

No.	Project Number	Project Name	UNSPSC Code Lvl 3	Brief Description
1		Vote 05: Telephones	43222805	Repairs to PBX System
2		Vote 10: 2Office Stationery and Supplies	44103127	Toner for printer & copier
3		Vote 10: Office Stationery and Supplies	47131807 47131812 47131810 47131803	Cleaning Supplies
4		Vote 10: Office Stationery and Supplies	14111703	Hand Towels Jumbo Rolls
5		Vote 10: Office Stationery and Supplies	14111509	Stationery
6		Vote 10: Office Stationery and Supplies	14111704	Toilet Paper Jumbo Rolls
7		Vote 11: Books & Periodicals	55101519 55101524 55101519	Purchase of books to expand NATT's book collection.
8		Vote 12: Materials and Supplies	14111503	Purchase of Conservation Supplies
9		Vote 13: Maintenance of Vehicle	78181507	Repair to A/C in PCY 8776, Kia Sorento,

10		Vote 13: Maintenance of Vehicle	26111703/ 78181507	Service and repair of Nissan Panel truck, construct secure casing for truck batteries
11		Vote 13: Maintenance of Vehicle	78181507	Purchase of tyres, routine maintenance Kia Sorento, Toyota Hiace
12		Vote 15: Repairs and Maintenance Equipment	43211507	Repair & Replacement computer for Zeutschel overhead scanner
13		Vote 15: Repairs and Maintenance Equipment		Repairs to Clocking Machine
14		Vote 15: Repairs and Maintenance Equipment	52141501	Repair of three refrigerators
15		Vote 21: Repairs and Maintenance Building	731521108	Supply of electrical equipment
16		Vote 21: Repairs and Maintenance Building	40161505	Replacement filters for air purifiers
17		Vote 21: Repairs and Maintenance Building	39111544	Replacement LED dimmable bulbs for AV room

18		Vote 21: Repairs and Maintenance Building	72101509	Service and Maintenance of Fire and Safety Equipment
19		Vote 21: Repairs and Maintenance Building	72101511	Service and Maintenance of Air-Condition Split Units
20		Vote 21: Repairs and Maintenance Building	72102104	Pest Control
21		Vote 21: Repairs and Maintenance Building	72154055	Service Maintenance and Inspect of Dumb Waiter
22		Vote 21: Repairs and Maintenance Building	721101506	Service Maintenance and Inspection of Elevator
23		Vote 23: Fees	43232107	Web hosting fee for National Archives website (Sept 2024-Sept 2025)
24		Vote 37: Janitorial Services	76111501	Provision of Janitorial Services
25		Vote 37: Janitorial Services	47131706 47131812	Provision of Sanitation Services e.g. Air Fresheners Sani tact Units Surface Sanitizers
26		Vote: 43: Security Services	92121504	Provision of Security Services
27		Vote 62: Promotion Publicity and Printing	82121508	Printing Services
28		03: Minor Equipment – Office equipment	39121011	UPS for Zeutschel overhead scanner
29		03: Minor equipment	52161505	55" inch television for CCTV cameras and 500va UPS
30		03 Minor equipment	40101604	Lasco fans

31		03 Minor equipment	43201402 43211507	Four external SSD hard drives
32		Vote 21: Repairs and Maintenance Building	72101510	Plumbing Supplies

chedule of Annual Planned Procurement Activities -2025-Recurrent

Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works and services)	Procurement Method
Dec-24	Jan-25		
Dec-24	Jan-25	-	Limited Bidding
Dec-24	Jan-25	-	Limited Bidding
Dec-24	Jan-25	-	Limited Bidding
Jan-25	Feb-25		Limited Bidding
Jan-25	Feb-25		Limited Bidding
Mar-25	Apr-25		Limited Tender
Jan-25	Feb-25		Sole Select
Dec-24	Feb-25		Limited Bidding

Dec-24	Feb-25		Limited Bidding
Dec-24	Feb-25		Limited Bidding
Dec-24	Jan-25	-	Single Source
Jan-25	Mar-25		Sole Select
Jan-25	Jan-25		Limited Bidding
Jan-25	Feb-25		Limited Bidding
Jan-25	Jan-25		Limited Bidding
Dec-24	Jan-25		Limited Bidding

Dec-24		1 year	Limited Bidding
Dec-24		1 year	Limited Bidding
Dec-24		3 years	Limited Bidding
Dec-24		3 years	Open Bidding
Dec-24		3 years	Open Bidding
Dec-24		1 Year	Single Source
Dec-24		3 years	Limited Bidding
Dec-24		3 years	Limited Bidding
Dec-24		3 years	Limited Bidding
Jan-25	Feb-25		Limited Bidding
Mar-25	May-25		Limited Bidding
Mar-25	May-25		Limited Bidding
Mar-25	May-25		Limited Bidding

Mar-25	May-25		Limited Bidding
Jan-25	Feb-25		Limited Bidding

Standstill period (if applicable) – No. of days	Contract Type
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price
N/A	Fixed Price

N/A	Fixed Price
N/A	Fixed Price

No.	Project Number	Project Name	UNSPSC Code Lvl 3
1		External Light replacement	39111611
2		Service of Generator	26111601
3		Servicing of the Motor Vehicles	71818507
4		Installation of water filters in water tanks	72154055
5		Repair of Land slippage	

			72141205
6		Servicing of Printers	80161801 44101501
7		Repairing of drain covers	
8		Purchase of Stationeries	

14111509
44122104
44121618

9		Purchase of Toiletries	47131807 47131812 47131810 47131803 47131604
10		Public Relation Unit	

			82121506
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11		Purchasing of Toners	44103127
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12		Servicing of fire alarm, extinguishers, hose reel and fire pumps	721101509
13		Office Chairs	56101504
14		Servicing the A/C	72101511

Brief Description	Proposed date for Issue of Bidding Documents	Expected Delivery/ Completion Date
<p>Replacement of flood lights on the TIC compound and carpark</p> <p>1. Purchase and Replace the flood Lights around the compound</p> <p>2. Purchase and replace the six inch downlighter on the walkway on the outside of the TIC building</p>	Dec-24	Jan-25
<p>Refuel and perform a complete service on OPM-C F.G Wilson Backup Generator (Serial Number: V4755) viz: Change: Gauge Air Filter, Oil Filter, Fuel Filter, Engine Oil, Coolant, Apply: Degreaser, Moisture Repellent, rust Inhibitor, Diesel Fuel, Megger Testing</p>	Dec-24	Jan-25
<p>Nissan X - Trail PCX 8374 , Hyundai Santa Fe PDJ 7831 Toyota Prado PDC 8507</p>	Mar-25	May-25
<p>Dewater and clean by removing all sediments from the base of all tanks. Upon completion sanitize with Bleach prior to refilling all Water Tank, viz: 3000 Gal, 2000 Gal, 100 Gal. Supply and install 1# 20" AQUA BIG BLUE BOWL Water filter with associated Cartridge from 'Water Source' and 'Water Source' and ensure leak free reconnection to intake and outlet PVC lines. Purchase extra Cartridges to maintain Water Filter</p>	Jan-25	Apr-25
<p>Approx. a 10 m length of the western boundary fence line, behind the Transformer and Generator Rooms, is</p>	Dec-24	Feb-25

<p>undergoing land slippage due to poor surface water drainage, coupled with lack of hill side vegetation to restrain water erosion in that area. OPM-C must seek the intervention of the MOWT Civil Engineering Department to provide the most cost-effective mean of rectifying this matter in the shortest possible time. Note both the immediate boundary fence and the Generator Room's floor slab have already suffered structural damage</p>		
<p>1 Xerox Phaser 6280DN, 1 HP Laserjet 400, 1 color MFP M475dw, 1 HPColor Laserjet Flow MFP M880, 1 SharpMX - 2600N, 1 Xerox C230/C235, Brother MFC - 8710DW, 1 Sharp Color Imager BP 50C26</p>		<p>Jan-25</p>
<p>Service existing drainage grills (1" x 1" x ¼" thk. X 132 ft.) by:1. Installing mild steel angle short legs at base and strategic position to make grills free standing and bring level with surrounding surfaces.</p>	<p>Dec-24</p>	<p>Feb-25</p>
<p>2000 only 9x4 Envelopes 100 only Steno Pads 50 only Letter Size Note pad 250 only Hanging file Jackets 320 only Pencils 100 only Eraser 200 only Post it 48 only Calculator Rolls 24 pack Jumbo Rubber Bands 24 packs Regular Rubber Bands 10 rolls Mounting Tape</p>	<p>Dec-24</p>	<p>Feb-25</p>

12 rolls 2' Masking Tape
12 rolls 2' Scotch Tape
17 only Stapler regular size
10 Boxes Stapler (for Big Stapler)
50 Boxes std Staples
12 only 3 Holes Binders
40 Boxes 4' Treasury Tags
40 Boxes 6' Treasury Tags
20 Boxes 8' Treasury Tags
20 only Single Hole paper Punch L/D
5 only Single hole Paper Punch H/D
48 only Calculator Rolls
30 Boxes (360 only) Precision Blue Pens
15 Boxes (180 only) Precision Black Pens
10 Boxes (120 only) Precision Red Pens
75 only 12' Rulers
250 sheets of Blue Bristol Board
6 rolls * 200 Address labels
48 only 64 GB Flash drive
5 packs of 4 AA Batteries
5 pack of 4 AAA Batteries
12 only Yellow Highlighters
12 only 128 GB flash Drives
12 only Clip Board
10 only white Board
2 packs of 5 (10 only) AA Rechargeable Batteries with charging unit
1000 single envelopes 12x 10 Envelopes
1000 single envelopes 15x10 Envelopes
1000 single envelopes 9x6 Envelopes
1000 only letter size Manilla Folders

<p>10 boxes Self Adhesive Label</p> <p>10 Rolls Twine</p> <p>100 only flags sticky notes</p> <p>50 only Glue sticks</p> <p>boxes self Adhesive Label</p> <p>50 only Legal size Note pad</p> <p>50 only Letter Size Note pad</p>		
<p>1582 rolls 9x825 ft Jumbo Toilet Paper</p> <p>5040 pks Z fold Paper towels</p> <p>40 Bottles Dish washing liquid 4 L</p> <p>40 Bottles Hand Soap with pump (7.5ml)</p> <p>20 Boxes baking Soda 1lb</p> <p>20 bottles of Toilet bowl Cleaner 750 ml</p> <p>20 bottles of Cif 750ml</p> <p>6 packs of Champhor Balls</p> <p>2 yard Brooms</p> <p>2 Commercial scoops</p> <p>2 Commercial Mop Buckets and Mops.</p> <p>Microfiber cloth (12 each, Yellow, Pink, blue, Green , Purple)</p> <p>12 Pairs of Long Gloves</p> <p>24 packs of 100 Jumbo Garbage Bags</p> <p>24 packs of 100 Large Garbage Bags</p> <p>24 Packs of 100 Medium Garbage Bags</p> <p>24 Packs of 100 Small Garbage Bags</p>	Dec-24	Feb-25
<p>2 Horizontal Vinyl Banners 3x6 or 3x8</p> <p>2 Vertical Retractable vinyl Banners with stand/roll up banner stand 2x5 or 3x6</p> <p>4 clipboards</p>	Dec-24	Feb-25

1 Card and badge mini laminator machine 9" thermal Laminator
 1 White Board 47"x28"
 1 Projector 1080 HD projector
 1 OPM-C branded Lectern
 4 OPM-C banner pendants 2"x3"
 Tool Set (for installing and removing décor)
 1 External hard drive 4TB portable hard drive
 Printer Brother HLL2305W compact Mono Laser single
 Christmas Decorations: Christmas Tree, wreaths, balls, mesh fabric, flowers, lights, garlands, giftpaper ect
 fabric for table cloth and skirting 615 yards assorted
 4 folding tables
 Backdrop fabric (black or navy blue) 20 yards
 6 Flash drives

For the Xerox Phaser 6280DN black 113R00722
 Magenta 106R01401 Cyan 106R01388 Yellow
 106R01402

HP Color Laserjet MFP M277dw Black 201A(CF400A)
 Cyan 201A(CE401A) Magenta 201A(CE403A) Yellow
 305A(CE412A)

Brother MFC-8710 DW TN 720 TN-750 TN-350

Canon Pro-100 CanonInk Lucia ProPFI-1000 Black, Cyan,
 Magenta, Gray, Yellow, Maintenance kit

9. Xerox C230/C235 006R04395 High-Capacity Black
 Print Cartridge (2.5K)
 006R04396 High-Capacity Cyan Print Cartridge (2.5K)
 006R04397 High-Capacity Magenta Print Cartridge (2.5K)
 006R04398 High-Capacity Yellow Print Cartridge (2.5K)
 008R13326 Waste Toner Bottle (15K)
 10. Sharp Color Imager BP 50C26 BP-NT70BABlack BP-
 NT70CACyan BP-NT70MA Magenta BP-NT70YA
 YellowDeveloper BP-NVNV70SA (CMY) Colour
 Developer BP-NVNV70BA Black, Drum Black, Drum
 Color, Waste toner
 Sharp MX - 2600N Black MX-31NTBA Cyan MX-31NTCA
 Magenta MX31NTMA Yellow MX-31NTYA Waste Toner

Jan-25

Jan-25

Black 828A Drums Cyan 828A Drums Magenta 828A Drum Yellow 828A Drums waste toner Bottle		
HP Officejet Pro 8600 Black 950 Cyan 951 Magenta 951 Yellow 951		
HP LaserJet 400 Color MFP M475dw Black 305A(CE410A) Cyan 305A(CE411A) Magenta 305A(CE413A) Yellow 305A(CE412A)		
Test, repair and/or upgrade any defect segment of the Fire Prevention System (i.e. Smoke / Fire Detectors, Alarm Bells, Fire Hose Reel, Fire Extinguishers, Water Lines, Fire Pump, Pressure Tank and Control Switch Panel, etc.) to bring in line with T&T Fire Codes and apply for TTFPS' Compliance Inspection and Certification for 2024.	Jan-25	Mar-25
Office Chairs	Jan-25	Mar-25
Servicing of the 13 Ten Ton Peake Con and Evap. 4 Fifteen Ton Lennox Con. 3 Five Ton Carrier compact units 2 Seven and half ton Peake Con. 1 two ton Pioneer Con/Evap 2 one and half ton Lennox Con. 1 one ton Innovair con/Evap	Jan-25	Dec-24

Estimated Project Duration (for works and services)	Procurement Method	Standstill period (if applicable) – No. of days	Contract Type
N/A	Limited Bidding	N/A	Fixed Price
N/A	Limited Bidding	N/A	Fixed Price
N/A	Limited Bidding	N/A	Fixed Price
N/A	Limited Bidding	N/A	Fixed Price
	Limited Bidding		

		N/A	Fixed Price
	Limited Bidding	N/A	Fixed Price
	Limited Bidding		

		N/A	Fixed Price
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	Limited Bidding	N/A	Fixed Price
	Limited Bidding		

		N/A	Fixed Price
-	Limited Bidding	N/A	Fixed Price

	Limited Bidding	N/A	Fixed Price
	Limited Bidding	N/A	Fixed Price
	Limited Bidding	N/A	Fixed Price

No.	Project No.	Project Name	UNSPSC Code
1		Replacement of PBX	43222805
2		Purchase of Watermark Paper	14111507
3		Purchase of Material and supplies	14111509
4		Renewal of Services Contracts for the GP	92121504 76111501 72102104
5		Purchase of PPE	46181604 46181532
6		Servicing of vehicles	78181507
7		Servicing of 13 split AC units	72101511
8		Servicing of Printing and Binding Equipment	71121203
9		Purchase of other Minor Equipment	40101604 52141501 52141502 52141523
10		Purchase of Office Equipment	44101501 44101603

11		Purchase of Office Furniture & Furnishings.	56101504
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Brief Description	Proposed Date for Issue of Bidding Documents
Upgrade required	Dec-24
Purchase of 500 rolls and flat AB Wove Watermark paper of various colors for use in the Public Service	Jan-25
Supply and Delivery of Paper, Stationery and other material used in the GP for the provision of printing and binding services	Jan-25
All service contracts have expired and has to be renewed eg. Security, Janitorial, pest control	Nov-24
Purchase of Safety Boots & Lab Coats, for the Technical staff for their safety.	Jan-25
Quarterly servicing of Government Printery Vehicles	Jan-25
Biannual servicing of AC Units	Jan-25
Preventative maintenance	Jan-25
Supply and Delivery of Appliances and Minor Equipment to Replace Unserviceable Appliances	January 2025
Supply and Delivery of Desktop Copiers & Shredders for use in the Administrative Dept.	Jan-25

Purchase of office chairs to replace unserviceable chairs

Jan-25

Expected Delivery Completion Time – Goods & or/ Associated Minor Services	Estimated Project Duration Works/ Services	Procurement Method	Standstill Period (if applicable)
Jan-25		Sole Select	Not Applicable
Apr-25		Sole Selection	Not Applicable
Jun-25		RFQ various suppliers	Not applicable
Mar-25	3 years	Limited Bidding	Not applicable
Jul-25		Limited Bidding	Not applicable
	1 year	Limited Bidding	Not applicable
Mar-25		Limited Bidding	Not applicable
Jun-25		Single Source	Not applicable
Mar-25		Limited Bidding	Not Applicable
Jun-25		Limited Bidding	Not Applicable

Apr-25		Limited Bidding	Not Applicable
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Fixed Price