

## Annual Schedule of Procurement 2024

### Ministry of Sport and Community Development

#### Strategic Goal - To ensure transparency and value for money

#### Expected Impact - Achievement in Operational goals in all Divisions/Units

No	Project Number	Project Name Reference No.	UNSPSC Code Lvl 3	Brief Description	Proposed date for Issue Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration(for works and services)	Procurement Method	Standstill period(if applicable)-No. of days	Contract Type
	<b>COMMUNITY MEDIATION SERVICES DIVISION</b>									
	RFP# 001/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	45111901	Media Press Release	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 002/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	83121705	Social Media Boosting of promotional videos and flyers	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 003/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	55101515	Radio Interviews	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 004/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	55121729	Certificates for completion of programme	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 005/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	80141903	Entertainment - solo act - musical performance	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 006/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	90101603	Venue	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 007/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."	80141607	Decorations	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 008/2023-2024	Co-Parenting Programme 2024 - "This Child is Our Business."		DJ ,Mic Man & Photography	Mar-24	Aug-24	6 months	3 Quote	10	N/A
	RFP# 009/2023-2024	Digitization Project: Creation of Digital Case Management Software	82141502	Naming Prize to encourage ownership of solution	Sep-23	Apr-24	8 months	3 Quote	10	N/A
	RFP# 010/2023-2024	Digitization Project: Creation of Digital Case Management Software	49101705	Rewards to encourage engagement in change process	Sep-23	Apr-24	8 months	3 Quote	10	N/A

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	RFP# 011/2023-2024	Digitization Project: Creation of Digital Case Management Software	82131603	Refreshment for Facilitators & Staff	Sep-23	Apr-24	8 months	3 Quote	10	N/A	
	RFP# 012/2023-2024	Men's Symposium	82101601	Radio Advertisements	Jun-24	Jun-24	1 month	3 Quote	10	N/A	
	RFP# 013/2023-2024	Men's Symposium	82101601	Media Release	Jun-24	Jun-24	1 month	3 Quote	10	N/A	
	RFP# 014/2023-2024	Men's Symposium	49101705	Certificates of Participation	Jun-24	Jun-24	1 month	3 Quote	10	N/A	
	RFP# 015/2023-2024	Men's Symposium	82141502	Merchandise and Branded Items	Jun-24	Jun-24	1 month	3 Quote	10	N/A	
	RFP# 016/2023-2024	Men's Symposium	80141903	Meals and Drinks	Jun-24	Jun-24	1 month	3 Quote	10	N/A	
	RFP# 017/2023-2024	Men's Symposium		Tools for activities	Jun-24	Jun-24	1 month	3 Quote	10	N/A	
	RFP# 018/2023-2024	National Empowerment Programme	43232408	Virtual Platform for hosting	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 019/2023-2024	National Empowerment Programme	52161551	Wireless Microphones/Lapels	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 020/2023-2024	National Empowerment Programme	90101603	Venues for Workshops	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 021/2023-2024	National Empowerment Programme		Furniture Rental - Tablecloths	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 022/2023-2024	National Empowerment Programme	86132201	Facilitation tools	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 023/2023-2024	National Empowerment Programme	55121706	Manuals & Stationary	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 024/2023-2024	National Empowerment Programme	50202301	Ink	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 025/2023-2024	National Empowerment Programme	50202301	Water	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 026/2023-2024	National Empowerment Programme	80141903	Tea Plate & Lunch	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 027/2023-2024	National Empowerment Programme	82101601	Advertising for in person execution	Apr-24	Jun-24	3 months	3 Quote	10	N/A	

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	RFP# 028/2023-2024	National Empowerment Programme	24111501	Printed Flyers	Apr-24	Jun-24	3 months	3 Quote	10	N/A	
	RFP# 029/2023-2024	Peer Mediation Programme	24111501	Peer Mediation Manuals	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 030/2023-2024	Peer Mediation Programme		Speakers, projector	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 031/2023-2024	Peer Mediation Programme	80141607	Sensitization and promotion of Peer Mediation Activities in the School via activities/ competitions/ print material	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 032/2023-2024	Peer Mediation Programme	82101601	Radio and Graduation write up in Newspapers	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 033/2023-2024	Peer Mediation Programme	24111501	Printing of promotional posters of Peer Mediation	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 034/2023-2024	Peer Mediation Programme	90101603	Community Center in Central location with Furniture to accommodate students	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 035/2023-2024	Peer Mediation Programme	80161507	Audio system for graduation and DJ services	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 036/2023-2024	Peer Mediation Programme	80141607	Decorations of the stage and head table	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 037/2023-2024	Peer Mediation Programme	24111501	Promotional and Specialty	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 038/2023-2024	Peer Mediation Programme	24111501	This would include tokens of appreciation for the coordinators and school principals	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 039/2023-2024	Peer Mediation Programme		Transportation to and from the different schools	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 040/2023-2024	Peer Mediation Programme	80141903	Refreshments for students, teachers, Community Mediation Services Division and MSCD staff (lunch)	Oct-23	Sep-24	12 months	3 Quote	10	N/A	

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	RFP# 041/2023-2024	Peer Mediation Programme	24111501	Certificates and envelopes to be printed and distributed to the participants. These would be designed and printed in house. Cost would cover Ink and or servicing of inhouse printers.	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 042/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	82131604	A venue such as a studio, with strong internet access capabilities must be located to facilitate the presenters for each workshop. Professional studios, Queens Hall, Government Plaza are being considered. We will be approaching some of our stakeholders to have this cost subsidized.	May-24	May-24	1 month	3 Quote	10	N/A	
	RFP# 043/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	50202301	One case of water per day (3 days within the month)	May-24	May-24	3 days	3 Quote	10	N/A	
	RFP# 044/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	80141607	One-day face to face retreat for PSG membership only. This will cater to 65 persons inclusive of staff. This cost covers venue rental (inclusive of tables, chairs etc) and meals for the period.	May-24	May-24	1 day	3 Quote	10	N/A	

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	RFP# 045/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	82141502	Videography, microphone equipment, Editing and streaming services	May-24	May-24	1 month	3 Quote	10	N/A	
	RFP# 046/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	80141612	Newspaper ad, radio ads and other media related marketing	May-24	May-24	1 month	3 Quote	10	N/A	
	RFP# 047/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	86132101	Spanish interpretation and t	May-24	May-24	1 month	3 Quote	10	N/A	
	RFP# 048/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	86132101	Sign language facilitator for 3 sessions@ \$800 per hour (2 persons are needed as is the industry standard) (2 hours each day)	May-24	May-24	1 month	3 Quote	10	N/A	
	RFP# 049/2023-2024	Parental Support Group Symposium: "Parenting 101: Rebuilding, Recharging and reconnecting after broken relationships."	86132101	Facilitation	May-24	May-24	1 month	3 Quote	10	N/A	
	RFP# 050/2023-2024	Public Education and Sensitization	80141612	Community Outreach & Sensitization activities	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 051/2023-2024	Public Education and Sensitization	24111501	Brochures	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 052/2023-2024	Public Education and Sensitization	82141502	Game for Outreaches	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 053/2023-2024	Public Education and Sensitization	49101702	Memorabilia	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 054/2023-2024	Public Education and Sensitization	53101602	T-shirts	Oct-23	Sep-24	12 months	3 Quote	10	N/A	

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	RFP# 055/2023-2024	Public Education and Sensitization	82141502	Social Media Boosting	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 056/2023-2024	Public Education and Sensitization	82141502	Mass Media Advertising	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 057/2023-2024	Public Education and Sensitization	55121706	Banners	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 058/2023-2024	Public Education and Sensitization	55121706	Signage for Centres	Oct-23	Sep-24	12 months	3 Quote	10	N/A	
	RFP# 059/2023-2025	Co-Parenting Programme 2024 - "This Child is Our Business."	90101603	Refreshments	Mar-24	Aug-24	6 months	3 Quote	10	N/A	
<b>PHYSICAL EDUCATION AND SPORTS DIVISION</b>											
1	RFP# 001/2023-2024	Marketing of the SHAPE Programme	80141607	Marketing of the various components of the SHAPE programme (videography, photography, video production and event management)	Dec-23	Sep-24	10 months	RFQ	10	Fixed Term Contract	
2	RFP# 002/2023-2024	Adaptive Physical Education/ PlayAble School Days Programme	95122308	Physical Education for Persons with Disabilities, Workshops for teachers of children with disabilities	Dec-23	Mar-24	10 months	3 Quote	10	N/A	
3	RFP# 003/2023-2024	Sport Administration	86132101	Certification Courses for Sport Administrators level 1 and level 2	Jan-24	May-24	5 months	Open Bidding	10	Fixed Term Contract	
4	RFP# 004/2023-2024	Caribbean Coaching Certification Programme	86132101	Coaching Certification for new/ uncertified/certified coaches level1 and level 2	Jan-24	May-24	5 months	Open Bidding	10	Fixed Term Contract	
5	RFP# 005/2023-2024	Sport for All Leadership Programme	86132101	A leadership programme designed to support sport education, physical activity and health initiatives	Apr-24	Apr-24	1 month	Open Bidding	10	Fixed Term Contract	
6	RFP# 006/2023-2024	District Community Games	80141607	This programme is aimed to facilitate Total Participation in sport. It will include women and girls in sport	Mar-24	Jul-24	5 months	Open Bidding	10	Fixed Term Contract	

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7	RFP# 007/2023-2024	April Pools	NO SPORTING CODE	A learn to swim programme that aims to target persons within the community with the use of community swimming pools. To be extended to Tobago	Apr-24	May-24	2 months	Open Bidding	10	Fixed Term Contract
8	RFP# 008/2023-2024	MSCD Fit and Nutrition	80101801	A programme designed to incorporate members of staff to encourage healthy lifestyles	Jan-24	Sep-24	9 months	RFQ	10	Fixed Term Contract
9	RFP# 009/2023-2024	Chatting with Our Champions	82131603	An initiative to highlight our nations sporting heroes	Jul-24	Sep-24	3 months	RFQ	10	Fixed Term Contract
10	RFP# 010/2023-2024	Kiddie Water Polo	95122308	Introducing Water Polo into the Community	Jul-24	Aug-24	2 months	Open Bidding	10	Fixed Term Contract
11	RFP# 011/2023-2024	National Registration Drive	86132201	Registration of SSBs and data collection of community groups	Jan-24			Open Bidding	10	Fixed Term Contract
12	RFP# 012/2023-2024	Let Her Play	NO SPORTING CODE	Keep on Moving (Aerobics and Zumba)	Jan-24	Feb-24	2 months	Open Bidding	10	Fixed Term Contract
13	RFP# 013/2023-2024	Pink Reign Launch	80141607	The PINK Reign Campaign, provides a platform to showcase sport as an agent of change to enhance the role of women and girls in communities and the wider society.	Mar-24	Mar-24	1 month	RFQ	10	Fixed Term Contract
14	RFP# 014/2023-2024	Let Her Play-Girl Defend Yusef	NO SPORTING CODE	This programme entails participants improving their physical fitness as they learn basic self-defence techniques.	Mar-24	Jul-24	5 months	Open Bidding	10	Fixed Term Contract
15	RFP# 015/2023-2024	Let Her Play-Cheer	NO SPORTING CODE	This is one of the activities that is popular with our girls under eighteen. This activity is both physically challenging as it is technically.	Mar-24	Jul-24	5 months	Open Bidding	10	Fixed Term Contract

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16	RFP# 016/2023-2024	Life Skills Workshop	86132201	Becoming: Life Skills Workshop is intended to have a significant impact on educating participants with the required knowledge and techniques necessary to excel in our current workforce	Apr-24	Jun-24	3 months	Open Bidding	10	Fixed Term Contract	
17	RFP# 017/2023-2024	Let Her Play-Dance	NO SPORTING CODE	One of the most enjoyable and gravitational activities is dance and in whatever style.	Apr-24	Aug-24	3 months	Open Bidding	10	Fixed Term Contract	
18	RFP# 018/2023-2024	Let Her Play Bullseye	NO SPORTING CODE	This programme is an introduction to Archery that will engage women and girls to learn a new sporting activity.	Apr-24	Aug-24	3 months	Open Bidding	10	Fixed Term Contract	
19	RFP# 019/2023-2024	Conversations with women and girls-Marketing	82141502	Conversations with Women and Girls in Sport is an intimate, first-hand insight into the highs and lows of girls and women who strive, thrive and succeed in sport in T&T for the purpose of motivating other girls and women to follow their path.	Mar-24	Aug-24	6 months	EOI	10	Fixed Term Contract	
20	RFP# 020/2023-2024	GirlsRunTT -Prize giving		The end of the challenge culminates in a prize giving ceremony to award and highlight participants in various categories over the 6months of the challenge. Ideally this should be held 2 weeks after the challenge has finished.	Sep-23	Sep-23	1 day	Open Bidding	10	Fixed Term Contract	
<b>PRIME MINISTER'S BEST VILLAGE TROPHY COMPETITION</b>											



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1	RFP# 002/2023-2024	Folk Theatre		A theatre competition based on the country's folk traditions, history and current events. The competition targets community groups throughout the country. It aids in the development of the acting skills and talents of individuals.	January 08th, 2024	August 11th,2024	8 months	Open Bidding	10	Fixed Term Contract
2	RFP# 003/2023-2024	La Reine Rive		A competition that targets women between the ages of 17 to 27 years representing various community groups. The competition helps to promote the communities and display the talent and skills of the young ladies. It also helps to build their confidence and pride in their community	January 08th,2024	September 07th ,2024	9 months	Open Bidding	10	Fixed Term Contract
3	RFP# 004/2023-2024	GIY Clean & Beautify		An environmental competition that aims to promote civic pride amongst individuals and groups within the communities.	February 24th,2024	April 24th,2024	3 months	Open Bidding	10	Fixed Term Contract
4	RFP# 005/2023-2024	Stakeholder Consultation		A consultation with the various stakeholders geared towards helping to improve the structure and elements of the various competitions under the Best Village Programme.	January 23rd,2024	January 30th,2024	1 week	Open Bidding	10	Fixed Term Contract
5	RFP# 006/2023-2024	Food & Folk Fair Handicraft		A competition that allows individuals within community groups to prepare and display an array of local dishes and craft items in a creative and distinct manner.	March 17th,2024	March 17th,2024	1 day		10	Fixed Term Contract

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6	RFP# 007/2023-2024	Junior Best Village		Vocational camps held between the period of July - August for children between the ages of 6-16 years. The camps are used to help teach the children about the history, craft, cuisine, language, customs and performing arts of the various peoples who inhabited T&T.	July 08th,2024	July 26th,2024	3 weeks		10	Fixed Term Contract
7	RFP# 008/2023-2024	Short Story Films		This is a collaborative effort with FilmTT and the Film and Folklore Film Festival to help create and promote three short films based on the top three short story winners from the 2023 Best Village competition	January 02nd,2024	March 01st,2024	3 months		10	Fixed Term Contract
<b>PROJECT MANAGEMENT UNIT</b>										
<b>1 (Upgrade to Swimming Pools)</b>										
	RFP# 001/2023-2024	Refurbishment Works to the Siparia Community Swimming Pool (Phase II)		Isolation of Pool A and B, Electrical Works, Pump Installation, Pressure Testing, etc	March 11th, 2024	June 10th , 2024	3 months	Open Bidding	10	Fixed Term Contract
	RFP# 002/2023-2024	Refurbishment Works to the Couva Community Swimming Pool (Phase I)		MEP Overhaul, Refurbishment to Pool Basins, Pressure Testing, Drainage Works, General Restoration Works, Perimeter Lighting.	March 11th, 2024	June 10th , 2024	3 months	Open Bidding	10	Fixed Term Contract
	RFP# 003/2023-2024	Refurbishment Works to the Cocoyea Community Swimming Pool (Phase III)		Repair and Re-Commissioning of Lift Station (Sump Evacuation Station), Plumbing Works, Pool A and B Resurfacing, Leak Repairs and Pressure Testing and Associated Works, Perimeter Lighting	March 11th, 2024	June 10th , 2024	3 months	Open Bidding	10	Fixed Term Contract

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	RFP# 004/2023-2024	Refurbishment Works to the La Horquetta Community Swimming Pool (Phase III)		Isolation of Pool A and B, Electrical Works, Pump Installation, Pressure Testing, Rehabilitation of Tank Farm, Painting and Perimeter Lighting etc	March 11th, 2024	June 10th , 2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 005/2023-2024	Refurbishment Works to the Sangre Grande Community Swimming Pool (Phase I)		MEP Overhaul, Refurbishment to Pool Basins, Pressure Testing, Drainage Works, General Restoration Works, Perimeter Lighting, Painting etc.	March 11th, 2024	June 10th , 2024	3 months	Open Bidding	10	Fixed Term Contract	
<b>2</b>	<b>(Refurbishment of indoor facilities)</b>										
	RFP# 007/2023-2024	Refurbishment Works to the Southern Regional Indoor (Phase I)		Electrical Works, Roof Repair, Plumbing Works, Lighting (Internal, External and Perimeter)	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 008/2023-2024	Refurbishment Works to the Southwest Regional Indoor (Phase I)		Electrical Works, Roof Repair, Plumbing Works, Lighting (Internal, External and Perimeter)	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 009/2023-2024	Refurbishment Works to the Central Regional Indoor (Phase I)		Electrical Overhaul, Roof Repair, Plumbing Works, Lighting (Internal, External and Perimeter), Treatment Station Rehabilitation, AC Repairs, etc	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 010/2023-2024	Refurbishment Works to the St Paul Street Multipurpose Sporting Facility (Phase I)		Electrical Works, Roof Repair, Plumbing Works, Lighting (Internal, External and Perimeter)	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 011/2023-2024	Refurbishment Works to the Maloney Indoor Sporting Arena (Phase I)		Electrical Works, Roof Repair, Plumbing Works, Lighting (Internal, External and Perimeter)	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	

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<b>3</b>	<b>Refurbishment of Regional Complexes</b>										
	RFP# 012/2023-2024	Refurbishment to the Barataria Regional Complex		General Refurbishment works to the entire facility.	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 013/2023-2024	Toco (General Civil Works)		General Refurbishment works to the entire facility.	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
	RFP# 014/2023-2024	Toco (Electrical Works)		Generator Installation and associated electrical works	March 4th,2024	June 3rd,2024	3 months	Open Bidding	10	Fixed Term Contract	
<b>4</b>	<b>Refurbishment of Administration Building ( Sant Rosa First Peoples)</b>										
	RFP# 015/2023-2024	Refurbishment to the Administration Building of the Santa Rosa First Peoples.		Roof Replacement & Ceiling Works Electrical Upgrade Works Air Condition Installation works.	March 4th ,2024	May 31st,2024	3 months	Open Bidding	10	Fixed Term Contract	
<b>5</b>	<b>Construction of washroom facilities</b>										
	RFP# 016/2023-2024	Construction of Washroom Facilities at the Santa Rosa First Peoples Site.		Construction of Washroom Facilities at the Santa Rosa First Peoples Site.	March 4th ,2024	May 31st,2024	3 months	Open Bidding	10	Fixed Term Contract	
<b>COMMUNICATIONS</b>											

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1	RFP#001/2023-2024	Upgrading of website	43231512 43232304	The purpose of upgrading a website is to enhance user experience, keep up with technology and security standards, improve visual appeal, add features, boost performance, ensure compatibility, update content, enhance security, maintain compliance, support scalability, gather analytics, optimize SEO, and adapt to changing needs and trends.	Dec-23	2/24/24	N/A	RFQ	10	Fixed Term Contract
2	RFP#002/2023-2024	Staff Town Hall Meeting	80141605 80141604	Providing staff with branded t-shirts serves several purposes. It fosters team unity, promotes a professional image, and enhances brand visibility. It simplifies dress code, especially for customer-facing roles, and reinforces a sense of belonging and pride in the organization, ultimately contributing to a cohesive and identifiable workforce	Dec-23	Jan-24	N/A	RFQ	10	Fixed Term Contract
3	RFP#003/2023-2024	Year in Review	82141501 80141607	A year-in-review video and newspaper ad are practical tools to summarize an organization's achievements and milestones. The video engages with a visual and emotional impact, while the newspaper ad reaches a broader audience. Both highlight accomplishments, build brand recognition and communicate success to stakeholders. It is to showcase the work of the Ministry	Nov-23	Dec-23	N/A	RFQ	10	Fixed Term Contract

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4	RFP#004/2023-2024	Signage	55121706	Changing building signage to reflect a new ministry is crucial for clarity and identification. It ensures visitors and the public easily recognize the ministry's presence, aligns the physical space with its current functions, and maintains a cohesive, professional image, improving accessibility and communication with the public and stakeholders.	Dec-23	Jan-23	N/A	RFQ	10	Fixed Term Contract	
5	RFP#004/2023-2024	Videography & Photography Services	80141607	Videography and photography services for special events are essential to capture and showcase the ministry's work. It documents achievements, creates a visual record of accomplishments, and is a powerful tool for transparency, outreach, and public engagement. These visuals convey the ministry's impact and successes to a broader audience.	Dec-23	Sep-23	N/A	RFQ	10	Fixed Term Contract	
<b>INFORMATION TECHNOLOGY</b>											
1	RFP#001/2023-2024	Case Management Solution	81112205 43231512	Online Document Management System to manage cases in which the division is involved	Jan-24	Sep-24	N/A	RFQ	10	Fixed Term Contract	
2	RFP#002/2023-2024	Grants Management Phase 2 Toco Regional Complex, San Fernando North Community Centre, Sangre Grande, Nariva/Mayaro and Caroni District Offices	43211507 44103108 43211711 72153606	Installation of Kiosk to facilitate members of the public applying for grants, inclusive of Furniture, computers, scanners and printers	Dec-23	Apr-24	N/A	RFQ	10	Fixed Term Contract	

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3	RFP#003/2023-2024	ICT Infrastructure upgrades Server Room	26121609 43222612	Relocation of server room, purchase of core equipment (servers, switches, storage, ups, etc)	Nov-23	Jul-24	N/A	RFQ	10	Fixed Term Contract	
4	RFP#004/2023-2024	ICT Infrastructure upgrades Core Sites	43232804 43232701	Upgrades to ICT Infrastructure at Jobco, Cheapstow, Nicholas Tower	Nov-23	Jul-23	N/A	RFQ	10	Fixed Term Contract	
5	RFP#005/2023-2024	Acquisition of computers	43211508 43211507	Purchase 40 computers for use throughout the ministry			N/A	RFQ	10	Fixed Term Contract	
6	RFP#006/2023-2024	Acquisition of laptops	43211507	Purchase of 10 laptops for use by staff- MSCD			N/A	RFQ	10	Fixed Term Contract	
<b>COMMUNITY DEVELOPMENT DIVISION</b>											
1	RFP#001/2023-2024	<b>CEP Short Skills Training</b> Members of the Communities are trained in various Skills with the aim of earning an Income and improving the standard of living			Feb-24	Jul-24	5 months	3 Quote	10	N/A	
2	RFP#002/2023-2024	<b>HANDICRAFT PROGRAMME</b> Training in various Handicraft Skills			Nov-23	Dec-23	2 months	3 Quote	10	N/A	
3	RFP#003/2023-2024	Handicraft Training for Special Needs Population			May-23	Jun-23	2 months	3 Quote	10	N/A	
4	RFP#004/2023-2024	Good Governance and Leadership Development			Jan-23	Jun-23	6 months	3 Quote	10	N/A	
5	RFP#005/2023-2024	TT Online Community Voices Sensitization on Social Issues			Jan-23	Sep-23	9 months	3 Quote	10	N/A	

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6	RFP#006/2023-2024	EMDP "With these Hands"			Jan-23	Sep-23	9 months	3 Quote	10	N/A	
7	RFP#007/2023-2024	Craft Market Display and Sale of Craft			Mar-23	Sep-23	7 months	3 Quote	10	N/A	
8	RFP#008/2023-2024	Community Centre Programme Purchase of Furniture and Equipment			Oct-23	Sep-23	2 months	3 Quote	10	N/A	
<b>POLICY UNIT (RECURRENT EXPENDITURE)</b>											
1	RFP#001/2023-2024	Development of a National Policy for the Handicraft Sector of Trinidad and Tobago			Jan-24	Mar-24	3 months	N/A	10	N/A	
2	RFP#002/2023-2024	Strategic Plan for the Ministry of Sport and Community Development			Feb-24	Apr-24	3 months	N/A	10	N/A	
3	RFP#003/2023-2024	Development of a Policy for Community Facilities Management (Rationalisation)			Jan-24	Jan-24	1 month	N/A	10	N/A	
4	RFP#004/2023-2024	Finalization of Sports Grants Policy Upgrade			Jan-24	Jan-24	1 month	N/A	10	N/A	
5	RFP#005/2023-2024	Development of the Policy for the Management of Sport Facilities			Apr-24	Apr-24	1 month	N/A	10	N/A	
6	RFP#006/2023-2024	Updating of the Policy Guidelines for the Administration of the Community Action for Revival and Empowerment Grant			Feb-24	Feb-24	1 month	N/A	10	N/A	



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7	RFP#007/2023-2024	Design, plan and implement a programme for the commemoration of the NPSCD associated with Community Development Day 2024			Feb-24	Jul-24	6 months	N/A	10	N/A	
8	RFP#008/2023-2024	Other consultations, Focus Groups and Stakeholder Meetings			Jan-24	Sept. 2024	9 months	N/A	10	N/A	
<b>POLICY UNIT (PUBLIC SECTOR INVESTMENT PROGRAMME )</b>											
1	RFP#009/2023-2024	Economic Development Fairs in pilot Communities	Hosting consultative sessions with CSCDs and engaging service providers to mount the fairs in the four communities		Jan-24	Apr-24	4 months	RFQ	10	Fixed Term Contract	
2	RFP#010/2023-2024	Corporate Breakfast Meeting - Working with the Corporate Sector toward a Collaborative Approach to Sustainable Community Development			Dec-23	Mar-24	4 months	3 Quote	10	N/A	
3	RFP#011/2023-2024	Community Based Assessment, CBA Presentations and CBA Capacity building for the National Policy on Sustainable Community Development of Trinidad and Tobago			Feb-24	Apr-24	3 months	N/A	10	N/A	

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4	RFP#012/2023-2024	Commence the Development of Community Sustainable Frameworks (CSFs) for the Two (2) Pilot Communities			Jun-24	Sept. 2024	3 months	N/A	10	Fixed Term Contract	
5	RFP#013/2023-2024	Implement video documentation and public relations activities re the NPSCD Pilot			Jan-24	Sept. 2024	9 months	N/A	10	Fixed Term Contract	
6	RFP#014/2023-2024	Support to NPSCD activities in Tobago through meetings and site visits			Jan-24	Sept. 2024	9 months	N/A	10	Fixed Term Contract	
7	RFP#015/2023-2024	Undertake the Monitoring and Evaluation of the NPSCD			May-23	Jul-24	3 months	N/A	10	Fixed Term Contract	
8	RFP#016/2023-2024	Undertake an Economic Impact Study of the NPSCD			May-23	Jul-24	3 months	N/A	10	Fixed Term Contract	
<b>GENERAL ADMINISTRATION</b>											
	RFP# 001/2023-2024	Purchase of Office Stationery and Supplies	14111509	Purchase of Stationery, Toner, toiletries etc for G.A Unit	Oct-23	Oct-23	1 month	3 Quote	10	N/A	
	RFP# 002/2023-2024	Newspaper subscription	55101504	Renewal of Subscription to Express, Newsday	Dec-23	Jan-24	2 months	3 Quote	10	N/A	
	RFP# 003/2023-2024	Purchase of Materials and Supplies	30191501	Purchase of Ladders				3 Quote	10	N/A	
	RFP# 004/2023-2024	Maintenance of vehicles	25101507	Repair and Maintain the fleet of vehicles	Oct-23	Sep-24	12 months	RFQ	10	Fixed Term Contract	
	RFP# 005/2023-2024	Repairs and Maintenance of Building	30161701	Carpet removal and installation	Nov-23	Mar-24	5 months	3 Quote	10	N/A	
	RFP# 006/2023-2024	Maintenance of Vehicles	25101507	Toyota Prado	Sep-23	Jan-24	5 months	RFQ	10	Fixed Term Contract	
	RFP# 007/2023-2024	Office Equipment	50202301	3 large calculators, 2 Printers	Oct-23	Feb-24	5 months	3 Quote	10	N/A	
	RFP# 008/2023-2024	Other Minor Equipment	52141501	Fans and Refrigerator	Oct-23	Mar-24	6 months	3 Quote	10	N/A	
	RFP# 009/2023-2024	Furniture	56101504	Conference Rooms Chairs (L18)	Oct-23	Feb-24	5 months	3 Quote	10	N/A	