



**TRINIDAD AND TOBAGO BUREAU OF STANDARDS**  
**Schedule of Planned Procurement Activities**  
**DECEMBER 2020 - SEPTEMBER 2021**

No.	PROJECT NAME	BRIEF DESCRIPTION	PROPOSED DATE FOR ISSUE OF BIDDING DOCUMENTS	EXPECTED DELIVERY / COMPLETION DATE	ESTIMATED DURATION (FOR WORKS AND SERVICES)	PROCUREMENT METHOD	STANDSTILL PERIOD (IF APPLICABLE) - NO OF WORKING DAYS	CONTRACT TYPE	REMARKS
ACC 1	IAS 19 Valuation	Pension benefits calculation for Financial Statements	Apr-21	Jul-21	3months	Single source	NA	Service Level Agreement	
ACC 2	Payroll Software	Improve system functionality	Apr-21	Jul-21	3months	Limited bidding	NA	Service Level Agreement	
ADMIN 1	Catering	The provision of catering for meetings and events	Apr-21	Jul-21	Continuous	Open bidding	NA	Not Applicable	
ADMIN 2A	Waste Disposal - General	The collection, haulage, treatment and disposal of various categories of non recyclable general solid wastes	Apr-21	Jul-21	Continuous	Open bidding	10	Service Level Agreement	
ADMIN 2B	Waste Disposal - Hazardous	The collection, haulage, treatment and disposal of various categories of hazardous wastes	Apr-21	Jul-21	Continuous	Open bidding	10	Service Level Agreement	
ADMIN 2C	Waste Disposal - Recycling	The collection, haulage, treatment and disposal of various categories of recyclable solid wastes	Apr-21	Jul-21	Continuous	Open bidding	10	Service Level Agreement	
ADMIN 2D	Waste Disposal - Hygiene	The collection, haulage, treatment and disposal of various categories of sanitary wastes	Apr-21	Jul-21	Continuous	Open bidding	10	Service Level Agreement	
ADMIN 3	Janitorial Services	The cleaning and sanitizing of TTBS Offices -General	Apr-21	Jul-21	Continuous	Open bidding	10	Service Level Agreement	

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ADMIN 4	Pest Management	The control of pests at TTBS offices	Apr-21	Jul-21	Continuous	Open bidding	NA	Service Level Agreement	
ADMIN 5	Office furniture	The design, supply, installation of office furniture	Apr-21	Jul-21	Continuous	Three Quotes	NA	Not Applicable	
ADMIN 6	Laundry services	The laundering of laboratory coats and linens	Apr-21	Jul-21	Continuous	Three Quotes	NA	Not Applicable	
ADMIN 7	Repair services	The servicing of TTBS HVAC system	Jan-21	Feb-21	Continuous	Open bidding	10	Service Level Agreement	
ADMIN 8	Hardware supplies	General tools and supplies	Dec-20	Sep-21	Continuous	Combination	NA	Not Applicable	
ADMIN 9A	Maintenance services - Vehicles	The servicing of TTBS Vehicles	Dec-21	Jul-21	Continuous	Combination	NA	Not Applicable	
ADMIN 9B	Maintenance services - Vehicles	Washing	Apr-21	Jul-21	Continuous	Three Quotes	NA	Not Applicable	
ADMIN 10	Courier Services	The pick up and delivery of packages	Apr-21	May-21	Continuous	Three Quotes	NA	Service Level Agreement	
ADMIN 11A	Fleet Management	The supply of fuel for TTBS vehicles	Apr-21	May-21	Continuous	Three Quotes	NA	Service Level Agreement	
ADMIN 11B	Fleet Management	GPS Services to monitor and track TTBS vehicles	Apr-21	May-21	Continuous	Three Quotes	NA	Service Level Agreement	
ADMIN 12 A	Construction Services	General Construction Services: inclusive of plumbing, electrical repairs, tiling, gypsum work, floor repairs, painting	Continuous	Continuous	Continuous	Combination	10	Not Applicable	

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ADMIN 12 B	Construction Services	Condition assessment of TTBS Facilities	Jan-21	Apr-21	1month	Open bidding		Fixed Price	
ADMIN 12C	Construction Services	Replacement of TTBS main building roof	May-21	Jun-21	1month	Open bidding	10	Firm fixed price	
ADMIN 13B	Printing Supplies - Equipment	Servicing of printers and binding equipments to ensure optimal functionality	Continuous	Continuous	Continuous	Single source	NA	Not Applicable	
ADMIN 14A	Cleaning Services - Mats	Monthly cleaning of front of offic mats	Apr-21	May-21	Continuous	Three Quotes	NA	Service Level Agreement	
ADMIN 14B	Cleaning Services - Carpet	Deep cleaning twice yearly	Apr-21			Three Quotes	NA	Service Level Agreement	
ADMIN 15	Tent/Tables/Chairs Supply Rental	Rental of furniture for meetings, workshops, seminars and conferences	Continuous	Continuous	Continuous	Three Quotes	NA	Not Applicable	
ADMIN 16	Records Management	Document storage, shredding, imaging and records management,	Apr-21	May-21	Continuous	Open bidding	10	Service Level Agreement	

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CERT 1	Mandatory Product Certification & Licensing - Testing for <b>Cement</b>	Testing against the following international standards: * ASTM C 150 * ASTM C 595 * ASTM C 1157	Apr-21	Continual activity within Jan 2021 - Sep 2021	1.5 months (each sample)	Limited bidding	Not Applicable	Fixed Price	This is a regulatory programme. Laboratories need to be accredited. Estimated at 9 samples for each standard.
CERT 10	Accreditation Pre-Assessment Audit	Assessment to determine readiness to engage in an accreditation audit	Apr-21	Dec-21	1 Month	Sole source	Not Applicable	Fixed price with economic price adjustment	Funding being provided by CROSQ. They are responsible for approving the Accreditation Body.

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CERT 2	Mandatory Product Certification & Licensing - Testing for <b>Profiled steel sheets for roofing and siding applications</b>	Testing of against the following National Standard  * TTS 69: 2019	Jan-21	Continual acitivity within Jan 2021 - Sep 2022	1 month (each sample)	Limited bidding	Not Applicable	Fixed Price	<p>This is a regulatory programme.</p> <p>Laboratories need to be accredited.</p> <p>This will cover the following tests that cannot be done at TTBS: color fade, chalking, coating type. Estimated at 75 samples.</p> <p>This will also cover the following tests that are temporarily unavailable at TTBS and are expected to be available by Jan 31st 2021: Base Metal Thickness, Yield Tensile Strength, Coating Mass, Dimensions. Estimated at 12 samples.</p>

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CERT 3	Mandatory Product Certification & Licensing - Testing for <b>Clay &amp; Concrete Blocks</b>	Testing of Blocks against the following National Standards * TTS 587: 2005 * TTS 588: 2015 * TTS 16 35 509:1982	NA	Continual activity within Jan 2021 - Sep 2023	1 month (each sample)	Limited bidding	Not Applicable	Fixed Price	This is a regulatory programme.  Laboratories need to be accredited.  Estimated at 4 samples each for TTS 587 and TTS 588. Estimated at 60 samples for TTS 16 35 509
CERT 5	ISO 9001 Certification - Auditor and Lead Auditor Services	Auditor and Lead Auditor Services for various ISO 9001 and 14001 Certification activities.	NA	Oct 2020 - Sep 2021	3 months	Combination	Not Applicable	Fixed Price	Auditors need to satisfy TTBS' competence criteria  TTBS will continue to use auditors who satisfy TTBS competence criteria.  New auditors can be sourced via EOI/Limited Bidding.  Estimated at 40 audit days

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CERT 7	Training to support Accreditation Activities	Training - Paper Products and Printing	Mar-20	Jun-20	3 months	EOI/ Limited Bidding	10 days	Fixed price with economic price adjustment	Suppliers must demonstrate that they can satisfy the knowledge requirements set by TTBS.
CERT 8	Training to support Accreditation Activities	Training - Introduction to Oil and Gas Mining	Jun-20	Sep-20	4 months	EOI/ Limited Bidding	10 days	Fixed price with economic price adjustment	Suppliers must demonstrate that they can satisfy the knowledge requirements set by TTBS.

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CERT 9	Consultancy Fees	To support the Project to get TTBS accredited to ISO 17021	NA	Dec-21	12 months	Sole source	Not Applicable	Fixed price with economic price adjustment	<p>TTBS is being supported by a regional project i.e. the 11th EDG project being managed by CROSQ.</p> <p>CROSQ has selected and is paying for a consultant for 30 days work.</p> <p>This procurement would be to cover additional consultancy days that may be required, beyond what CROSQ will pay for. This is estimated at 15 consultancy days and a fee of USD 500 per day</p>
CORP-ED 1 A	Security Services	The provision of manpower-guard services	Jan-21	Jul-21	6 months	Open bidding	10	Not Applicable	Opp - Creating the security environment that is a best fit for the organisation and its needs

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CORP-ED 1B	Security Services	The provision of Access Control in the following aspects - 1) Supply and installation of access control system for 3 main doors; 2) Payment to sub contracted team for weekend civil works & 3) Printable swipe cards to replace staff IDs (245 cards)	Sep-20	Dec-20	3 months	Single source	Not Applicable	Time and Materials	Opp - Increased security of staff and assets; Record generation for multiple uses; Integration of fire alarm system and CCTV into existing system
CORP-ED 1C	Security Services	The provision of CCTV	Feb-21	Oct-21	9 months	Open bidding	10	Time and Materials	Opp - Increased security and monitoring of premises and assets
CORP-ED 1D	Security Services	Renewing of Parking hangars - to replace damaged hangars due to wear and tear as workmanship on existing units were not fit for purpose	Jan-21	Feb-21	1 month	Three Quotes	Not Applicable	Not Applicable	Opp - The provision of a more durable and longer lasting unit that is fit for purpose
CORP-ED 1E	Security Services	Cash in Transit	Jan-21	Mar-01	Continuous	Open bidding	Not Applicable	Not Applicable	
CORP PROJ 1-A	Building a Quality Culture	Procurement of Consultancy Services - Marketing and Communication Firm	Dec-20	Aug-23	3YRS	Open bidding	10	Fixed Price	Funding provided by CDB CSME Standby Facility

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CORP PROJ 1-B	Building a Quality Culture	Procurement of Consultancy Services -Monitoring and Evaluation Firm	Dec-20	Aug-23	3YRS	Open bidding	10	Fixed Price	Funding provided by CDB CSME Standby Facility
CORP PROJ 1-C	Building a Quality Culture	Procurement of promotional material	May-21	Aug-23	3YRS	Shopping	Not Applicable	Not Applicable	Funding provided by TTBS Recurrent
CORP PROJ 1-D	Building a Quality Culture	Online Software e.g.Zoom Webinar Facility	May-21	Aug-23	3YRS	Single source	Not Applicable	Not Applicable	To facilitate online engagement of stakeholders due to COVID 19 restrictions
CORP PROJ 1-E	Building a Quality Culture	Publicity / Communication	May-21	Aug-23	3YRS	Shopping	Not Applicable	Not Applicable	
CORP PROJ 2-A	Accreditation of Public Laboratories	Procurement of Accreditation Body	Apr-21	Sep-21	6 months	Sole source	Not Applicable	Fixed Price	
CORP PROJ 2-B	Accreditation of Public Laboratories	Procurement of Consultancy Services for ISO 17025 or ISO 15189	Jun-21	May-23	2years	EOI/ Limited Bidding	Not Applicable	Fixed Price	Covid 19 restrictions may cause delays
CORP PROJ 2-C	Accreditation of Public Laboratories	Logistical arrangements for capacity building programme	Jul-21	Jul-21	1month	Shopping	Not Applicable	Not Applicable	
CORP PROJ 3	Develop and implement a Metrology and Testing Lab Capacity Development Strategy and Plan	Procurement of Consultancy Services - Laboratory Development Needs Analysis - Assessment of Organizational Needs in identified sector	Apr-21	Jul-21	3months	Open bidding	Not Applicable	Fixed Price	

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CORP PROJ 4	11th EDF - Counterpart - National Dialogue on Agriculture	Logistical arrangements for capacity building programme	May-21	May-21	1 month	Shopping	Not Applicable	Not Applicable	
HR 2	Uniforms for staff	The Human Resource Unit has the responsibility to supply staff with Uniforms every three years	Jan-21	Sep-21	6 months	Open bidding	10	Time and Materials	
HR 3	Training	The Human Resource Unit has the responsibility to prepare an annual training plan for employees, utilising services locally, in-house, online and overseas.	Continuous	Continuous	Continuous	Combination	Not Applicable	Not Applicable	
HR 4	IR Services	Consultancy on IR issues and representation at Conciliatory Meetings at the Ministry of Labour or at Enquiries	Apr-21	Jul-21	Continuous	Limited bidding	Not Applicable	Service Level Agreement	
HR 5	Legal Services	Representation at the Industrial Court	Apr-21	Jul-21	Continuous	Single source	10	Service Level Agreement	

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HR 6	Procurement of Staff Tokens	The Human Resource Unit sometimes organization tokens for employees as a staff appreciation mechanism (e.g. jackets, polos, umbrellas, logo pins, etc.)	Continuous	Continuous	Continuous	Three Quotes	Not Applicable	Not Applicable	
HR 7	EAP Services	The Human Resource Unit procures EAP services for staff on an annual basis	Apr-21	May-21	Continuous	Single source	Not Applicable	Service Level Agreement	
HR 8	Job Evaluation Exercise	Procurement of a Consultant for the Job Evaluation Exercise	Apr-21	Jul-21	6months	Open bidding	10	Firm fixed price	
HSE 1	Inspection and Maintenance of Smoke Detectors (Legislative)	Requirement of N.F.P.A. #10 (Standard for Portable Extinguishers)	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 2	Inspection and Maintenance of Fire Hose Reel (Legislative)	Requirement of N.F.P.A. #10 (Standard for Portable Extinguishers)	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	

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HSE 3	Inspection and Maintainance of Portable fire extinguishers (Legislative)	Requirement of N.F.P.A. #10 (Standard for Portable Extinguishers)	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 4	Training of All Staff in Emergency Reponse Procedures	Requirement under the OSH Act	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 5	Purchase of Emergency Route Maps for Building	Requirement under the OSH Act	Jan-21	Feb-21	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 6	Training of Fire Wardens in First Aid CPR and Emergency Response	Requirement under the OSH Act	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 7	Purchase of miscellaneous medical supplies for sick bay	Requirement under the OSH Act	Dec-20	Jan-21	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 8	Purchase of miscellaneous PPE for TTBS Staff	Requirement under the OSH Act	Continuous	Continuous	Not Applicable	Three Quotes	Not Applicable	Not Applicable	

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HSE 9	Inspection and Maintenance of Fire Alarm (Legislative)	Requirement under the OSH Act	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 10	Purchase of Tokens	Appreciation to staff for volunteering as wardens/ Planned token for culture change activities to be scheduled by the HSE Unit.	Nov-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
HSE 11	Maintenace/ Repairs to Sick Bay	Requirement under the OSH Act	Dec-20	Dec-20	1 month	Three Quotes	Not Applicable	Not Applicable	
IMPL 1	Enforcement of national compulsory standards	Purchase of two (2) Portable Appliance Testers, six (6) Barcode printers and six (6) Barcode scanners (printers and scanners specific to P.A.T.).	Jan-21	Apr-21	3months	Single source	Not Applicable	Not Applicable	
IMPL 3	Enforcement of national compulsory standards	Six (6) Carbide Tipped Saw Blades.	Jan-21	Feb-21	1 month	Three Quotes	Not Applicable	Not Applicable	
IMPL 4	Enforcement of national compulsory standards	Four (4) Digital Multimeters	Jan-21	Apr-21	3months	Open bidding	Not Applicable	Not Applicable	

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IMPL 5	Enforcement of national compulsory standards	Seventy-two (72) Tyre Cutting Knives	Continuous	Continuous	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
IMPL 6	Enforcement of national compulsory standards	One thousand, four hundred and forty (1,440) boxes Tyre Marking Chalk	Continuous	Continuous	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
IT 1	ICT Equipment	30 Laptops and 25 Desktops	Beginning 3Q	End 3Q	Not Applicable	Three Quotes	Not Applicable	Fixed Price	
IT 10	ICT Equipment	Disposal of Electronic items	End 2Q	End 2Q	1 day	Limited bidding	10	Time and Materials	
IT 11	Support / License Fees	Cisco Umbrella Renewal	Middle 4Q	End 4Q	Not Applicable	Sole source	Not Applicable	Fixed Price	
IT 12	Support / License Fees	Modusgate Antispam Software Support (3 year)	End 2Q	Begin 3Q	Not Applicable	Sole source	Not Applicable	Fixed Price	
IT 13	Support / License Fees	Fortinet Firewall Support Renewal	Middle 1Q	End 1Q	Not Applicable	Sole source	Not Applicable	Fixed Price	
IT 14	Support / License Fees	Veeam Backup and Replication Essentials Annual Support	Middle 3Q	Begin 4Q	Not Applicable	Sole source	Not Applicable	Fixed Price	
IT 15	Support / License Fees	Solar Winds (Annual support and Software Assurance)	Beginning 2Q	Middle 2Q	Not Applicable	Sole source	Not Applicable	Fixed Price	
IT 2	ICT Equipment	High Performance Storage systems	Beginning 1Q	End 1Q	Not Applicable	Limited bidding	10	Time and Materials	
IT 3	ICT Equipment	Redundant Network Firewalls	Beginning 2Q	End 2Q	Not Applicable	Limited bidding	10	Fixed Price	

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IT 4	ICT Equipment	Network Switches / Modules / Fibre cables	Begining 4Q	End 4Q	2 day	Limited bidding	10	Time and Materials	
IT 5	ICT Equipment	10 Wireless Access Points / 20 Licenses and one Controller software	Begining 4Q	End 4Q	1 week	Limited bidding	10	Time and Materials	
IT 6	ICT Equipment	Five (5) Mobile phones for 3 anticipated new staff plus two that are due for replacement.	Middle 1Q	Middle 1Q	Not Applicable	Single source	Not Applicable	Fixed Price	Also, outfitting staff as required
IT 7	ICT Equipment	2 UPS for communication rooms plus of 10 batteries for replacement in Current user UPS when necessary	Middle 1Q	Middle 1Q	Not Applicable	Three Quotes	Not Applicable	Fixed Price	
IT 8	ICT Equipment	Replacement of Condenser part / labour / testing for in-Row cooler	End 1Q	End 1Q	4 days	Single source	Not Applicable	Time and Materials	
IT 9	ICT Equipment	Servers for Colocation and File Server Storage	Beginning 2Q	End 2Q	Not Applicable	Three Quotes	Not Applicable	Fixed Price	
LEGAL 1	Legal Services		Continuous	Continuous	Not Applicable	Single source	Not Applicable	Fixed Price	
LSD 1	Consumables for testing	Chemicals, glassware and other laboratory consumables	n/a	ongoing	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
LSD 10	UPS for Materials Lab	Protective device for electrical surges for sensitive equipment	Feb-21	Jul-21	1 month	Open bidding	Not Applicable	Firm fixed price	

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LSD 2	Calibration of equipment	Calibration of various types of equipment	various	various	Not Applicable	Single source	Not Applicable	Not Applicable	
LSD 3	Instrument gas	high purity gases for analytical instruments	n/a	as needed	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
LSD 4	Brokerage	Clearance of goods through customs	n/a	as needed	Not Applicable	Single source	Not Applicable	Fixed Price	
LSD 5	Testing Equipment - Weatherometer	Instrument to help with accelerated weathering testing to support certification of painted roofing sheets	Jan-21	Jun-21	3 months	Open bidding	Not Applicable	Firm fixed price	
LSD 6	Testing Equipment - Deformation analyzer for rebars	Instrument to measure rib dimensions on rebars to support conformity assessment	Jan-21	Jun-21	2 months	Open bidding	Not Applicable	Firm fixed price	
LSD 7	Testing Equipment - Upgrade of 100kN instron	Replacement of extensometer and upgrade of software and control panel	Jan-21	Aug-21	3 months	Open bidding	Not Applicable	Firm fixed price	
LSD 8	Testing Equipment - Flammability Tester and Fumehood	Instrument to test flammability characteristics of garments and fabrics	Jun-21	Nov-22	3 months	Open bidding	Not Applicable	Firm fixed price	
LSD 9	Proficiency Testing Schemes	Maintainence of ISO/IEC 17025 QMS	varied	Not Applicable	Not Applicable	Single source	Not Applicable	Not Applicable	

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MET 1	Peer Assessors - Temperature and Dimension (CMC)	QMS and Temperature Peer Assessors to evaluate Temperature Laboratory	To be determined	ongoing	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
MET 2	External Calibration measurement Standards for Mass, Temp., Time, Electrical, Density, Dimension, Humidity, Pressure and Torque	Maintaining traceability of measurement standards to the SI	various	various	Not Applicable	Single source	Not Applicable	Not Applicable	
MET 3	Samples for testing	Implementation of the Quantities of Goods Regulations	n/a	as needed	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
MET 4	Procurement of Calibrated Standard Gauge Blocks	To establish the traceability chain for Dimension Calibrations	Oct-20	Dec-20	Not Applicable	Limited bidding	Not Applicable	Fixed Price	
MET 5	Procurement of optical parallel sets and coating thickness standard	Replacement of worn and tarnish standards	Nov-20	Feb-21	4 months	Limited bidding	Not Applicable	Firm fixed price	
MET 6	Procurement of Function Generator	Upgrade of equipment	Jan-21	Apr-21	4 months	Limited bidding	Not Applicable	Firm fixed price	

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MET 7	Procurement of Reference multimeter	Upgrade of equipment	Feb-21	Mar-21	3 months	Limited bidding	Not Applicable	Firm fixed price	
MET 8	Procurement of Humidity - Dew Point Thermometer	Improving capability for Humidity calibration	Jan-21	Nov-22	3 months	Limited bidding	Not Applicable	Firm fixed price	
MKTG 1	Promotional materials	Diaries- (Approx 130 staff ) (3) Standing Banners	Oct-20	Dec-20	2 months	Three Quotes	Not Applicable	Not Applicable	
MKTG 2	Additional AVO Equipment	To promote organizational programmes/ projects/ initiatives/ accomplishments/ activities. To fulfil statutory requirements	Jan-21	Mar-21	2 months	Shopping	Not Applicable	Not Applicable	
MKTG 3	Dreamtime Subscription - Graphic Artist and Editing software - AVO	To promote organizational programmes/ projects/ initiatives/ accomplishments/ activities. To fulfil statutory requirements	Jan-21	Feb-21	1month	Single source	Not Applicable	Not Applicable	
MKTG 4	Advertising - Social Media	To promote organizational programmes/ projects/ initiatives/ accomplishments/ activities. To fulfil statutory requirements	Continuous	Continuous	Not Applicable	Shopping	Not Applicable	Not Applicable	

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MKTG 5	Advertising - Print	Newspaper Ads to publicize events -Public Comment (Stds Act. requires ads be placed in 2 daily n.papers), Public Notice & Stakeholder Consultations Special Event Ads (5) Magazine Publications Recurring advertisement (12) 3 insertions per ad	Continuous	Continuous	Not Applicable	Shopping	Not Applicable	Not Applicable	
PROC 1	Stationery and office supplies	Provision of stationery supplies. Includes pens, copy paper	Jan-21	Continuous	Not Applicable	Open bidding	Not Applicable	Framework Agreement	
PROC 2	Grocery	Provision of grocery items. Includes tea, coffee, bleach, disposable cups	Jan-21	Continuous	Not Applicable	Open bidding	Not Applicable	Framework Agreement	
PROC 3-A	Travel Services	Flights	Jan-21	Continuous	Not Applicable	Open bidding	Not Applicable	Framework Agreement	
PROC 3-B	Travel Services	Accommodation	Continuous	Continuous	Not Applicable	Shopping	Not Applicable	Framework Agreement	
PROC 4	Furniture		Continuous	Continuous	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
PROC 5	Office Equipment	Shredders/ Scanners	Continuous	Continuous	Not Applicable	Three Quotes	Not Applicable	Not Applicable	

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PROC 6	Minor Equipment	Kettles etc	Continuous	Continuous	Not Applicable	Three Quotes	Not Applicable	Not Applicable	
QUAL 1	Q-Pulse maintenance fee	Annual Maintenance fee for the Quality Management Software	Sep-21	Oct-21	Not Applicable	Single Source	Not Applicable	Not Applicable	
QUAL 2	External Auditor	Perry Johnson Registrars is the ISO 9001 Registration body	Jan-21	Feb-21	Not Applicable	Single Source	Not Applicable	Not Applicable	
SIC 1	Standards, Books and Periodicals	Research materials to support the development of standards and conformity assessment services.	Continuous	Continuous	Not Applicable	Shopping	Not Applicable	Not Applicable	
SIC 2	Website support services	Procurement of software and web plugins to support the delivery of information and the sales of standards and services online to stakeholders.	Continuous	Continuous	Not Applicable	Shopping	Not Applicable	Not Applicable	
STD 1	NSS	Consultancy for the development of QI curricula	Jan-21	Feb-21	Not Applicable	Open bidding	Not Applicable	Not Applicable	
STD 2	Purchase of Product Samples	Survey to inform standards development activities	Mar-21	Apr-21	Not Applicable	Shopping	Not Applicable	Not Applicable	
STD 3	Product Testing services	Survey to inform standards development activities	Continuous	Continuous	Not Applicable	Single Source	Not Applicable	Not Applicable	

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TTLABS 1	Establishment of TTASCA	Database developer to develop the Accreditation Knowledge Management System (KMS)	Dec-20	10 months	Not Applicable	Open bidding	Not Applicable	Not Applicable	This database will be used for TTASCA operations. Security is critical. Additionally, the documentation of the programming and the user manuals are also critical to this project.
TTLABS 2	Establishment of TTASCA	Internal audit of TTLABS	Sep-21	4 months	Not Applicable	Limited bidding	Not Applicable	Fixed Price	This will support the assessments and efficiency of the operations of TTASCA. Items for purchase include: 1) New heavy-duty printer to support internal printing requirements with an SLA and consumables 2) Tablets/laptops to be used by assessors for assessments 3) Licenses for productivity software 4) Back-up and storage system costs

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TTLABS 3	Competence Assessment Tool	DISC Communication Assessment (associated with training of Pre-Assessors and for new staff of the accreditation service; partial cost of sales - if employee it is paid for by recurrent budget)	Mar-21	Mar-21	Not Applicable	Sole source	Not Applicable	Not Applicable	This tool is used to assess the communication style of persons involved in the assessment process as part of the competence management process. Karlene Lewis is certified to administer this assessment by Chart Your Course International. Chart Your Course International is the sole supplier for this assessment tool.

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TTLABS 4	Medical Laboratory Proficiency Testing Scheme	One World Accuracy Proficiency Testing Programme (distributor; cost of sales)	Mar-21	Jul-21	Not Applicable	Sole source	Not Applicable	Not Applicable	TTLABS is the local facilitator for this programme with One World Accuracy, Inc from Vancouver, Canada. The figure provided is based on 2019 figures and are approximately: 1) One World Accuracy subscriptions US\$44,305.00 (TT\$310,130 using US\$1 = TT\$7) 2) M.E. Alleyne fees TT\$5,000.00 for the year.
TTLABS 5	Assessments	Payment to assessors for assessments performed (contingent workers; cost of sales)	Oct-20	Sep-21	Not Applicable	Other	Not Applicable	Not Applicable	TTLABS utilises authorised trained assessors for its assessments. These persons have been deemed competent using its own operations. The customer is invoiced for this cost.

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