

AUDITOR GENERAL'S DEPARTMENT
ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES 2023/2024

Project Number	Project Name	UNSPSC Code	Brief Description	Proposed date for issue of bidding documents	Expected Delivery / Completion Date	Estimated Project Duration for Works and Services	Procurement Method	Standstill Period (where Applicable) (no. of days)	Contract Type
#1	Fees	78141502	Brokerage fees for ICT Equipment	October 2023	November 2023	N/A	RFQ	-	Time and Material Contract
#2	Minor Equipment Purchase	56101720	Purchase of Office Chairs	October 2023	January 2024	N/A	RFQ	-	Unit Cost
#3	Minor Equipment Purchase	52141501	Purchase of Refrigerator	October 2023	November 2023	N/A	RFQ	-	Unit Cost
#4	Minor Equipment Purchase	52141521	Purchase of Toaster Oven	October 2023	January 2024	N/A	RFQ	-	Unit Cost
#5	Motor Vehicle	78181507	Purchase of Battery	November 2023	November 2023	N/A	RFQ	-	Unit Cost
#6	Minor Equipment Purchase	43191501	Purchase of Mobile Phone	November 2023	February 2024	N/A	FFQ	-	Unit Cost
#7	Minor Equipment Purchase	52161545	Purchase of DVR	November 2023	N/A	Cancelled	RFQ	-	Unit Cost
#8	Minor Equipment Purchase	24101504	Purchase of Hand Truck	November 2023	February 2024	N/A	RFQ	-	Unit Cost
#9	Maintenance of Building	72101511	Repairs to Air Conditioning in Tobago	November 2023	N/A	Cancelled	Single Source	-	Time and Material Contract
#10	Materials & Supplies	14111509	Materials for Auditor General's Report	January 2024	March 2024	N/A	RFQ	-	Unit Cost
#11	Minor Equipment Purchase	52161545	Purchase of DVR	November 2023	February 2024	Cancelled	RFQ	-	Unit Cost
#12	Office Stationery & Supplies	14111509	Office Supplies	As Required	As Required	N/A	RFQ	-	Unit Cost
#13	Maintenance of Building	72121507	Maintenance of the Fire Suppression System	N/A	February 2025	1 year	Single Source	-	Fixed Term Contract

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#14	Accommodation	56121701	Storage	N/A	September 2024	1 year	Single Source	-	Fixed Term Contract
#15	Janitorial Services	76101501	Sanitac Bin Tobago	N/A	September 2025	2 years	Single Source	-	Fixed Term Contract
#16	Website Hosting	81112101	Internet Services	N/A	September 2026	2 years	Single Source	-	Fixed Term Contract
#17	Accommodation	78111807	Car Park Fees	N/A	December 2024	1 year	Single Source	-	Fixed Term Contract
#18	Security	92121504	Security Services	January 2024	March 2026	2 years	RFP	-	Fixed Term Contract
#19	Maintenance of Building	72101511	Repairs to Air Conditioning in Tobago	January 2024	February 2024	N/A	Single Source	-	Time and Material Contract
#20	Maintenance of Building	72121507	Tinting of Glass	January 2024	February 2024	N/A	RFQ	-	Time and Material Contract
#21	Minor Equipment Purchase	24101506	Purchase of Push Cart	February 2024	March 2024	N/A	RFQ	-	Unit Cost
#22	Minor Equipment Purchase	56101702	Purchase of 4 Drawer Cabinet	February 2024	March 2024	N/A	RFQ	-	Unit Cost
#23	Janitorial Services	76111501	Trinidad	March 2024	April 2024	2 years	RFP	-	Fixed Term Contract
#24	Janitorial Services	76111501	Tobago	March 2024	April 2024	2 years	RFP	-	Fixed Term Contract
#25	ICT Equipment	43211500	Purchase of Computers Laptops Scanners Projectors	March 2024	June 2024	N/A	RFP	-	Unit Cost
#26	Minor Equipment Purchase	44102804	Electrical Heavy Duty Comb Binding Machine	March 2024	April 2024	N/A	RFQ	-	Unit Cost

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#27	Minor Equipment Purchase	60121301	Purchase of Guillotine	March 2024	May 2024	N/A	RFQ	-	Unit Cost
#28	Books & periodicals	55101524	Purchase of books	As Required	N/A	N/A	Single Source	-	Unit Cost
#29	Maintenance of Building	72121507	Maintenance of Servers	As Required	N/A	N/A	Single Source	-	Time and Material Contract
#30	Fees	43233000	Audit Software Licence	April 2024	May 2025	1 year	Single Source	-	Fixed Term Contract
#31	Training	86000000	Acquisition of Professional Training	As Required	As required	As required	Single Source	-	Time and Material Contract
#32	Official Overseas Travel	90121502	Conferences and Audit of Overseas Missions	As Required	As required	As required	RFQ	-	Time and Material Contract