

	A	B	C	D	E	F	G	H	I	J	K
1	Tobago Festival Commission Limited (TFCL)										
2	Annual Schedule of Planned Procurement Activities										
3	October 2023 - September 2024										
4											
5	No.	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 (if applicable) – No. of days	Contract Type
6	1	TBD	Supply and Delivery of a Stage along with Covering, Trussing & Lighting	72154067	Stage, Trussing and Lights	TBD	TBD	TBD	RFQ	N/A	Fixed Price
7	2	TBD	Rental of LED Screens	45111900	LED Screens & TV Monitors	TBD	TBD	TBD	RFQ	N/A	Fixed Price
8	3	TBD	Supply and Delivery of Sound with backline and generator	45111500	Lectern, Backline with Sound System, Music Truck	TBD	TBD	TBD	RFQ	N/A	Fixed Price
9	4	TBD	Supply and Delivery of a Stage along with Covering, Trussing & Lighting for VIP Deck	72154067	VIP Deck	TBD	TBD	TBD	RFQ	N/A	Fixed Price
10	5	TBD	Supply and Delivery of a Tent with Sidewalls and Guttering	30241700	Various sizes of tents	TBD	TBD	TBD	RFQ	N/A	Fixed Price
11	6	TBD	Supply and Delivery of Padded Chairs	56101504	Banquet Chairs and Regular Padded Chairs	TBD	TBD	TBD	RFQ	N/A	Fixed Price
12	7	TBD	Supply and Delivery of Folding Chairs	56101542	White Folding Chairs	TBD	TBD	TBD	RFQ	N/A	Fixed Price
13	8	TBD	Supply and Delivery of Regular Tables	56101519	Rectangular and Cocktail Tables	TBD	TBD	TBD	RFQ	N/A	Fixed Price
14	9	TBD	Supply and Delivery of Generator	72101518	Generators	TBD	TBD	TBD	RFQ	N/A	Fixed Price

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15	10	TBD	Supply and Delivery of Tower Lights	721540XX	Tower Lights	TBD	TBD	TBD	RFQ	N/A	Fixed Price
16	11	TBD	Supply and Delivery of 2" Flats	30161702	Flooring Flats	TBD	TBD	TBD	RFQ	N/A	Fixed Price
17	12	TBD	Supply and Delivery of Port-A-Floor	30161702	Port-a-floor	TBD	TBD	TBD	RFQ	N/A	Fixed Price
18	13	TBD	Supply of Electrical Installation for tents and washrooms	72151500	Electrical Installation	TBD	TBD	TBD	RFQ	N/A	Fixed Price
19	14	TBD	Supply of Plumbing Installation for tents and washrooms	72151100	Plumbing installation	TBD	TBD	TBD	RFQ	N/A	Fixed Price
20	15	TBD	Supply and Delivery of Port-A-Cool, to be delivered on site	52141510	24" and 36" Port a Cool	TBD	TBD	TBD	RFQ	N/A	Fixed Price
21	16	TBD	Supply and Delivery of Luxury Toilets with attendants, to be delivered on site	80131506	16" Luxury Washroom	TBD	TBD	TBD	RFQ	N/A	Fixed Price
22	17	TBD	Decorating of Event Space at the grounds	60121900	Décor	TBD	TBD	TBD	RFQ	N/A	Fixed Price
23	18	TBD	Cleaners to Clean the event space, before, during and after the event	76110000	Janitorial services	TBD	TBD	TBD	RFQ	N/A	Fixed Price
24	19	TBD	Supply and Delivery of Skip Bins for Garbage Disposals	76121501	Skip Bins	TBD	TBD	TBD	RFQ	N/A	Fixed Price
25	20	TBD	Supply and Delivery of Table Cloths	52121604	Table Cloths	TBD	TBD	TBD	RFQ	N/A	Fixed Price
26	21	TBD	Supply and Delivery of Backstage and VIP Fencing	801315XX	Fencing	TBD	TBD	TBD	RFQ	N/A	Fixed Price
27	22	TBD	Supply of Airline Tickets	78111500	Airline Tickets	TBD	TBD	TBD	Sole Select	N/A	Fixed Price
28	23	TBD	Supply of Marine Transportation Tickets	78111700	Ferry Tickets	TBD	TBD	TBD	Sole Select	N/A	Fixed Price

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29	24	TBD	Supply of Hotel Accomadations	90111800	Accommodation	TBD	TBD	TBD	RFQ	N/A	Fixed Price
30	25	TBD	Supply of Shuttle Services to transport the public to the venue	78111800	Ground Transportation	TBD	TBD	TBD	RFQ	N/A	Fixed Price
31	26	TBD	Supply and Delivery and Finger Food and Drinks	90101603	Catering	TBD	TBD	TBD	RFQ	N/A	Fixed Price
32	27	TBD	Supply of Security Services	92121504	Security Guard Services	TBD	TBD	TBD	RFQ	N/A	Fixed Price
33	28	TBD	Supply of Regulatory Fees	92101500	Police Services	TBD	TBD	TBD	Sole Select	N/A	Fixed Price
34	29	TBD	Supply of Regulatory Fees	92101600	Fire Serives	TBD	TBD	TBD	Sole Select	N/A	Fixed Price
35	30	TBD	Supply of Regulatory Fees	77100000	EMA	TBD	TBD	TBD	Sole Select	N/A	Fixed Price
36	31	TBD	Supply of Regulatory Fees	64141604	Copyright	TBD	TBD	TBD	Sole Select	N/A	Fixed Price
37	32	TBD	Supply of Regulatory Fees	84131607	Public Liability Insurance	TBD	TBD	TBD	RFQ	N/A	Fixed Price
38	33	TBD	Supply of Bar Licences	93151517	Bar License Coordinator	TBD	TBD	TBD	Sole Select	N/A	Fixed Price
39	34	TBD	Supply and delivery of traditional radio advertising	82101601	Radio Advertisement	TBD	TBD	TBD	RFQ	N/A	Fixed Price
40	35	TBD	Supply and delivery of traditional television advertising	82101602	Traditional ads	TBD	TBD	TBD	RFQ	N/A	Fixed Price
41	36	TBD	Supply of Sponsored digital content	82101603	Social media advertising, Blogs, digital partnerships	TBD	TBD	TBD	RFQ	N/A	Fixed Price
42	37		Supply of Billboard Arvertising	82101501	Billboard Advertising	TBD	TBD	TBD	RFQ	N/A	Fixed Price
43	38	TBD	Supply of Merchandising Promotional Items	80141623	Caps, bandannas, fans, cups, tshirts	TBD	TBD	TBD	RFQ	N/A	Fixed Price
44	39	TBD	Suppy of Branding Items	80141605	Banners, feather flags, standees,	TBD	TBD	TBD	RFQ	N/A	Fixed Price

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45	40	TBD	Provision of Content Capture Services	82131600	Photo and video capture	TBD	TBD	TBD	RFQ	N/A	Fixed Price
46	41	TBD	Supply of Printing Services	55100000	Envelopes, Invites, VIP bands	TBD	TBD	TBD	RFQ	N/A	Fixed Price
47	42	TBD	Supply of Posters	82101502	Poster Advertising	TBD	TBD	TBD	RFQ	N/A	Fixed Price
48	43	TBD	Supply and Delivery of Computer Equipment and Software	43211500	Laptops, Desktops, Monitors, Tablets, UPS, Printer, Photocopier, External Hard Drives	TBD	TBD	TBD	RFQ	N/A	Fixed Price
49	44	TBD	Supply and delivery of Equipment	52161551	Wireless Mic (Lavalier)	TBD	TBD	TBD	RFQ	N/A	Fixed Price
50	45	TBD	Supply and delivery of Office Equipment	48101711	Water Dispenser	TBD	TBD	TBD	RFQ	N/A	Fixed Price
51	46	TBD	Supply and delivery of Office Supplies	60121151	Whiteboard	TBD	TBD	TBD	RFQ	N/A	Fixed Price
52	47	TBD	Supply and delivery of Office Supplies	44101809	Calculator	TBD	TBD	TBD	RFQ	N/A	Fixed Price
53	48	TBD	Supply and delivery of Office Supplies	14111515	Calculator Paper	TBD	TBD	TBD	RFQ	N/A	Fixed Price
54	49	TBD	Supply and delivery of Office Supplies	44121615	Staplers	TBD	TBD	TBD	RFQ	N/A	Fixed Price
55	50	TBD	Supply and delivery of Office Supplies	44102501	Cash Counting Machines	TBD	TBD	TBD	RFQ	N/A	Fixed Price
56	51	TBD	Supply and delivery of Office Supplies	44121624	Embossing Machine	TBD	TBD	TBD	RFQ	N/A	Fixed Price
57	52	TBD	Supply and delivery of Office Furniture	48102101	Display Cases	TBD	TBD	TBD	RFQ	N/A	Fixed Price
58	53	TBD	Supply and delivery of Office Furniture	56101700	Desks, Office Chairs	TBD	TBD	TBD	RFQ	N/A	Fixed Price
59	54	TBD	Provision of Grocery Items and Water	55000000	Grocery Items	TBD	TBD	TBD	RFQ	N/A	Fixed Price
60	55	TBD	Supply and Delivery of Cleaning Supplies	47131800	Cleaning Supplies	TBD	TBD	TBD	RFQ	N/A	Fixed Price
61	56	TBD	Supply and Delivery of Water	50202301	Water	TBD	TBD	TBD	RFQ	N/A	Fixed Price

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62	57	TBD	Supply and Delivery of Toiletry supplies	14111700	Toiletries	TBD	TBD	TBD	RFQ	N/A	Fixed Price
63	58	TBD	Supply and Delivery of Office Stationery	14111509	Office Stationery	TBD	TBD	TBD	RFQ	N/A	Fixed Price
64	59	TBD	Supply of Office Equipment Supplies	44103100	Inks and Toners	TBD	TBD	TBD	RFQ	N/A	Fixed Price
65	60	TBD	Supply of Pest Control Services	72102100	Pest Control Services	TBD	TBD	TBD	RFQ	N/A	Fixed Price
66	61	TBD	Supply and delivery of hardware	43221742	Handheld Transceivers	TBD	TBD	TBD	RFQ	N/A	Fixed Price
67	62	TBD	Supply and Delivery of Web Based Survey Software	43230000	Qualtrics Research Software	TBD	TBD	TBD	RFQ	N/A	Fixed Price
68	63	TBD	Supply and delivery of hardware	45111609	Digital Projector	TBD	TBD	TBD	RFQ	N/A	Fixed Price
69	64	TBD	Supply and delivery of hardware	52161535	Digital Voice Recorder	TBD	TBD	TBD	RFQ	N/A	Fixed Price
70	65	TBD	Supply and Delivery of Computer Software	43230000	Adobe Creative Cloud/Suite	TBD	TBD	TBD	RFQ	N/A	Fixed Price
71	66	TBD	Supply and delivery of outdoor equipment	41114201	Rolling Measuring Wheel; Measuring Tape	TBD	TBD	TBD	RFQ	N/A	Fixed Price
72	67	TBD	Supply and delivery of cloud storage	81111513	Google Storage - @TB for Marketing files (designs, photos, videos, reports, etc)	TBD	TBD	TBD	RFQ	N/A	Fixed Price
73	68	TBD	Supply of Procurement Software	43231503	Procurement Software	TBD	TBD	TBD	RFQ	N/A	Fixed Price
74	69	TBD	Supply of Microsoft Office Suite Software	43231513	Microsoft Office Suite	TBD	TBD	TBD	RFQ	N/A	Fixed Price
75	70	TBD	Supply of Finance and Accounting Software	43231600	Finance and Accounting Software	TBD	TBD	TBD	RFQ	N/A	Fixed Price