



NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED

ANNUAL PROCUREMENT SCHEDULE 2023/2024

No.	Project Number	Project Name	UNSPSC Code Level	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		Maintenance Consumables		Supply of Toilet Paper, Bags, Bleach, Disinfectant, Mop, Gloves etc.	Jan-Dec 2024	Jan-Dec 2024		TBD	10	Fixed
2		Technical Consumables		Spare Parts, Electrical, Tools etc.	Jan-Dec 2024	Jan-Dec 2024		TBD	10	Fixed
3		Agriculture Consumables		Chemicals, Plants, Pots etc.	Jan-Dec 2024	Jan-Dec 2024		TBD	10	Fixed
4		Security Consumables		Station Diaries, Flashlights, Batons, etc.	Jan-Dec 2024	Jan-Dec 2024		Open	10	Fixed
5		Safety Consumables		Fire Extinguishers, Safety Glasses, Safety Harness, Head Gears etc.	Jan-Dec 2024	Jan-Dec 2024		Open	10	Fixed
6		Firearms/Ammunitions		Firearms, Ammunition, Bullet Resistant Vest	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
7		Uniforms		Coveralls, Maintenance/ Security Uniforms, Shoes, Safety Boots, Berets, Ties etc.	Jan-Dec 2024	Jan-Dec 2024		Open	10	Fixed
9		Contracted Specialized IT Services		Hosting Platforms, Software, Database	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
10		Toners		Toners for different printers/photocopy machine/fax machine	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
11		Telephone		Telephone, Internet, Cable	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Fixed



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12		Training		Staff Training	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
13		Office Equipment		Telephones, Printers, Fax Machine etc.	Jan-Dec 2024	Jan-Dec 2024		Open	10	Fixed
14		Office Stationery		Pens, Pencils, Staple Machine, Erasers, Paper Clips, Paper, Steno Pads, Folders, Envelopes etc.	Jan-Dec 2024	Jan-Dec 2024		Open	10	Fixed
15		Office Supplies		Tea, Coffee, sugar, milk etc.	Jan-Dec 2024	Jan-Dec 2024			10	Fixed
16		Furniture/Appliances		Desk, Cabinets, Chairs, Microwave, Fridge	Jan-Dec 2024	Jan-Dec 2024			10	Short Term
17		Plant/ Equipment		Brush Cutters, Blowers, A/C Unit, Pressure Washer, Floor Machine, Vacuum.	Jan-Dec 2024	Jan-Dec 2024		Open	10	Short Term
18		Plant Rental		Rental of Plants	Jan-Dec 2024	Jan-Dec 2024			10	Short Term
19		Vehicle		Vehicle Purchase	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
20		Vehicle Rental		Rental of Vehicle Services	Jan-Dec 2024	Jan-Dec 2024			10	Fixed
21		Tractors & Trailers		Tractor, Trailer Purchase	Jan-Dec 2024	Jan-Dec 2024		Open	10	Short Term
22		Grounds Maintenance		Brush cutting Services	Jan-Dec 2024	Jan-Dec 2024			10	Fixed
23		Projects & Construction		School Repairs, New Projects	Jan-Dec 2024	Jan-Dec 2024		TBD	10	Various Projects
24		Legal Fees		Annual Return, Company Reg. Top Up, Legal & Professional Fees	Jan-Dec 2024	Jan-Dec 2024			10	Fixed/Short Term
25		Tobago Travel		Air Travel, Sea Travel	Jan-Dec 2024	Jan-Dec 2024		Sole Selective	10	



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26		Tobago Accommodation		Staff Welfare	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
27		Promotional/ Corporate Events		Stakeholders engagement sessions, lunches etc.	Jan-Dec 2024	Jan-Dec 2024			10	Short Term
28		Advertising/ Publishing		Newspaper Ads, Media Etc.	Jan-Dec 2024	Jan-Dec 2024		Selective	10	Short Term
29		Other Service Consumables		Waste Disposable, Sani Bin Rentals	Jan-Dec 2024	Jan-Dec 2024			10	Fixed
30		Tendering		Tender Purchase, Pre-Qualification packages.	Jan-Dec 2024	Jan-Dec 2024			10	