

Ministry of Public Administration

Annual Schedule of Planned Procurement Activities

for the fiscal year October 2024 to September 2025

Date Published: 6th December 2024

Date Updated: 28th August 2025

Version: #2

No.	Project Number	Project Name	UNSPS Code (Level 3)	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	2024-RFP-09	Engagement of a Firm to Provide HR Consultancy Services	80111500	The engagement of a Firm for the recruitment of two managerial positions	2nd December 2024	10th February 2025	1 Month	Selective	NA	Firm Fix Price
2	2024-RFP-10	Renovation and Upgrade of Two Family Units At Flagstaff	72111100	The provision of works for the renovation and upgrade of 2 family units	17th December 2024	30th May 2025	8 Wks	Open Bidding	10 Days	Firm Fix Price
3	2025-RFP-01	Refurbishment of 6 Victoria Keyes Units (Phase 2)	72111100	The provision of works for the renovation and upgrade of 6 family units	7th January 2025	30th May 2025	8 Wks	Open Bidding	10 Days	Firm Fix Price
4	2025-RFP-02	Provision of Services for the Development and recruitment of an Organisation Structure to Support the eHCM Environment within GoRTT	80101500	Provision of Services for the Development and recruitment of an Organisation Structure to Support the eHCM Environment within GoRTT	15th January 2025	31st December 2025	9 months	Open Bidding	10 Days	Firm Fix Price
5	2025-RFP-03	Provision of Services to bolster the MPA Digitisation Process	43231500	Provision of Services to bolster the MPA Digitisation Process	16th January 2025	28th November 2025	9 Months	Selective	NA	Firm Fix Price
6	2025-RFP-04	Supply and Delivery of Pantry and Kitchen Items	50200000	Supply and Delivery of Pantry and Kitchen Items	16th January 2025	7th February 2025	NA	Selective	NA	Firm Fix Price
7	2025-RFP-05	Supply and Delivery of Ink Toner and Cartridges	44103100	Supply and Delivery of Ink Toner and Cartridges	16th January 2025	7th February 2025	NA	Selective	NA	Firm Fix Price
8	2025-RFQ-06	Service and Maintenance of Vehicle	78181600	Service and Maintenance of Vehicle	16th January 2025	31st January 2025	NA	Single Source	NA	Firm Fix Price
9	2025-RFP-07	Repair and Maintenance works at Siparia Administrative Complex	72121100	Repair and Maintenance works at Siparia Administrative Complex	17th January 2025	30th April 2025	8 Wks	Single Source	NA	Firm Fix Price
10	2025-RFP-08	Repair and Maintenance works at Tunapuna Administrative Complex	72121100	Repair and Maintenance works at Tunapuna Administrative Complex	17th January 2025	30th April 2025	8 Wks	Single Source	NA	Firm Fix Price
11	2025-RFP-09	Refurbishment/ Repair of 6 Prada Street Units	72111100	Refurbishment/ Repair of 6 Prada Street Units	20th January 2025			Open Bidding	10 Days	Firm Fix Price
12	2025-RFQ-10	Inspection and certification of Lifts	72101500	Inspection and certification of Lifts	21st January 2025	30th January 2025	NA	Single Source	NA	Firm Fix Price
13	2025-RFP-11	Supply and Installation of Carpet Floors 5, 6 and 7th Nalis Bldg.	72152100	Supply and Installation of Carpet Floors 5, 6 and 7th Nalis Bldg.	22nd January 2025	28th March 2025	4 Wks	Selective	10 Days	Firm Fix Price
14	2025-RFQ-12	Supply and Installation of AC Units	40101600	Supply and Installation of AC Units	22nd January 2025	28th February 2025	2Wks	Selective	NA	Firm Fix Price
15	2025-RFP-13	Consultancy Services for the development of a Learning and Development Strategy for the Public Service	80101500	Consultancy Services for the development of a Learning and Development Strategy for the Public Service	23rd January 2025	16th March 2026	12 months	Selective	NA	Firm Fix Price
16	2025-RFP-14	Consultancy Services for the modernisation of the Public Service	80101500	Consultancy Services for the modernisation of the Public Service	24th January 2025	29th April 2024	12 months	Open Bidding	10 Days	Firm Fix Price
17	2025-RFP-15	Consultancy Services for the development and implementation of Change management capacity building programme for the Public Service	80101500	Consultancy Services for the development and implementation of Change management capacity building programme for the Public Service	27th January 2025	2nd May 2025	12 months	Open Bidding	10 Days	Firm Fix Price
18	2025-RFP-16	Consultancy Services for the development and implementation of Workforce Planning Framework for the Public Service	80101500	Consultancy Services for the development and implementation of Workforce Planning Framework for the Public Service	28th January 2025	27th September 2026	18 months	Selective	NA	Firm Fix Price
19	2025-RFP-17	Consultancy Services for the development of Public Sector Integrity System	80101500	Consultancy Services for the development of Public Sector Integrity System	29th January 2025	28th March 2026	12 months	Selective	NA	Firm Fix Price
20	2025-RFP-18	Engagement of a suitable state project management company for the design and construction of a Government Storage facility	80101600	Engagement of a suitable state project management company for the design and construction of a Government Storage facility	30th January 2024	27th February 2027	24 Months	Single Source	NA	Firm Fix Price
21	2025-RFP-19	Engagement of a suitable state project management company for Refurbishment work at selected buildings including 9 Mary Street	80101600	Engagement of a suitable state project management company for Refurbishment work at selected buildings including 9 Mary Street	31st January 2024	28th February 2027	24 Months	Single Source	NA	Firm Fix Price
22	2025-RFQ-21	Supply and Delivery of 13 Laptop Computers	43211600	Supply and Delivery of 13 Laptop Computers	15th January 2025	28th March 2025	NA	Selective	NA	Firm Fix Price
23	2025-RFP-28	Refurbishment works at various Government Quarters	72111100	Refurbishment works at various Government Quarters	17th January 2025	23rd May 2025	8 Wks	Open Bidding	10 Days	Firm Fix Price
24	2025-RFP-29	Provision of Janitorial Services	76111500	Provision of Janitorial Services	5th February 2025	30th April 2026	12 Months	Open Bidding	10 Days	Firm Fix Price
25	2025-RFP-30	Provision of Security Services	92121500	Provision of Security Services	10th February 2025	5th May 2025	12 Months	Open Bidding	10 Days	Firm Fix Price
26	2025-RFP-33	Provision of Event Coordination Seives	80141600	Provision of Event Coordination Seives	10th March 2025	30th April 2025	NA	Selective	NA	Firm Fix Price
27	2025-RFP-35	Refurbishment of 6 Victoria Keyes Units (Phase 3)	72111100	Refurbishment of 6 Victoria Keyes Units (Phase 3)	14th March 2025	25th July 2025	12 Months	Open Bidding	10 Days	Firm Fix Price
28	2025-RFQ-36	Supply and Delivery of Pantry and Kitchen Items	50200000	Supply and Delivery of Pantry and Kitchen Items	3rd April 2025	30th April 2025	NA	Selective	NA	Firm Fix Price
29	2025-RFQ-37	Engagement of a Consultant for Data Analytics Training	86132100	Engagement of a Consultant for Data Analytics Training	1st May 2025	30th May 2025	NA	Selective	NA	Firm Fix Price
30	2025-RFQ-38	Engagement of a Consultant for Administration of Government Contracts Training	86132100	Engagement of a Consultant for Administration of Government Contracts Training	5th May 2025	4th June 2025	NA	Selective	NA	Firm Fix Price

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31	2025-RFQ-39	Supply and Delivery of Branded Bags	80141600	Supply and Delivery of Branded Bags	6th May 2025	13th June 2025	NA	Selective	NA	Firm Fix Price
32	2025-RFQ-40	Provision of Event Coordination Services	80141600	Provision of Event Coordination Sevices	6th May 2025	13th June 2025	NA	Selective	NA	Firm Fix Price
33	2025-RFQ-41	Rental of a Venue For The Hosting of Public Service Week	90111600	Rental of a Venue For The Hosting of Public Service Week	7th May 2025	13th June 2025	NA	Selective	NA	Firm Fix Price
34	2025-RFQ-42	Refurbishment works at various Government Quarters	72111100	Refurbishment works at various Government Quarters	14th May 2025	30th September 2025	8 Wks	Open Bidding	10 Days	Firm Fix Price
35	2025-RFQ-43	Repair and Maintenance works at Siparia Administrative Complex	72101500	Repair and Maintenance works at Siparia Administrative Complex	15th May 2025	6th August 2025	8 Wks	Single Source	11 Days	Firm Fix Price
36	2025-RFQ-44	Repair and Maintenance works at Tunapuna Administrative Complex	72101500	Repair and Maintenance works at Tunapuna Administrative Complex	16th May 2025	6th August 2025	8 Wks	Single Source	12 Days	Firm Fix Price
37	2025-RFQ-48	Supply and Delivery of Pantry and Kitchen Items	50200000	Supply and Delivery of Pantry and Kitchen Items	1st July 2025	31st July 2025	NA	Selective	NA	Firm Fix Price
38	2025-RFQ-49	Service and Maintenance of Vehicle	78181600	Service and Maintenance of Vehicle	2nd July 2025	31st July 2025	NA	Sole Select	NA	Firm Fix Price
39	2025-RFQ-50	Engagement of a Consultant for Data Analytics Training	86132100	Engagement of a Consultant for Data Analytics Training	24/02/2025	03/12/2025	NA	Selective	NA	Firm Fix Price
40	2025-RFQ-51	Request for Quotation for the Provision of Organisational Structure Consultation Services	80101506	The Organisational Structure Consultant will conduct a thorough assessment of the current Organisational framework, engage stakeholders across various levels, and develop a comprehensive proposal for a redesigned structure that promotes operational efficiency, clarity of roles, and effective service delivery. This initiative is essential for fostering a responsive and agile public service that meets the needs of citizens and stakeholders alike.	24/02/2025	03/12/2025	NA	Limited	NA	Firm Fix Price
41	2025-RFP-52	Provision of Design, Development and Implementation of Training in Emotional Intelligence	86132101	The workshop aims to equip Senior and middle-level managers, Administrative Officers and other professionals in the Public Service. The overall objective of this initiative is to expose participants to key tenets of emotional intelligence as a basis for improved organizational performance.	03/06/2025	28/03/2025	NA	Limited/Single Source	NA	Firm Fix Price
42	2025-RFP-53	Provision of Design, Development and Implementation of Training in Data Analytics	86132101	The workshop aims to equip Senior Public Officers, Project Managers and other professionals who are required to advise and make policy decisions. The overall objective of this initiative is to introduce participants to the tools and techniques involved in data analysis and its application in the decision making process.	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
43	2025-RFP-54	Provision of Design, Development and Implementation of Training in Administration of Government Contracts	86132101	The workshop aims to equip Managers and professionals involved in the procurement of goods and services. The overall objective of this initiative is to provide insight into the tender evaluation and contract administration processes involved in the award of contracts.	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
44	2025-RFP-55	Provision of Design, Development and Implementation of Training in Corporate Image and Protocol	86132101	The workshop aims to equip Senior Officers, Range 54 and above who wish to enhance their professional image. The overall objective of this initiative is to expose participants to the principles of professional imaging and workplace etiquette.	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price

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45	2025-RFP-56	Provision of Design, Development and Implementation of Training in Inventory Control and Management	86132101	<p>The workshop aims to Store Keepers, Store Clerks, Procurement Officers and other professionals involved in the purchase and issue of office materials and supplies and stock control.</p> <p>The overall objective of this initiative is to expose participants to the fundamentals of inventory management and control with a view to improving efficiency and effectiveness of the supply chain process.</p>	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
46	2025-RFP-57	Provision of Design, Development and Implementation of Training in Risk Based Auditing	86132101	<p>The workshop aims to equip Audit III's, senior audit managers and other professionals who are required to implement risk based approaches as part of their strategy.</p> <p>The overall objective of this initiative is to provide participants with a framework for improving systems of internal control.</p>	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
47	2025-RFP-58	Provision of Design, Development and Implementation of Training in Conflict Resolution	86132101	<p>The workshop aims to equip Supervisors, Administrative Officers and other officers who are required to resolve workplace conflicts.</p> <p>The overall objective of this initiative is to provide participants with the tools and techniques to effectively deal with conflict situations.</p>	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
48	2025-RFP-59	Provision of Design, Development and Implementation of Training in Improving Work Place Productivity	86132101	<p>The workshop aims to equip senior managers and other professionals with essential tools and skills to enhance employee productivity and optimize organizational performance.</p> <p>The overall objective of this initiative is to examine key principles in improving employee productivity levels</p>	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
49	2025-RFP-60	Provision of Design, Development and Implementation of Training in Preparation of TOR's and RFP	86132101	<p>The workshop targets Project Officers and other professionals who are involved in Public Sector Investment Programmes and projects and whose functions also include the procurement of goods and services.</p> <p>The overall objective of this initiative is to expose participants to existing guidelines required for the preparation of Terms of Reference and Request for Proposals for projects in the Public Sector.</p>	(28/04/2025)	(13/05/2025)	NA	Limited/Single Source	NA	Firm Fix Price
50	2025-RFP-61	Design, Supply, Installation and Commissioning of a generator and diesel tank storage at GTC			TBD	TBD	NA	Limited	NA	Firm Fix Price
51	2025-RFP-64	Consultancy services for the Conduct of an Independent Audit into the Oracle Fusion Electronic Human Capital Management Project currently managed by the Ministry of Public Administration and Artificial Intelligence (MPAAI)	84111603	To ensure transparency, accountability, and value for money, the Ministry is commissioning an independent audit of the Oracle Fusion eHCM project. The audit will assess project performance, financial management, vendor compliance, technical implementation, governance, and risk management. The findings will inform recommendations to enhance project success and safeguard public resources.	14/07/2025	Was 31/07/2025 Now 07/08/2025	NA	Single Source	NA	Firm Fix Price
52	2025-RFP-65	Supply of 150 Laptop Computers to Upgrade MPAAI End Point Systems	43211508	This procurement is critical to replacing aging equipment, onboarding new staff, and ensuring operational continuity across divisions.	08/04/2025	18/08/2025	NA	Limited	NA	Firm Fix Price

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53	2025-RFP-66	Provision of AI-Enabled Government Property Management System (GPMS)	43232603	Design, development, and implementation of an AI-Powered Government Property Management System (GPMS) for the Ministry of Public Administration and Artificial Intelligence (MPAAI). The system will consolidate property data, enable predictive analytics, and support real-time monitoring and reporting.	23/07/2025	29/08/2025	NA	Selective	NA	Firm Fix Price
54	2025-RFP-67	Conduct of an Independent Audit into the Lease/Rental of Government Properties and Other Assets Managed by the Property and Real Estate Services Division (PRESD), Ministry of Public Administration and Artificial Intelligence (MPAAI)	84111603	The primary objective of the Audit will be to provide a comprehensive evaluation of the efficiency, transparency, and accountability in the management of State-Owned (Government properties and quarters) and lease/rental of properties.	TBD	TBD	NA	TBD	NA	Firm Fix Price
55	2025-RFP-68	Monthly Provision of Digital Marketing Services	80141505	Provision of strategic digital marketing services to support MPAAI’s digital transformation agenda. The engagement includes monthly content execution and the development of institutional digital communications policies and frameworks.	08/04/2025	18/08/2025	NA	Selective	NA	Firm Fix Price
56	2025-RFP-69	The Renovation and Upgrade of Four (4) Apartments at Prada Street Apartment Complex, Located at No. 4 Prada Street, St. Clair	72111106	The renovation and upgrade of Apartments 8, 11 and 12 at Block C and 14 at Block at Prada Street Apartment Complex to repair and resolve all noted issues and give a modern face-lift.	08/04/2025	25/08/2025	NA	Selective	NA	Firm Fix Price
57	2025-RFP-70	Development of AI National Strategy	43231518	This engagement will lead the development of the AI National Strategy and deliver all supporting toolkits, governance frameworks, and documentation to institutionalize AI readiness across the public sector and establish a strong foundation for long-term, coordinated AI adoption in Trinidad and Tobago	19/08/2025	09/10/2025	NA	Selective	NA	Firm Fix Price
58	2025-RFP-71	AI-Enabled Citizen Service Management Platform (CSMP)	93151509	This initiative is focused on the design, development, and deployment of a comprehensive AI-Enabled Citizen Service Management Platform (CSMP) that transforms how services are delivered and how citizens access support. It combines strategic planning with full platform implementation, spanning internal staff-facing tools and citizen-facing mobile experiences.	27/08/2025	10/10/2025	NA	Open	10 Days	Firm Fix Price
59	2025-RFP-72	Data Sourcing and AI Use Case Definition for Latam-GPT	81112002	This initiative focuses on securing the data foundation and use case blueprint required to embed Trinidad and Tobago’s voice and service priorities into Latam GPT. It involves sourcing high-quality, English-language datasets relevant to Trinidad and Tobago society and exploring conceptual opportunities for AI to enhance public service delivery based on insights drawn from the collected data. The scope aligns best with strategic data planning and AI integration consultancy services.	18/08/2025	09/05/2025	NA	Selective	NA	Firm Fix Price
60	2025-RFP-73	AI-Enabled Learning Management System (LMS)	43231518	This initiative is focused on the design, development, and deployment of a comprehensive AI-enabled LMS that enhances the learning experience, supports personalized training pathways, automates administrative workflows, and provides strategic insights into public sector capacity development.	19/08/2025	09/10/2025	NA	Selective	NA	Firm Fix Price
61	2025-RFP-74	AI Capability Uplift Initiative for Public Service Academy and Education	43231518	This initiative provides students and teachers with secure, curriculum-aligned AI study support through existing devices, while equipping PSA trainees with practical AI skills to improve service efficiency. By delivering a secure, low-latency platform and tailored training, the initiative ensures responsible AI use while addressing priorities for education and public service training	TBD	TBD	NA	Selective	NA	Firm Fix Price