



**TOBAGO HOSPITALITY AND TOURISM INSTITUTE
ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES
FISCAL YEAR OCTOBER 2025 TO SEPTEMBER 2026**

NO.	PROJECT NUMBER	PROJECT NAME	UNSPS CODE	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	2.1.1	Student Services Management	86132200	Student Support, Transport etc.	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Purchase Order
2	2.1.2	Admission & Registration	86132200	Uniforms, ID, Paperwork etc.	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Purchase Order
3	2.1.3	Student Council	86132200	Student Council	Oct 01, 2025	Sept 30, 2026	365	Request for Quotation	N/A	Purchase Order
4	2.1.4	Graduation	86132200	All Graduation Supplies, Ceremony Requirements	April 01, 26	Sept 30, 2026	30	Open Bidding	N/A	Purchase Order
5	2.2.1	Recruitment & Management for Short Courses	86141500	Student Recruitment	Jan 05, 2026	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
6	2.2.2	Curriculum Development & Management	86132200	Programmes Curriculum Development and Training	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Framework Agreement



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7	2.2.3	Academic Service Coordination	86132200	Delivery of Service to Faculty and Students	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
8	2.2.4	Food & Beverage for classes	90100000	Food for Classes - Monthly and by the Semester	Oct 01, 2025	Sept 30, 2026	365	Request for Quotation	N/A	Purchase Order
9	2.2.5	Faculty Site Visits	90120000	Official visits to Schools for Promotional and Recruitment purposes.	Nov 01, 2025	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
10	2.2.6	Professional Training & Development	80111500	On-going training for staff and lecturers	Nov 01, 2025	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
11	2.2.7	Teaching & Learning Resources	80111504	Classroom Support and Delivery Tools	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Purchase Order



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12	2.2.8	Library Events -Public Engagement	80111508	Stakeholder Engage and Public Workshops	Oct 01, 2025	Sept 30, 2026	365	Request for Quotation	N/A	Purchase Order
13	2.2.9	Provision of Staff Uniforms	46181500	Staff Uniforms	Oct 01, 2025	Sept 30, 2026	365	Request for Quotation	N/A	Purchase Order
14	2.3.1	IT Project Management	60101700	IT Management	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Purchase Order
15	2.3.2	Provision of Stationery and Supplies	44121600	Office Supplies	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Purchase Order
16	2.3.3	Software Procurement	81111500	Software Procurement	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
17	2.3.4	Lease Copiers for departments	44103100	Copiers and Office Equipment	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
18	2.4.1	Grounds and Garden Management	30120000	Tools and Equipment for Maintenance	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order



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19	2.4.2	Building Management	30130000	Building Management	Jan 05, 2026	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
20	2.4.3	Equipment Management	72102000	Equipment Management	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Purchase Order
21	2.4.4	Vehicle Maintenance	78181500	Vehicle Maintenance	Oct 01, 2025	Sept 30, 2026	365	Open Bidding	N/A	Framework Agreement
22	2.4.5	Cleaning & Maintenance Supplies	43211600	Maintenance and Supplies for daily operations	Oct 01, 2025	Sept 30, 2026	365	Request for Quotation	N/A	Purchase Order
23	2.5.1	Security Services	81162000	Security Services	Oct 01, 2025	Sept 30, 2026	365	Single Source	N/A	Framework Agreement
24	2.5.2	HSSE Training & Education	42172000	Training	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
25	2.5.3	HSSE Policy & review	42172000	Policy Development	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
26	2.5.4	Provision of Personal Protective Equipment	46181500	PPE	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Framework Agreement



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27	2.5.5	Signage	55121700	Signage	Oct 01, 2025	Sept 30, 2026	N/A	Request for Quotation	N/A	Framework Agreement
28	2.5.6	Medicals for staff and students	42172000	Medicals as recommended for HSSE Compliance	Feb 01, 2026	March 30, 2026	60	Request for Quotation	N/A	Framework Agreement
29	2.5.7	Installation of Fire Alarm Systems	72102900	HSSE Safety Equipment	TBD	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
30	2.5.8	Implementation of Disaster Preparedness /Emergency response Plan	72102900	Disaster Preparedness /Emergency	Oct 01, 2025	Sept 30, 2026	N/A	Single Source	N/A	Framework Agreement
31	2.6.1	Recruitment	86141500	Recruitment - Staff	Oct 01, 2025	Sept 30, 2026	N/A	Open Bidding		Purchase Order
32	2.6.2	Counsel/Guidance	80111500	Counsel Guidance	Oct 01, 2025	Sept 30, 2026	N/A	Single Source	N/A	Framework Agreement
33	2.6.3	Employee Relations	85911000	Employee Relations	Oct 01, 2025	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order



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34	2.7.1	Quality Planning	94101600	Quality Planning	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
35	2.7.2	Quality Improvement	94101600	Quality Improvement	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
36	2.7.3	Policy Formation	42172000	Policy Formation	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
37	2.8.1	Stock- Cafeteria	60105600	Food Supplies for Cafeteria	Oct 01, 2025	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
38	2.8.2	Stock- Functions	60105600	Supplies for Functions and Workshops	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
39	2.9.1	Website Maintenance	81111700	Website Maintenance	Oct 01, 2025	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
40	2.9.2	Marketing Supplies	86121700	Marketing Materials	Oct 01, 2025	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order



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41	2.9.3	Advertising and Marketing	82121800	Video and Supplies for Marketing	Oct 01, 2025	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
42	2.9.4	Events	50192100	Events	TBD	Sept 30, 2026	365	Request for Quotation	N/A	Framework Agreement
43	2.9.5	Digital Marketing Tools	82101600	Digital Tools	Oct 01, 2025	Sept 30, 2026	N/A	Request for Quotation	N/A	Framework Agreement
44	2.9.6	Memberships/Subscription Fees	94101600	Memberships Fees for Accreditation, and ACTI	Oct 01, 2025	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
45	2.10.1	Adjunct Staff	80111500	Short Course and Short Workshops	Oct 01, 2025	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
46	2.10.2	Insurance	84130000	Insurance	June 01, 2026	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
47	2.10.3	Audit fees	84111000	External Audits and Consultants	Oct 01, 2025	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order



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48	2.10.4	Legal fees	80121600	Company Registration fees	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
49	2.10.5	Licenses	94101600	Office Licenses	Mar 30, 2026	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
50	2.10.6	Build Retaining Wall	72121100	Construction	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
51	2.10.7	Install Lighting for Campus	39000000	Lighting Equipment	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
52	2.10.8	Upgrade the Student Information System	81111500	Education Management Information System	TBD	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
53	2.10.9	Upgrade the HR and Payroll System	81111500	HR Software	TBD	Sept 30, 2026	N/A	Single Source	N/A	Purchase Order
54	2.10.10	Upgrade Classrooms	45111600	Upgrade Equipment for Curriculum	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order



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				Delivery (incl. cost of projectors and additional laptops)						
55	2.10.11	Upgrade Computers (provision of desktops/ laptops)	43211500	Upgrade Equipment for Curriculum Delivery	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
56	2.10.12	Develop document storage space	78131804	Filing Cabinets and office furniture	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
57	2.10.13	Upgrade the Accounting system	81111500	Software Procurement	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order
58	2.10.14	Refurbish CCC Building	30190000	Construction	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
59	2.10.15	Build Student Dormitories	30190000	Construction	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order



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60	2.10.16	Refurbish Admin Building and Student Services	30190000	Construction	TBD	Sept 30, 2026	N/A	Open Bidding	N/A	Purchase Order
61	2.10.17	Procurement of Minor Equipment	44101800	Printers, Kettles, microwaves and coolers	TBD	Sept 30, 2026	N/A	Request for Quotation	N/A	Purchase Order

IMPORTANT NOTICE: In accordance with section 27 of the Public procurement and disposal Act 2015, as amended, states that (information of Possible Forthcoming Procurement), suppliers and contractors must understand that the Publication of this schedule does not; (a) constitute a Solicitation, and (b) oblige the Division to issue a solicitation, and (c) confer any rights on suppliers or contractors.

KEY:

TBD: To Be Determined

N/A: Not Applicable