



**Ministry of Social Development and Family Services Annual
Schedule of Planned Procurement 2024-2025**

Disability Affairs Unit

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
1	10	Office Stationery and Supplies	60121301 14111507 44101809 60105704 31201503 31201512	Purchasing of guillotine, paper, calculators, glue sticks, masking tape, clear tape	Dec-24 Feb 25	Feb-25 Apr-25	Two Months Each	Request for Quotations	Not Applicable	Purchase Order
2	62	Promotions, Publicity and Printing	82121505	Reprinting of Sign Language Posters, Activity Books and Brochures. Printing of new brochures and posters.	Nov-24	Dec-24	Posters, Activity Books and Brochures already approved since last fiscal	Request for Quotations	Not Applicable	Purchase Order
					Feb-25	May-25	New Posters and brochures			
3	66	Hosting of Conferences, Seminars and Other Functions	80141607	Chairs, Tables, Table Cloth, Refreshments	Mar-25	May-25	2 Months	Request for Quotations	Not Applicable	Purchase Order
4	78/03/007 02	Office Equipment	41111713 44102801	Electronic Magnifier, Laminate Machine	Jan-25	Mar-25	3 Months	Request for Quotations	Not Applicable	Purchase Order
5	3	Furniture and Furnishings	56101720 56101702	Guest Chairs , 4 draw cabinet	Feb-25	Apr-25	2 Months	Request for Quotations	Not Applicable	Purchase Order
6	4	Other Minor Equipment	52161514	Headset	Dec-24	Feb-24	Approved in previous fiscal	Not Applicable	Not Applicable	Purchase Order



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Information Communication Technology

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
7	50/7/9	Procurement of One Hundred (100) UPS	39121011	To replace end-of-life equipment and protect computers from surges.	Jan-25	Apr-25	4 Months	Request for Quotations	Not applicable	Purchase Order
8	50/7/9	Procurement One Hundred (100) Tablets	43211509	To assist the field officers in documenting client information.	Jan-25	Apr-25	4 Months	Request for Quotations	Not applicable	Purchase Order
9	50/7/9	Procurement of twenty four Server Hard drives	43201827	To replace faulty server hard drives	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
10	50/7/9	Procurement of twenty boxes Labels for Brady printer	24141707	Restock labels	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
11	50/7/9	Procurement of twenty (20) Mouse	43211708	To replace obsolete equipment	Jan-25	Jun-25	6 Months	Request for Quotations	Not applicable	Purchase Order
12	50/7/9	Renewal of Bluehost	43232200	To renew website hosting	Nov-24	Feb-25	5 Months	Request for Quotations	Not applicable	Purchase Order
13	50/7/9	Procurement of one (1)Cable Tester (Qualification Tester)	43222643	To test cables	Oct-24	Dec-24	3 Months	Request for Quotations	Not applicable	Purchase Order
14	50/7/9	Renewal of five (5) Website Plugins	43211501	To assist in the performance of the Website	Jan-25	Apr-25	4 Months	Request for Quotations	Not applicable	Purchase Order



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15	50/7/9	Procurement of five (5) desktop Speakers	43211607	To facilitate meeting and audio presentations	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
16	50/7/9	Procurement of Internet Connection at Tradezone	43232600	To facilitate staff in Trade zone	Oct-24	Dec-24	3 Months	Request for Quotations	Not applicable	Purchase Order
17	50/7/9	Procurement of three (3) Hard drive reader	43232600	To retrieve, backup and store information fm hard drives of faulty computers	Oct-24	Dec-24	3 Months	Request for Quotations	Not applicable	Purchase Order
18	50/7/9	Procurement of Adobe Acrobat Pro	43232600	Turn scanned documents into editable, searchable PDFs	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
19	50/7/9	Procurement of (2) Adobe Creative Cloud Licenses	43232600	To purchase license for CCEU	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
20	50/7/9	Procurement of Twenty (20) Scanners	43211711	To digitise documents	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
21	50/7/9	Purchase of fifty Monitors	43211913	To allow dual display	Nov-24	Jan-25	3 Months	Request for Quotations	Not applicable	Purchase Order
22	50/7/9	Procurement of Fortinet FortiGate 600E Firewall	43222501	This firewall is being purchased for redundancy purposes and to enable the creation of a demilitarized zone	Jan-25	May-25	5 Months	Open Tender	Not applicable	Lump Sum Contract



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
23	---	Procurement of Service Desk Solution	43231501	To allow employees and ICT team members to troubleshoot problems, track their issues, and get assistance regarding products, services, or processes.	Oct-24	Jan-25	4 Months	Open Tender	Not applicable	Lump Sum Contract
24	---	Procurement of One Hundred (100) Laptops	43211508	To replace obsolete laptops within the ministry and to issue to new field officers	Jan-25	May-25	5 Months	Open Tender	Not applicable	Lump Sum Contract
25		Procurement of One Hundred RAM	43212201	To upgrade computers	Jan-25	Mar-25	3 Months	Request for Quotations	Not applicable	Purchase Order
26		Procurement of One Hundred SATA Hard drive	43201827	To replace faulty hard drive	Jan-25	Mar-25	3 Months	Request for Quotations	Not applicable	Purchase Order
27		Procurement of fifty Server Hard drive	43212201	To replace faulty hard drive	Jan-25	Mar-25	3 Months	Request for Quotations	Not applicable	Purchase Order
28	50/7/9	Procurement of Two Hundred (200) AIO Computers	43211521	To replace obsolete computers and to ensure the staff have functioning equipment to perform the Ministry objectives.	Jan-25	Jun-25	6 months	Open Tender	Not applicable	Lump Sum Contract
29	---	Procurement of One Hundred (100) IP Phones	43191511	To replace obsolete phones and have some in stock when new staff members are employed.	Jan-25	Jun-25	6 months	Open Tender	Not applicable	Lump Sum Contract



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Project Implementation Unit

No	Project Number	Project Name		Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
Public Sector Investment Programme										
30	C044	Establishment of Social Displacement Centres	95122106 56101500 56101700 72101507	Remodelling and Outfitting of Mary-Jenny-Poole	Nov-24	Mar-25	2 Months	Open Tender	Not Applicable	Lump Sum Contract
			95122106 72101507	External and Miscellaneous Works for the Couva Facility	Jun-24	Mar-25	2 Months	Open Tender	Not Applicable	Lump Sum Contract
			47101500	Construction of New Waste Water Treatment System at the Couva Facility	Dec-24	Jul-25	6 Months	Open Tender	Not Applicable	Lump Sum Contract
31	C096	Development Centre for Persons with Challenges (National Therapeutic and Resource Centre)	72154013	Construction of a High Security Perimeter Fence for the National Therapeutic and Resource Centre	Aug-24	Jan-25	1 Month	Open Tender	Not Applicable	Lump Sum Contract
			72101510 72121505	Upgrade of External Plumbing and Waste Water Treatment System at the National Therapeutic and Resource Centre	Aug-24	Jan-25	1 Month	Open Tender	Not Applicable	Lump Sum Contract
			72101510 30161602 30161705	Upgrade of Flooring, Ceiling and Plumbing at NTRC	Nov-24	Feb-25	2 Months	Open Tender	10	Lump Sum Contract
			72103103	Installation of an Elevator at NTRC	Nov-24	Jun-25	6 Months	Open Tender	10	Lump Sum Contract



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
32	C129	Implementation of a National Social Mitigation Plan	80122101	Consultancy to Undertake a Review of MSDFS Legislation and Policies	Nov-24	Oct-25	12 Months	Open Tender	Not Applicable	Lump Sum Contract
			55101515 55101520 55111513	Nationwide Campaign on Strategies to Ensure Persons Food Security	Jan-24	Sep-25	9 Months	Open Tender	Not Applicable	Lump Sum Contract
			55101515 55101520 55111513	Nationwide Public Education Campaign on Financial Security	Nov-24	Jul-25	9 Months	Open Tender	Not Applicable	Lump Sum Contract
33	A032	Establishment of an Integrated Social Enterprise Management System/E Pass	43232300	Extra Services of the Initial Contract	Nov-24	Dec-25	16 Months	Sole Select	Not Applicable	Lump Sum Contract
34	A036	Digitization and Migration	80101507	Completion of the Digitization Policy through Collaboration with UNDP and MDT	Jan-24	Dec-25	12 Months	Open Tender	10 Days	Lump Sum Contract
			80101507	Procure Vendor to Undertake Scanning and Digitization of Clients and Administrative Records	Jan-24	Dec-25	12 Months	Open Tender	10 Days	Lump Sum Contract
			43211521	Procurement of One Hundred All-in-One Computers	Dec-24	Jun-25	6 months	Open Tender	10	Lump Sum Contract



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
35	A038	Enterprise and Business Continuity Solution and Recovery	72101511	Installation of Air Condition Units in the Server Room	Dec-24	Mar-25	1 Month	Selective Tender	Not Applicable	Lump Sum Contract
			72121101	Design and Construction of a Septic System at the Couva Social Services Centre to Facilitate Data Centre	Dec-24	Jul-25	6 Months	Open Tender	10 Days	Lump Sum Contract
36	A044	Database Monitoring Tool	81112205	Database Monitoring Tool - Implementation of a SQL Monitoring Tool that will Recognise SQL Server Issues before they Impact Users.	Nov-23	Apr-25	3 Months	Open Tender	Not applicable	Lump Sum Contract



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
37	F003	Outfitting of Buildings for MSDFS Divisions	56101700	Establishment of the Arima Social Service Office	Aug-24	Feb-25	1 Month	Open Tender	10 Days	Lump Sum Contract
			44100000 95121700	Works to be Undertaken includes:						
			44110000	1. Spatial Preparation						
			56101700	2. Outfitting						
			92121701	3. Installation of IP Surveillance Cameras						
			95121700	Remodelling Works: SSE Princes Town	Dec-24	Jul-25	2 Months	Open Tender	10 Days	Lump Sum Contract
			44100000	Works to be Undertaken at Princes Town Social Services Office include:						
				1. Spatial Preparation						
			44110000 92121701	2. Outfitting						
			92121701	3. Installation of IP Surveillance Cameras						
72101511	Installation of Air Condition Units Couva Social Services Building	Jan-25	Apr-25	2 Months	Open Tender	Not applicable	Lump Sum Contract			



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
Recurrent Projects										
38	---	Operationalisation of Carapo House	93131803	Procurement of a suitable organisations to operationalise and manage the Carapo Facility	Jan-25	May-25	24 Months	Open Tender	10 Days	Service Level Agreement
39	---	Operationalisation of the Hernandez Place Sanctuary	93131803	Procurement of a suitable organisation to operationalise and manage the Hernandez Place Sanctuary	Jan-25	May-25	24 Months	Open Tender	10 Days	Service Level Agreement
40		Procurement of Commemorative Plaque for the Hernandez Place Sanctuary, Carapo House, and Penal Transitional Facility	49101709	Supply and installation of: Commemorative Plaque for the Hernandez Place Sanctuary, Carapo House, and Penal Facility	Dec-24	Jan-25	1 Month	Request for Quotations	Not Applicable	Purchase Order
41		Procurement of Commemorative Plaque and Building signage Couva Social Services Centre	49101709	Supply and installation of: Commemorative Plaque and Building Signage Couva Social Services Centre	Dec-24	Jan-25	1 Month	Request for Quotations	Not Applicable	Purchase Order
42		Remedial Works at Hernandez Place Sanctuary	72121103	Remedial Works at Hernandez Place Sanctuary	Feb-25	Mar-25	1 Month	Open Tender	Not Applicable	Lump Sum Contract



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National Social Development Programme

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
43		Promotions, Publicity and Printing	82121505	Printing Brochures Branded Pens, Posters, Banners and promotional items	Nov-24	Jan-25	Brochures - 3 Months	Request for Quotations	Not applicable	Purchase Order
							Posters, Activity Books and Folders - 1 Month			
							Standing Banners - 3 Months			
							Promotional items/ t-shirts - 3 Months			
							Printing items - 2 Months			
44		Furniture and Furnishings	56101720 56101702 56101703 30162402	Chairs, Filing Cabinet, desks, cubicles / workstations	Nov-24	Apr-25	2 Months Each	Request for Quotations	Not applicable	Purchase Order
					Dec-24	Aug-25				
45		Other Minor Equipment	52141502 52151804 43191501 44101602 44101603 14111507	Purchase of Microwave, Kettle, Calculators, Cell Phones, Heavy Duty Punchers, Heavy Duty Shredder, PPE, Desktop Printer	Dec-24	Feb-25	2 Months Each	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
46	04/007/06	Rehabilitative Programme	86101810	<p>The Sowing Empowerment through Entrepreneurial Development (SEED) Programme aims to provide a mechanism to empower poor and vulnerable citizens who have an interest in starting or improving their own business but are unable to gain access to funding on their own. The Programme also facilitates funding for skills training / re-training to promote employment.</p> <p>Procurement of suppliers for goods and equipment for various micro business types. Procurement of Training Providers to facilitate training in:</p> <ul style="list-style-type: none"> – Marketing and other related topics – Business Management and associated topics – Finance and Accounting – Records Management – Financial Literacy 	Jan-25	Sep-25	9 Months	Open Tender	Not Applicable	TBD



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
47	04/009/06	National Social Development Programme	93141506	<p>The National Social Development Programme is a social intervention that provides mechanisms for eligible citizens of Trinidad and Tobago to improve their standard of living and quality of life through the provision of grant services to improve the infrastructure and physical living conditions of their dwelling homes in the areas of minor structural repairs, improvement to sanitary plumbing facilities and electrical wiring installations</p> <p>The Programme offers the following grants:</p> <ul style="list-style-type: none"> Minor House Repair Assistance (MHRA) Materials for Sanitary Plumbing Assistance (SPA) House Wiring Assistance Facility (HWA) <p>Procurement of building materials, plumbing and electrical supplies from various hardwares for successful applicants</p>	Nov-24	Sep-25	Ongoing throughout the fiscal year	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
48	04/007/02	Urgent Temporary Assistance	93141506	<p>The MSDFS serves as a second responder in times of disaster and provides relief in the form of grants and or psychosocial support to families which became vulnerable due to an unforeseen disaster event.</p> <p>The Ministry offers a range of General Assistance Grants in the form of urgent temporary assistance, to allow victims of disasters to recover.</p> <p>Procurement of items from supplies in the following areas</p> <ul style="list-style-type: none"> o Household Items o Clothing Items o School Supplies o Rental Assistance 	Nov-24	Sep-25	Ongoing throughout the fiscal year	Request for Quotations	Not applicable	Purchase Order



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Division of Ageing

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
49		World Elder Abuse Awareness Day (WEAAD)	82121505 80141607	<p>Dissemination of information on Elder Abuse prevalence, prevention and mitigation in Trinidad and Tobago and facilitate stakeholder engagement and collaboration, by hosting events to commemorate the day while sensitising the population.</p> <ul style="list-style-type: none"> • Media Release <p>–Newspaper Advertisement; Express, Newsday, Guardian (June 15th, 2025)</p> <p>–Radio Advertisement (June 10th 2025 – June 15th 2025)</p> <p>–Social media advertisement Facebook etc.</p> <ul style="list-style-type: none"> • Promotional Items <p>Pens, Pencils, tumblers, note pads etc.</p>	Jan-25	Jun-25	One Month	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
50	50/7/17	United nations International Day for Older Persons (UNIDOP)	80141607 82121505	<p>Health and Wellness Care Day for Older Persons</p> <ul style="list-style-type: none"> The "Health and Wellness Expo" is a response to the growing population of older persons in Trinidad and Tobago and the need to recognize and address their unique challenges and opportunities. The aim is to commemorate the United Nations International Day of Older Persons in Trinidad and Tobago by fostering a holistic approach to the well-being of our elderly population. This event seeks to empower older persons, promote their physical and mental health, and celebrate their contributions to society. <ul style="list-style-type: none"> Media Release <ul style="list-style-type: none"> -Social media advertisement Facebook etc. -Newspaper Advertisement; Express, Newsday, Guardian (October 1, 2025) -Radio Advertisement (Sep 23rd 2025 – Oct. 1st 2025) Public Sensitisation <ul style="list-style-type: none"> -Brian Lara Promenade Outreach (POS) and SAC's Promotional Items <ul style="list-style-type: none"> Pens, Pencils, key chains, water bottles, etc. 	Jul-25	Sep-25	One Month	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
51	50/7/17	National Centenarian Programme	80141607 82121505	<p>Public Sensitization This project aims to create a positive and nurturing environment for school children to learn about elder abuse prevention and the importance of appreciating older persons. It encourages empathy, understanding, and respect between generations.</p> <p>• Promotional Items Mugs, water bottles, umbrella, other memorabilia items and Polos for sensitization team (Age appropriate)</p>	Nov-24	On-going	On-going	Request for Quotations	Not applicable	Purchase Order
52		Bringing Technology to Older Persons	80141607	Technological sensitization programme for older persons within communities on computer usage, online banking, etc to prevent financial abuse of older persons online.	Apr-25	Jun-25	N/A	Request for Quotations	Not applicable	Purchase Order
53		Telephones	83111504	Data plans/Phonecards for Inspectors in field visits	Nov-24	Jan-25	N/A	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
54	50/7/17	Office Stationery and Supplies	44101810	Electronic Printing Calculators	Dec-24	Feb-24	N/A	Request for Quotations	Not applicable	Purchase Order
	50/7/17	Office Stationery and Supplies	47000000	PPE is required for the employees to perform the duties of the Division. Eg. Gloves, lysol, face mask etc.	Nov-24	Jan-24	N/A	Request for Quotations	Not applicable	Purchase Order
55	50/7/17	Other Minor Equipment	43211509 45111609	Projector Tablets (The Inspectors require Tablets to assist them while conducting Inspections and investigating cases. Additionally, there is a need for a projector for sensitization programmes and presentations.)	Feb-25	Apr-25	N/A	Request for Quotations	Not applicable	Purchase Order



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General Administration Division

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
56	02/001/09	Rent/Lease – Vehicles and Equipment	80161801	Rental of Photocopiers with consumables	Monthly	One Week	One Week	Sole Select	Not applicable	Framework Agreement
57	02/001/10	Office Stationery and Supplies	14111509	Supplying of Stationery and Supplies to the various Divisions and Departments for day-to-day running of offices	On a Quarterly Basis	One Month	Three Months	Request for Quotations	Not applicable	Purchase Order
58	02/001/11	Books and Periodicals	55101504 86141704	For the supplying of Newspapers to Department and Divisions and also the renewal of book subscriptions for the Library	When renewal notices are submitted	One Month	Two - Three Months	Sole Select	Not applicable	Framework Agreement
59	02/001/12	Materials and Supplies	44111515 44103127	–Purchasing of Storage/Archive – Ink for copiers.	On a Quarterly Basis When necessary	One Month 3 weeks	One Month Three Weeks	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
60	02/001/13	Maintenance of Vehicles	78181507	<ul style="list-style-type: none"> - Purchasing of Tyres, Batteries and Service to Ministry Vehicles - Body Repairs to TCX 525 - Transmission Repairs to PCX 1272 - General Repairs to TCB 9928 - General Repairs to PCN 452 - Transmission Repairs to TCX 252 - Transmission Repairs to PCX 1272 	Every 5,000 km Jan-25 Jan-25 Jan-25 Jan-25 Jan-25	2 Weeks Apr-25 Apr-25 Apr-25 Apr-25	Two - Three Months Four Months Four Months Four Months Four Months	Request for Quotations	Not applicable	Purchase Order
61	02/001/15	Repairs and Maintenance - Equipment	72154066	For the repairs and maintenance to Photocopiers and Laptops	When necessary	Two Weeks	Two Weeks	Sole Select	Not applicable	Framework Agreement
62	02/001/19	Official Entertainment	80141607	Hosting Persons (Foreign/Local) to promote the Ministry's Mandate	As necessary	To be determined	To be determined	Request for Quotations	Not Applicable	Purchase Order



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63	02/001/21	Building Repairs and Maintenance – Plumbing and Electricals	72101507	For Plumbing, Electrical etc. and Maintenance to Buildings	As Necessary	--	One Year	Quotation and Open Tender	10	Lump sum Contract
64	02/001/27	Overseas Travel	78111502	Cost of overseas travel to eligible officers for attendance at Meetings/Conferences	When Necessary	One Week	One Week	Sole Select	Not Applicable	Purchase Order
65	02/001/28	Contracted Services	76121600 80101800	-Waste Disposal Services and Sewer Systems -Health and Safety	Monthly As necessary	Monthly To be determined	1 Year To be determined	-	-	Purchase Order
66	02/001/37	Janitorial Services	76111501	Cleaning of Office and Servicing of Sanitary Bins	May-24	Dec-25	Three Years	---	---	Tenders
67	02/001/37	Security Services	92121504	Provision of Security and Patrol Duty for all Offices	May-24	Dec-25	Three Years	Open Tender	Not Applicable	Tenders
68	02/001/57	Postage	44121513	Buying of stamps for posting out letters	When supplies are approximately 60 % depleted	Upon the issue of Invoice Order	Two Weeks	Sole Select	Not applicable	Framework Agreement
69	02/001/62	Promotions and Publicity and Printing	82121505	For the publication of newsletters and publishing advertisements	When Necessary	Two Weeks	Two Weeks	Sole Select/ Request for Quotations	Not applicable	Framework Agreement



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70	02/001/66	Hosting of Conferences, Seminars and other Functions	80141607	Hosting of Press Conferences, Staff Retirement, Staff Appreciation, Minister's Service Excellence and Recognition, National Days and Festival Functions	As necessary	To be determined	To be determined	Request for Quotations	Not applicable	Purchase Order
71	02/001/96	Fuel and Lubricants	78181507	Purchase of Fuel, Diesel, Oil for Ministry's Vehicles	As necessary	As necessary	On-going	---	Not Applicable	Fleet Card
72	03/001/02	Office Equipment	44101602 44101603 44102801	Purchase of Shredder, Laminating and Binding Machines	Jan-25	May-25	4 Months	Request for Quotations	Not applicable	Purchase Order
73	03/001/03	Furniture and Furnishings	56101720 56101702 56101703 24102004 56101519	Purchase of Cabinets, Shelving, Chairs, Tables and Desks	Jan-25	May-25	3 months	Request for Quotations	Not applicable	Purchase Order
74	03/001/04	Other Minor Equipment	52141500 44101810 30191501	Purchase of Kitchen Appliances, Calculators, Ladders	Jan-25	May-25	3 months	Request for Quotations	Not applicable	Purchase Order
75	02/001/08	Rent/Lease – Office Accommodation and Storage	80131502	Payment of rent or lease of buildings occupied by the Ministry	Monthly	One Week	One Week	Sole Supplier	Not applicable	Framework Agreement



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Non-Governmental Organisation (NGO) Unit

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
76	78/04/005/02	Capacity Building for NGOs Better Together Civil Society Fair 2025	80141607	i. Rental of chairs, tables, table cloths ii. Rental of AV/IT equipment iii. Purchase of pre-packages lunch with beverages/cases of water iv. Rental of venue - NAPA v. Event Décor vi. Branded Polos vii. Tokens for presenters	Jan-25 Feb-25		3 Months	Request for Quotations	Not applicable	Purchase Order
77	78/04/005/02	Promotions, Publicity and Printing	82121505	Printing of brochures, feather flags and banners	Feb-25	Mar-24	1 Month	Request for Quotations	Not applicable	Purchase Order



**Ministry of Social Development and Family Services Annual
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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
78	78/04/005/02	Capacity Building for Civil Society Organizations	86101810	Facilitators for at least 4 training sessions i. Governance and Compliance for NGOs ii. Leveraging Social Media for NGOs iii. Grant and Proposal Writing for NGOs iv. Conflict Resolution and Mediation for NGOs v. Rental of NALIS vi. Pre-packaged lunch and tea station	Jan-24	Sep-24	8 Months	Request for Quotations	Not applicable	Purchase Order



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Corporate Communication and Education Unit

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
79	78/02/001/62	Advertising Campaigns	82121505	ADVERTISING: Grants Brochure Campaign Life and Residential Declaration Campaign - Ongoing Direct Deposit – Campaign - Ongoing TTPOST – Direct Mail Newspapers Inserts - Direct Marketing Television placements -transformation project Printing of Flyers and Posters (Gov't printer) Voicing of Radio and television Ads Bumper Stickers Videos (Inhouse) Tik Tok videos including Influencer Marketing Radio Placements Newspapers Digital Billboards Campaign - Vulnerability Register, Resource Centre, Market Box Initiative	Mar-25					



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
80	78/02/001/62	Printing	82121505 82121507	Printing of extra copies - Ministry's Programmes Brochure (Part 2) individual brochures (reprints), Transformation Initiatives – STEP UP, VABs, Market Box	Dec-24					
				Printing of Social Welfare Forms incl. Means Test forms, receipt books etc	Mar-25					
81		Social Media Maintenance	81112103 81112105	Social Media Maintenance – Boosting of Ministry page and website upgrade It is also noteworthy that there are plans for the MSDFS to host its website in the future.	Nov-24					



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
82	78/02/001/62	Newspaper Advertising	82121505	Roll out of Special Priority Projects – Newspaper Full Pages, 25 x 5, 20 x 4) as required	Nov-24					
				Mandatory publications: VOID Cheques	Nov-24					
				SEED and Social welfare/Disaster relief ISEMS/STEP UP/Mobile Unit SA Policy/Ageing/Family & parenting Policies VABS Modules	Jan-25					
				Vacancy Ads Collection of Disaster/COVID Cheques	Jan-25					
				FOIA	Jan-25					
				Fortnightly Advertorials	Nov-25					



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
83	78/02/001/62	NEW PROJECTS	82101602 82101601	Television Feature Series: Family Programme Radio and television advertisements/video for all media(NEW) Video on New Ministry and Transformation Projects Media Monitoring - Annual feeCost NEW PROJECT: Community First Responders Programme Media Campaign: Let's Get Social – STEP UP/Outreach Caravan and VABS Campaign - Ongoing Feature on Ministry's Achievements (2 Newspapers) Production of Mini-series - Television Production similar to delving Deeper Elder Abuse, Suicide Prevention Hotline Direct Deposit	Jan-25					



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
84	78/02/001/62	Promotion of PSIP/OTHER PROJECTS	82121505 82101602 82101601	Transitional Housing & Assessment Centres Launch Hernandez Place and Carapo National Register of Vulnerable Persons National Therapeutic Centre Proclamation of Homes for Older Persons Act Profile on Senior Citizens Activity Centres (to resume) National Poverty Reduction Strategy Social Sector Investment Programme Policies – National parenting, Disability, Family Policy, NGOs Policy Special Achievers Notices, Announcements and Public Advisors – Office Closures and other Media Statements for Reputation Mgmt Vacancy Ads Printing of Brochures, Folders, Booklets and Posters – ICU, Printing of Collaterals, branded promotional items for outreach initiative. Procurement of branded Polos for Frontline Staff	Mar-25					



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
85	78/02/001/62	New Signage/Branded Materials	82121505	Pennants Sails Branded table Cloths Caravan Tent – branded, inclusive of backdrop	Jan-25					
86		NEW PROJECTS/ACTIVITIES	72154066	Maintenance of MSDFS Mobile Units and Branded Tent material	Jan-25					
87		OTHER PROMOTIONAL ITEMS	52161500 45111812	Audio Visual Equipment Teleprompter	Jan-25					
88	78/02./001/66	Internal/ Building Décor	72153612	Independence and Christmas décor	Dec-24					
89	78/02/001/62	Communication	44111907 44112007 56101501	Suggestion Boxes, Digital Bulletin Boards, Brochure Stands	Mar-25					
90	78/02/001/66	Hosting of Functions	80141607	Official Functions, Meetings, Seminars, Press Conferences Interviews, Ministry Events, Sports and Cultural Committee etc. National Days and Festivals Functions.	Mar-24					



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Social Welfare Division**

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
91	02/003/05	Telephones	83111504	Purchase of phone cards for Social Welfare Offices.	October 2024 to July 2025	5 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order
92	02/003/10	Office Stationery and Supplies	47130000 14111509 90101603	Purchasing of cleaning supplies, toiletries, refreshments for meetings and office stationery, for use by 10 local Boards and Social Welfare Head Office.	October 2024 to July 2025	5 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order
93	02/003/12	Materials and Supplies	14111509	Purchasing of materials and supplies used in the discharge of the core functions of Social Welfare e.g.: - Paper used for application forms for the Ministry's grant.	October 2024 to July 2025	5 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order
94	02/003/13	Maintenance of Vehicle	78181507	Repair and maintenance to the Ministry's vehicle, e.g. purchase of batteries, and servicing.	October 2024 to July 2025	14 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order
95	03/003/02	Office Equipment	43211711 44101501	Purchasing of scanners and a photocopier, for use at Social Welfare Head Office.	October 2024 to July 2025	5 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order
96	03/003/03	Furniture and Furnishing	56101720 56101702 24102004 56101519	Purchase of chair, cabinets, shelving and tables for use at 10 Local Boards and Social Welfare Head Office.	October 2024 to July 2025	5 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
97	03/003/04	Other Minor Equipment	52141501 47121602	Purchase of items such as refrigerators and vacuum. for use at Local Boards and Social Welfare Head Office.	October 2024 to July 2025	5 Business days after company receive PO from the Ministry.	Not applicable	Request for Quotations	Not applicable	Purchase Order



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Social Investigations Division

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
98	1	Consultancy for the Development of a National Poverty Reduction Strategy (NPRS) for Trinidad and Tobago	85455107	The development of a National Poverty Reduction Strategy (NPRS) will be developed to address, reduce and prevent poverty utilising a range of holistic strategies with the capabilities to strengthen and harmonise the social protection system to effectively target and better respond to the needs of individuals, families, and communities across the country	Nov. 2024	Sept. 2025		Request for Proposal		
99	2	Promotions, Publicity and Printing wrt. Inter-Ministerial Research Council	82121505	Printing Brochures Branded Folders, Posters and activity books	Nov. 2024	Dec. 2025	Printing of IMRC's Bulletin (1 Month)	Request for Quotations		
					April. 2025	Jun. 2025	Printing of IMRC's Bulletin (1 Month)			
100	3	IMRC's Webinar <ul style="list-style-type: none"> • 1 Academia Lecturer • 1 Technical Expert <ul style="list-style-type: none"> • Decor • Audio Infrastructure/ Equipment Rental 	80141607	The intent of this webinar is to provide an opportunity to host a formal high-level discussion on the significance of social research in evidence-based policymaking for sustainable development.	Jan. 2025	Feb. 2025	1 Month	Request for Quotations		



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
101	4	Sponsorship wrt. Collaboration with Academia for Research Events/Symposium	80141607	The IMRC in collaboration with Academia proposes to host several research events/symposiums across tertiary institutions in the country. These outreach activities will provide an opportunity for knowledge sharing and research dissemination among researchers in the country.	Mar. 2025	Jun. 2025	3 Months	Procurement Unit to advise		
102	5	The IMRC's Outreach at Public Caravans (Furnishings inclusive of tents, tables, chairs, and tablecloth; Printing of IMRC Brochures/Bulletin; Prizes (For participation in Engagement Activities)	92101503	The IMRC proposes to accompany the MSDFS's Corporate Communication and Education Unit (CCEU) in a series of public caravans the CCEU will be hosting across communities within Trinidad and Tobago. The intent of these public caravans is to disseminate information to the public on initiatives undertaken by the IMRC as well as to emphasize the role research plays in the policy-making and decision-making process within the social sector.	Jan. 2025	Jun. 2025	6 Months	Procurement Unit to advise		
103	6	The IMRC's Community of Practice for Research (1 Academia Lecturer; 1 Technical Expert; Printing of related publications for the workshop; Light refreshments)	95122401	The project scope incorporates the establishment of a Community of Practice for Research in the public and private sectors through a series of strategic partnerships utilizing both physical and online communities, a practice, and a knowledge domain. The project aims to create a knowledge-based collaborative domain on research protocol, processes, and procedures.	Jan. 2025	Jun. 2025	6 Months	Procurement Unit to advise		



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National Family Services Division

No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
104	78/04/005/43	Community-Based Parenting Workshops	95122401	The Parenting Unit, NFSD will be hosting Community-Based Parenting Workshops in eight (8) communities throughout Trinidad during Fiscal 2024/2025.	Nov-24		01/11/2024-31/07/2025	Direct Contracting/ Request for Quotation		
105	78/04/005/43	The G.U.I.D.E Seminar	80141607	The G.U.I.D.E seminar is a one-day sensitization initiative designed to foster Growth, Understanding, Inclusion, Development and Empowerment among parents especially those raising children with disabilities			28/11/2024 - 04/12/2024	Request for Quotation		
106	78/04/005/43	Internal Workshop- R.I.S.E	95122401	The R.I.S.E. Workshop is an initiative designed to address the parenting needs and strengthen parenting competencies among staff across the Ministry of Social Development and Family Services			01/03/2025-30/04/2025	Request for Quotation		
107	78/04/005/43	Family Services Expo- Family Fun Fest	80141607	The Family Services Exposition- Family Fun Fest is a one-day event aimed at sensitizing the public on services provided by key government and non-government partners to support families.	Jan-25		4/21/2025	Direct Contracting/ Request for Quotation		



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
108	78/04/005/43	Sensitization Seminar- Thriving as a Mom- Navigating Challenges and Prioritizing Self-Care	80141607	The Sensitization Seminar is designed to focus on self-care strategies for mothers	Mar-25		5/7/2025	Request for Quotation		
109	78/04/005/43	Global Parent's Day- Poster Challenge	82121505	The Poster Challenge is an internal staff competition to promote the observation of Global Day of Parentis	Apr-25		7/6/2025	Request for Quotation		
110	78/04/005/43	Parenting for Men Workshop	95122401	The Parenting for Men workshop is designed to strengthen the competencies of fathers who are experiencing difficulties with parenting their children.	Apr-25		10/06/2025-26/06/2025	Request for Quotation		
111		Trauma Counselling Training	86101810	NFSD will host six (6) Trauma Counselling Training sessions for technical staff	Jan-25		11/02/2025-20/02/2025	Request for Quotation		
112		Grief Counselling Training	86101810	NFSD will host six (6) Grief Counselling Training sessions for technical staff	Jan-25		11/03/2025-20/03/2025	Request for Quotation		
113		Addiction Counselling Training	86101810	NFSD will host six (6) Addiction Counselling Training sessions for technical staff	Jan-25		15/04/2025-24/04/2025	Request for Quotation		
114	78/04/005/44	Sensitisation of Trinidad and Tobago Police Service	80141607	The Suicide Prevention Hotline will be hosting six sensitisation sessions over the ten divisions of Trinidad and Tobago Police Service.	Jan-25		01/02/2025-30/09/2025	Direct Contracting/ Request for Quotation		



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
115	78/04/005/44	Changing the Narrative on Suicide	80141607	1-day seminar for World Suicide Prevention Day	Jul-25		9/10/2025	Direct Contracting/ Request for Quotation		
116	78/04/005/44	National Outreach	92101503	The Suicide Prevention Hotline will host three outreaches; this is to bring awareness of resources available to the public	Dec-24		January 2025, April 2025 and July 2025	Request for Quotation		
117		Crisis Intervention Training	86101810	The Crisis Intervention Training would be designed for Social Workers and Active Listeners of the National Family Service Division; this train and equip staff with the latest techniques to mitigate a crisis			Two (2) Day Workshop	Request for Quotation		
118	78/04/005/44	Equalize Campaign	92101503	Community events (Toco, Princes Town and Port of Spain) -Print and design feather banners, procure promotional items, and provide refreshments			September 2024- January 2025	Request for Quotation		
119	78/04/005/44	Commemorative Days	82121505	<ul style="list-style-type: none"> • Promotional Items for Carnival Campaign • Promotional Items for June Testing Month • World AIDS Day 			February- December 2025	Request for Quotation		
120	78/04/005/44	Workplace Policy	82121505	HIV/AIDS Policy-Launch of policy, printing of policy booklet	May-25		7/1/2025	Request for Quotation		



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No	Project Number	Project Name	UNSPSC Code	Brief Description	Proposed Date for Issue of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration	Procurement Method	Standstill Period	Contract Type
121	78/04/005/44	Family Life and Parenting Research Conference	80141607		Mar-25		Jul-25	Direct Contracting/ Request for Quotation		
122	78/04/005/44	It's Family Time, Let's Talk	82101601 82101602 83121705	<ul style="list-style-type: none"> • Radio Segments • Television Segments • Media Shorts 			January-July 2025	Limited Bidding		
123	78/04/005/44	World Social Work Day			Jan-25		Mar-25	Request for Quotation		
124		Promotional Items	82121505				Ongoing	Request for Quotation		
125		Spanish Training	86101810	Training for 30 Technical Staff in Introductory Spanish				Request for Quotation		
126		Microsoft Office Suite Training	86101810	Training for 9 clerical staff				Request for Quotation		
127		Leadership Training	86101810	Training for 7 NFSD Managerial Staff				Request for Quotation		
128		Other Minor Equipment	45111609 45111603	Multimedia Projector with screen				Request for Quotation		