



PORT OF SPAIN CITY CORPORATION

The Annual Schedule of Planned Procurement Activities

No.	Project Number	Project Name	UNSPSC Code 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		To procure urgent toiletries		Supply and delivery of toilet tissue, hand towels, napkins, liquid soap etc		recurrent	One Month	Request for Quotations		
2		To procure stationery		Supply and delivery paper, ink, paper clips, pens, notebooks, copying paper, glue sticks, stamps etc.		1 month	One Month	Request for Quotations		
3		To procure grocery and kitchen items		Supply and delivery of grocery items for use for meetings and interviews		1 week	Recurrent	Request for Quotations		
4		Repair of vehicles		Servicing of vehicles, repairs to air condition unit, replace fan belts, batteries, tyres etc		1 month	One Month	Request for Quotations/Request for Proposals		
5		To procure toners		Supply and delivery of toners for all the Corporation's printers and copiers		recurrent	One Month	Request for Quotations		
6		Provision of Security Services		Supply Security services to certain areas under the purview of the Port of Spain Corporation.		1 month	One Month	Selective tendering		



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7		To procure vehicles		TBA	TBA			Selective tendering		
8		To procure uniform items		To purchase male and female uniforms for daily rated officers	January, 2024	recurrent		Open bidding		
9		To procure electrical items		To purchase electrical items for use in multiple areas of the Port of Spain corporation.	January, 2024	recurrent		Request for Quotations		
10		To procure Engineering workshop material		To purchase materials for workshop re: angle iron, zinc, flat steel, cutting disc, RPP, steel rods, pvc pipe				Request for Quotations		
11		To procure stock items		To purchase stock items to replenish main storeroom, Re: Toilet paper, carbolic soap, disinfectant, bleach, air freshener, leather gloves, bass brooms, mops, scoops	January, 2024	recurrent		Request for Quotations		
12		To procure tools		To purchase tools for weeding gardeners re: autocut heads, nylon string, two stroke oil, diamond blade, chop saw,	January, 2024	recurrent		Request for Quotations		
13		To procure Medical Items		Items needed for clinic re: glucose strips, cholesterol strips, lysol spray, blood pressure machines, bandaid etc	January, 2024	recurrent		Request for Quotations		



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14		To procure materials for road patching		Materials needed for road patching re; cold asphalt mix, hot asphalt mix, CRS-2, Blue lime stone metal, crusher run,	January, 2024	1 month		Request for Quotations		
15		Rental of Machinery		Rental of machinery needed for road patching exercise re; plate compactor, asphalt and concrete saws	January, 2024	1 month		Request for Quotations		
16		To procure parts and accessories for printing section.		To purchase parts and accessories for QM 46 in the printery at the Corporation. RE; step chin saver oil, anti Ox 11, EWM press control, CRC spray, Roller lube, Eliminator, sponges, Telescopic rail OS, Telescopic Rail Ds, Pneumatic spring , cylinder value unit,	March, 2024	1 month		Request for Quotations		
17		To procure paper for the printing section		To purchase raw materials for the corporation's printery re: Bristol board, bond paper, ledger paper, buckram rolls	March, 2024	1 month		Request for quotations		
18		To procure items for food badges		To purchase supplies for the public health department for food badge exercise RE: silver ID badges, Laminate pouches, Load max card,	January, 2024	1 month		Request for quotations		
19		To procure uniform for monthly paid staff		To procure steel tip boots and PPE for monthly paid staff at the insect vector control unit and city hall	March, 2024	1 month		open bidding		



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20		To procure minor equipment		To purchase minor equipment Re; refrigerator, dryer, washer, industrial fans, microwave, medication fridge, weight scale, office chairs, shredders, photo copier machines.	Mar-24	1 month		open bidding		
21		Servicing of Air conditioning units		To service Air condition unit in the Corporation	January, 2024	recurrent		Request for Quotations		
22		To procure tools for road patching		Tools needed for road patching exercise re: wheel barrows, long handle shovels, pick axe, colas fork, colas rake	January, 2024	1 month		Request for Quotations		
23		To procure Plumbing materials		To procure plumbing materials for maintenance department re: adaptaters, female adapters, elbows, collars, check valves, pvc solvent, brass taps, hack blades	January, 2024	recurrent		Request for Quotations		
24		To procure Gas for Crematorium		To procure gas for use in the crematorium LPG	December, 2023	Recurrent		Single source selection		
25		To procure Gas Oil (diesel) for machinery in Abbatoir		To purchase Gas oil and LPG for use in abbatoir	January, 2024	Recurent		Single source selection		



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26		To purchase healthy and safety items		To purchase first aid kits, anti slip tape, CAUTION tape, DANGER tape, Fire extinguishers.	March, 2023	1 month		Open bidding		
27		To procure firearms and ammunition		For municipal police officers	March, 2024	recurrent		Selective tendering		
28	020/2023-2024	Lapeyrouse Cemetery - Restoration of workers' recreation area and changing room and Minor upgrade of main office.		Installation of lights for changing room and Workers' Recreation Area; Installation of Air Conditioning for Workers' Recreation Area; Service/Replacement of Air Conditioning units in Main Office Replacement of chairs for office staff; Supply of additional chairs for customers; Supply of Cabinets for Office	May, 2024	September, 2024		open bidding		Fixed term
29	020/2023-2024	Crematorium - Upgrade and Refurbishment Works		Electrical Works; Plumbing Works including the supply and installation of a 1000 gal water tank; Concrete, Mansonry and Tiling Works; Painting Works to General Building and Compound; Renovation to Guard Booths; Pressure Washing of Building Stone and Concrete Surfaces; Waterproofing to General Building Roof; Replacement of selected Doors; Supply of Chairs	May, 2024	September, 2024		Open bidding		Fixed term
30	020/2023-2024	Woodbrook Cemetery - Upgrade and Refurbishment Works		Construction of Tool and Chemical Storage Building and Painting of Perimeter Wall	May, 2024	September, 2024		Open bidding		Fixed term



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31	020/2023-2024	Western Cemetery - Upgrade and Refurbishment Works		Installation of New Ceiling; Roof Guttering Works; Installation of Bird Proofing and and Painting of Perimeter Wall	/05/2024	September, 2024		Open bidding		Fixed term
32	024/2023-2024	Central Market - Upgrade and Refurbishment Works		Building A- Roof Works; Upgrade of Washroom Facility; Installation of High Volume Low Speed Fans and Supply and Installation of Display Shelving Racks. Building B - Upgrade of Male and Female Washrooms; Roof Works; Reconstruction of Burnt-down Vendors Booths and Upgrade of Administration Building including repair/replacement of Air Conditioning Units. Building C - Repair/Replacement of Cold Storage Unit; Roof Works; Upgrade of Washroom Facility; Upgrade of of Counter Tops to Stainless Steel and Cooling and Ventilation Upgrade Police Post - Repair/ Replacement of Air Conditioning Unit. Public Health Office - Replacement of Air Conditioning Unit and Upgrade to Ceiling Employees Lounge - Replacement of Air Conditioning Unit Compound Area - Upgrade of Sewerage System and Drainage Network Food Court - Replacement of Air Conditioning Unit; Tiling Works to Vendors Booths and Repair/Replacement of Ventilation System	May, 2024	September, 2024		Open bidding		Fixed term
33	024/2023-2024	St James Market - Upgrade and Refurbishment Works		Painting of Building; Roof Works; Ventilation Upgrade; Electrical Works; Sub-division of Meat Section to facilitate more fresh produce vendors; Cold Storage Unit Replacement and Renovation of Building Structure.	May, 2024	September, 2024		Open bidding		Fixed term



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34	024/2023-2024	Abattoir - Upgrade and Refurbishment Works		Administration Office - Replacement of Air Conditioning Units Employees Washroom - Replacement of Doors and Construction of Shed Incinerator - Replacement of 3 Burners; Repair of Stack and Renovation of Interior Boiler - Renovation Works Perimeter Walls - Repair Works Cattle Tripe and Pen Area - Repair of Roof Perimteter Lighting - Replacement of Floodlights	May, 2024	September, 2024		Open bidding		Fixed term
35	032/2023-2024	Transport and Cleansing - Upgrade and Refurbishment		Thermal Insulation for Building A & B; Wash Bay and Roof Extension; Construction of Paint Room; Supply and Installation of Four (4No.) Air Conditioning Units for Buildings A & B; Construction of Mezzanine Floor in Building; Construction of Change Rooms for Welders & Tyremen; Construction of Canteen and Electrical Upgrade for Buildings A & B.	May, 2024	September, 2024		Open bidding		Fixed term
36	032/2023-2024	Central and Eastern Division - Upgrade and Refurbishment		Reconstruction and Refurbishment of Washrooms; Supply and Installation of Air Conditioning Units; Electrical & Lighting Works; Supply and Installation of Ice Machine; Installation of Door Locks; Supply and Installation of Workshop Equipment; Supply and Installation of Cooling & Ventilation System in Workshop; Supply of Office Furniture; Ceiling Works and Upgrade of Sick Bay Room	May, 2024	September, 2024		Open bidding		Fixed term
37	032/2023-2024	Public Health (City Hall) - Upgrade and Refurbishment		Identification, designing and construction of CMOH Office	May, 2024	September, 2024		Open bidding		Fixed term



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38	032/2023-2024	Public Health (Vector Control Department) - Upgrade and Refurbishment		Replacement of Broken Windows and Chemical Room Doors; Refurbishment of Kitchen; Painting of Building; Construction of Upper Floor; Completion of Retaining Wall; Tiling Works; Installation of Guttering; Paving Works; Repair/Replacement of Air Conditioning Units and Electrical & Lighting Works.	May, 2024	September, 2024		Open bidding		Fixed term
39	032/2023-2024	Public Health (Public Convenience) - Upgrade and Refurbishment		Queens Park East - Reconstruction of Building Brian Lara Promenade - Painting of Building; Installation of Extractor Extractor Fans; Plumbing Works and Installation of Motion Detectors with Sprinklers Woodford Square - Painting of Building; Electrical and Lighting Works; Installation of Extractor Fans; Plumbing Works; Construction of Caretaker Room; Tiling Works and Awning Replacement Anthony Williams Playground - Painting of Building; Installation of Extractor Fans; Tiling Works; Plumbing Works; Electrical & Lighting Works and Tiling Works Victoria Square - Painting of Building; Electrical & Lighting; Tiling Works; Plumbing Works and Installation of Extractor Fans	May, 2024	September, 2024		Open bidding		Fixed term