference	82101503	Provision of Registration Fee – Sustainable Tourism Conference	Aug-2026	Aug-2026	1 Week	Sole Select	N/A	Fixed Price

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26	DD-2526-009	Contracted Services-Visitor Ambassadors	80111600	Provision of Engagement of Contracted services for visitor Ambassadors – Cruise Season	Mar-2026	Sept-2026	6 Months	RFQ	N/A	Fixed Price
27	DD-2526-010	Contracted Services-Interpreters	80111600	Provision of Engagement of contracted interpreter services to facilitate communication across language barriers commonly encountered in the tourism sector.	Mar-2026	Mar-2026	1 Month	RFQ	N/A	Fixed Price
28	DD-2526-011	Cruise Ancillary Support	81111811	Provision of logistical and operational support services to enhance the experience of cruise passengers and facilitate smooth cruise operations at local port.	Dec-2025	Dec-2025	5 Months	RFQ	N/A	Fixed Price
29	DD-2526-012	Embassy Collateral and Promotional Items	80141605	Provision of Supply & Delivery of Promotional & Branded items i.e: maps, brochures and booklets to various Embassies.	Jan-2026	Feb-2026	1 Month	RFQ	N/A	Fixed Price
30	DD-2526-013	Janitorial Services	76110000	Provision of Janitorial Services for Airport Office contracted for a one [1] year period on a monthly retainer	Jan-2026	Sept-2026	9 Months	RFQ	N/A	Fixed Price
31	DD-2526-014	Staff Uniform	53101802	Acquisition of uniforms for all Airport office staff	Jan-2026	Jan-2026	2 Weeks	RFQ	N/A	Fixed Price
32	DD-2526-015	HSE Upgrades	92000000	Provision of HSE Upgrades for Airport Office	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price
33	DD-2526-016	Office Maintenance	72101500	Provision of periodic maintenance of Airport Office contracted for a one [1] year period on a monthly retainer	Jan-2026	Sept-2026	9 Months	RFQ	N/A	Fixed Price
34	DD-2526-017	Entertainment Enhancements	80141600	Provision of Airport Sense of Place and Entertainment enhancements – AATT Collaboration	Jan-2026	Feb-2026	2 Months	RFQ	N/A	Fixed Price

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35	DD-2526-018	Cruise Office Upgrades	72121103	Provision of Cruise Office Minor Upgrades	Mar-2026	Mar-2026	1 Month	RFQ	N/A	Fixed Price
36	DD-2526-019	Janitorial Services	76110000	Provision of Janitorial Services for Cruise Office contracted on a one [1] year period on a monthly retainer	Nov-2025	Sept-2026	10 Months	Limited Bidding	N/A	Fixed Price
37	DD-2526-020	Pest Control Services	72102100	Provision of Pest Control Services for Cruise Office contracted on a one [1] year period on a monthly retainer	Jan-2026	Sept-2026	9 Months	RFQ	N/A	Fixed Price
38	DD-2526-021	Radio Service	83111900	Provision of Servicing and Airtime renewal of two-way radios – Cruise Office	Jan-2026	Jan-2026	1 Week	Sole Select	N/A	Fixed Price
39	DD-2526-022	Tour Guide Training	86101702	Provision of Training and Certification of Tour Guides to enhance service quality, destination knowledge and visitor experience within the tourism sector.	Jul-2026	Jul-2026	1 Month	RFQ	N/A	Fixed Price
40	DD-2526-023	Cruise Stakeholder Training	86101702	Provision of Training and certification of Cruise Stakeholders to enhance service quality, destination knowledge and visitor experience within the tourism sector.	Jul-2026	Jul-2026	1 Month	RFQ	N/A	Fixed Price
41	DD-2526-024	Destination Festivals Guide	93141700	Procurement of Professional Services for the design, development and production of a Destination Festivals Guide to highlight national festivals and support destination marketing.	May-2026	Jun-2026	2 Months	Limited Bidding	N/A	Fixed Price
42	DD-2526-025	Event support Training (logistics & Risk Support)	86101702	Procurement of professional services to design and deliver training focused on event logistics management and risk mitigation to strengthen capacity within the tourism sector.	Jan-2026	Jan-2026	1 Month	RFQ	N/A	Fixed Price

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43	DD-2526-026	E-commerce	86101702	Provision of Professional Services to design and deliver basic and advanced e-commerce training to build digital capacity among tourism stakeholders.	Jun-2026	Jun-2026	1 Week	RFQ	N/A	Fixed Price
44	DD-2526-027	Customer Service Essentials	86101702	Engagement of a Qualified Provider to design and deliver training focused on improving communication, problem-solving and client engagement skills.	Apr-2026	Apr-2026	2 Weeks	RFQ	N/A	Fixed Price
45	DD-2526-028	Tourism Product Packaging & Pricing	86101702	Engagement of a Qualified Provider to design and deliver training focused on improving Product Packaging & Pricing in Tourism Sector.	Jul-2026	Jul-2026	3 Weeks	RFQ	N/A	Fixed Price
46	DD-2526-029	Entrepreneurship Skills	86101702	Engagement of a Qualified Provider to design and deliver training to build participants' business development, innovation, and financial management skills.	Jul-2026	Jul-2026	3 Weeks	Limited Bidding	N/A	Fixed Price
47	DD-2526-030	Marketing for SMEs	86101702	Marketing for SMEs/Digital/Social Media Marketing-Basic & advanced	Jan-2026	Jan-2026	1 Month	Limited Bidding	N/A	Fixed price
48	DD-2526-031	Digital Integration of Stakeholder Offerings	86101702	Engagement of a service provider to develop and implement digital solutions that connect and enhance stakeholder products and services.	May-2026	May 2026	3 Months	Open	10 days	Fixed Price
49	RSM-2526-001	International Tourism Bourse (ITB)	78111500	Provision of Airfare & Accommodation to promote the destination, network with international travel partners and explore marketing, airlift opportunities with airlines, tour operators and other stakeholders at the International Tourism Bourse.	Feb-2026	Feb-2026	1 Week	RFQ	N/A	Fixed Price

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50	RSM-2526-002	World Travel Market (WTM)	78111500	Acquisition of Airfare Expense to facilitate participation in travel industry networking events that serve as business-to-business marketplaces for deal-making and trend discussions.	Sept 2026	Sept-2026	1 Week	RFQ	N/A	Fixed Price
51	RSM-2526-003	Caribbean Tourism Organisation (CTO) Week	78111500	Acquisition of Airfare Expenses to facilitate participation at the Caribbean Tourism Organisation (CTO) Week	Dec-2025	Dec-2025	1 Week	RFQ	N/A	Fixed Price
52	RSM-2526-004	Trinbago-Toronto Festival	78111500	Acquisition of Airfare Expense to facilitate participation at the Trinbago-Toronto Festival.	Aug-2026	Aug-2026	1 Week	RFQ	N/A	Fixed Price
53	RSM-2526-005	Contracted Services- Enumerators	93141602	Engagement of qualified enumerators to collect, record and verify data to support research and reporting activities related to tourism development initiatives.	Jul-2026	Sept-2026	3 Months	Limited Bidding	N/A	Fixed Price
54	RSM-2526-006	Contracted Services- Digital Content Coordinator	80101506	Engagement of a qualified service provider to develop, manage, and optimize digital content across online platforms to enhance TTL's brand visibility and stakeholder engagement.	Dec-2025	Mar-2026	3 Months	Renewal	N/A	Fixed price
55	RSM-2526-007	Contracted Services- Graphic Designer	82141600	Engagement of a designer to create visual materials that promote tourism services and destinations, ensuring brand consistency and effective marketing appeal.	Dec-2025	Mar-2026	3 Months	Renewal	N/A	Fixed Price
56	RSM-2526-008	Contracted Services- Photographer/Videographer	82131600	Involves contracting professionals to capture high-quality images and videos for corporate events and destination marketing, showcasing experiences and promoting tourism appeal.	Dec-2025	Mar-2026	3 Months	Limited Bidding	N/A	Fixed Price

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57	RSM-2526-009	Contracted Services- Carnival 2026	99670000	Provision of Logistics & Transportation - Carnival 2026	Jan-2026	Feb-2026	2 Months	RFQ	N/A	Fixed Price
58	RSM-2526-010	Contracted Services – Carnival 2026	80171702	Provision of Brand Ambassadors - Carnival 2026	Jan-2026	Feb-2026	2 Months	RFQ	N/A	Fixed Price
59	RSM-2526-011	Branded Promotional Items	80171702	Provision of Branded Promotional Items – Carnival 2026	Jan-2026	Feb-2026	2 Months	RFQ	N/A	Fixed Price
60	RSM-2526-012	Executives’ Meetings & Tours	80141607	Provision of Cruise Line Executives meetings and local destination awareness tours.	Apr-2026	Apr-2026	1 Month	RFQ	N/A	Fixed Price
61	RSM-2526-013	Corporate Items (Trade Shows)	80141900	Provision of Corporate Promotional Items for Trade shows	Apr-2026	Apr-2026	1 Month	RFQ	N/A	Fixed Price
62	RSM-2526-014	International Media Campaigns	82101800	Provision of Securing Media Partners or Agencies to plan and deliver global advertising that promotes destinations, increases brand visibility, and attracts international visitors.	Jan-2026	Jan-2026	1 Month	Sole Select	N/A	Fixed Price
63	RSM-2526-015	Cooperative Advertising Initiatives	80141627	Provision of Advertisement including newspapers, banners, search and display ads etc.	Jan-2026	Sept-2026	9 Months	RFQ	N/A	Fixed Price
64	RSM-2526-016	Conferences & Seminars	80141902	Rental of Town Halls spaces for Conferences, Seminars & Workshops.	Dec-2026	Mar-2026	1 Week	RFQ	N/A	Fixed Price
65	RSM-2526-017	Research- Data Collection	81101500	Provision of a qualified service provider to collect domestic data	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price

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66	RSM-2526-018	Research – Festival Economic Survey	80141500	Provision of a qualified service provider to collect Festival Economic Impact Survey	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price
67	RSM-2526-019	Destination Branding/Promotional Partnerships	80141626	Provision of promotional branding items and securing partnerships.	Dec-2025	Dec-2025	1 Month	Open	10 days	Fixed Price
68	RSM-2526-020	Community Heritage Festivals	93141700	Provision of supplies for Community Heritage Festivals such as Diwali, Phagwa, Emancipation etc	Jan-2025	Sept-2026	9 Months	RFQ	N/A	Fixed Price
69	RSM-2526-021	Partnerships-Culinary events	80141607	Provision of Engagement of media partners for Local Culinary events like restaurant week etc.	Sept-2026	Sept-2026	N/A	RFQ	N/A	Fixed Price
70	RSM-2526-022	Destination Promotion - Content Creators	80141626	Procurement of Influencers to promote Tourism Sector.	Jan-2026	Sept-2026	9 Months	RFQ	N/A	Fixed Price
71	RSM-2526-023	Festival Marketing content	80141600	Procurement of marketing professionals to develop and design Festival Marketing content	Jan-2026	Sept-2026	9 Months	RFQ	N/A	Fixed Price
72	RSM-2526-024	Event Logistics and Branding Support	80141607	Provision of Event Logistics and Branding Support for Destination Promotion.	Nov-2025	Mar-2026	3 Months	RFQ	N/A	Fixed Price
73	RSM-2526-025	International Collaborations	80151600	Provision of Airfare & Accommodation for international collaboration with stakeholders.	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price

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74	RSM-2526-026	Tourism Software	43231600	Acquisition and installation of Tourism software (data analysis)	Dec-2025	Feb-2026	3 Months	Limited Bidding	10 days	Fixed Price
75	IBD-2526-001	Promotional Items	80141605	Procurement of Executive Promotional Items - Executive styled pencil holders, call card holders, post it holders, pan in teak boxes, etc	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price
76	IBD-2526-002	Publication	82121506	Provision of Print Runs of Existing Collateral Materials including Tourism Investment Guide; Investing in Tourism in Trinidad, Portfolio of Investment Opportunity Profiles	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price
77	IBD-2526-003	TAUP - Communication & Marketing	82101503	Provision of communication and marketing services for Trinidad and Tobago Hotel and Guesthouse Room Stock Upgrade Incentive Project.	Jan-2026	Feb-2026	2 Months	RFQ	N/A	Fixed Price
78	IBD-2526-004	TAUP-External Audit	84111600	Provision of Audit Services to inspect upgrades.	Jul-2026	Sep-2026	2 Months	RFQ	N/A	Fixed Price
79	CSSR-2526-001	Carnival- Promotional items	80141605	Provision of Carnival Branded Promotional Items	Jan-2026	Jan-2026	2 Weeks	Limited Bidding	N/A	Fixed Price
80	CSSR-2526-002	General Promotional Items	80141605	Provision of General Promotional Items - Pens, journals, coasters, folders, etc Lanyards, Bandanas, cups, pens Openers, bags, keychains	Jan-2026	Mar-2026	3 Months	RFQ	N/A	Fixed Price
81	CSSR-2526-003	Local Advertising	82101503	Provision of Press, TV, and Radio Advertising	Aug-2026	Sept-2026	1 Month	RFQ	N/A	Fixed Price

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82	CSSR-2526-004	Airline Advertising	82101503	Provision of Airline Inflight Advertising - CAL, COPA, KLM, BA, Frontier	Feb-2026	Mar-2026	1 Month	Sole Select	N/A	Fixed Price
83	CSSR-2526-005	FOIA Publication	82121506	Provision of Publication of FOIA in Newspapers	Jan-2026	Feb-2026	2 Months	Limited Bidding	N/A	Fixed Price
84	CSSR-2526-006	Business Cards	82121500	Provision of Business Cards for Staff	Feb-2026	Feb-2026	1 Month	RFQ	N/A	Fixed Price
85	FIN-2526-001	Accounting Consultant	80111600	Engagement of Accounting Consultant	Dec-2025	Sept-2026	10 Months	Renewal	N/A	Fixed Price
86	FIN-2526-002	External Audit	84111600	Provision of External Auditor for Finance Dept	Feb-2026	Feb-2026	1 Months	RFQ	N/A	Fixed Price
87	FIN-2526-003	Accounting Software	43231600	Provision of Accounting Software Sage 50	Dec-2025	Sep-2026	10 Months	Renewal	N/A	Fixed Price
88	FIN-2526-004	Accounting Software	84121705	Provision of Accounting software – STR Global	Jan-2026	Sep-2026	9 Months	Renewal	N/A	Fixed Price