



Level 12, Nicholas Tower 63-65 Independence Square Port of Spain (868) 623-2931 Ext 2212

TTFTC Annual Schedule of Planned Procurement Activities October 2023/September 2024

No.	Project Number	UNSP codes	Description	Project Name	Proposed date of Issuing of Bidding documents	Expected Delivery/ Completion Date	Estimated Project Duration	Procurement Method	Standstill period (if applicable) - No. of days	Contract Type
1.	FTCPPA#01/2023-2024	N/A	Official Overseas Travel	Travel Budget Per Diem for one (1) officer's attendance at the ICN Annual Meeting 2023	Oct 23	Nov 23	one month	N/A	N/A	Fixed-Price
2.	FTCPPA#02/2023-2024	43231601	Accounting Software	Peachtree Accounting Software Services	Oct 23	Nov 23	one month	Single Source	N/A	Fixed-Price
3.	FTCPPA#03/2023-2024 (PSIP)	82101503	Magazine Advertising	Trinidad and Tobago Chamber of Industry and Commerce Contact	Oct 23	Apr 24	six months	Single Source	N/A	Fixed-Price

				Magazine Publications						
4.	FTCPPA#0 04/2023- 2024 (PSIP)	81112103	World wide web WWW site design services	Outstanding bill from fiscal 2022/23 Website Revamp Consultancy	Nov 24	Dec 24	one month	Single Source	N/A	Fixed Price
5.	FTCPPA#0 05/2023- 2024	84111601	Year End Audits	External Audit Fees for Auditor General	Oct 23	Nov 23	one month	Sole Source	N/A	Fixed Price
6.	FTCPPA#0 06/2023- 2024	84111603	Internal Audits	Internal Audit Fees	Oct 23	Jan 24	three months	Single Source	N/A	Fixed Price
7.	FTCPPA#0 07/2023- 2024	43231513	Office Suite Software	The supply and delivery of Microsoft office software for two (2) devices	Nov 23	Dec 23	one month	Single Source	N/A	Fixed Price
8.	FTCPPA#0 08/2023- 2024	82101504	Newspaper Advertising	FTC FOIA Statement Commissioners Appointment/Expiration of dates, Media Releases,	Nov 23	Aug 24	ten months	Request for Quotation	N/A	Fixed Price

				Promotional Activities Newspaper Advertisement & Gazette						
9.	FTCPPA#009/2023-2024	N/A	N/A	Competition Policy International subscription	Nov 23	Dec 23	one month	Sole Source	N/A	Fixed Price
10.	FTCPPA#010/2023-2024	N/A	N/A	Law fees for FTC Senior Legal counsel	Nov 23	Dec 23	one month	Sole Source	N/A	Fixed Price
11.	FTCPPA#011/2023-2024	43232102	Graphic or Photo Imaging Software	CANVA Subscription	Nov 23	Dec 23	one month	Sole Source	N/A	Fixed Price
12.	FTCPPA#012/2023-2024	80171602	Online and Social Media Publicity	Digital Marketing-Boosted Social Media Campaign	Nov 23	Dec 23	one month	Selective tendering based on recommended supplier	N/A	Fixed Price

13.	FTCPA#0 13/2023- 2024 (PSIP)	86132201	Training Workshop Service	Two staff members pursuing the Professional Certificate in Personal and Organisational Leadership at the Arthur Lok Jack Global School of Business	Nov 23	May 24	six months	Single Source	N/A	Fixed Price
14.	FTCPA#0 14/2023- 2024 (PSIP)	86132201	Training Workshop Service	A staff member pursuing Leadership Training for Managers at Dale Carnegie	Nov 23	Jan 24	two months	Single Source	N/A	Fixed Price
15.	FTCPA#0 15/2023- 2024 (PSIP)	86132201	Training Workshop Service	A staff member attending the Social Media Virtual Summit for Public Agencies and Government at the Social Media Strategies Summit	Nov 23	May 24	six months	Sole Source	N/A	Fixed Price
16.	FTCPA#0 16/2023- 2024 (PSIP)	86132201	Training Workshop Service	A staff member pursuing a Certificate in Social Media Management at the CTS College of Business and	Nov 23	Jun 24	seven months	Single Source	N/A	Fixed Price

				Computer Science Ltd						
17.	FTCPPA#0 17/2023- 2024	44103103	Printer or Facsimile Toner	Supply and Delivery of Toner for Printer	Dec 23	Jan 24	one month	Request for Quotation	N/A	Fixed Price
18.	FTCPPA#0 18/2023- 2024	14111509	Stationery	Stationery Items	Dec 23	Jan 24	one month	Request for Quotation	N/A	Fixed Price
19.	FTCPPA#0 19/2023- 2024	14111604	Business Cards	Supply and Delivery of Promotional Items for Staff of the TTFTC	Dec 23	Jan 24	One month	Request for Quotation	N/A	Fixed Price
20.	FTCPPA#0 20/2023- 2024	55121706	Banners	The supply and delivery of one (1) FTC banner	Dec 23	Jan 24	One month	Request for Quotation	N/A	Fixed Price

21.	FTCPPA#0 21/2023- 2024	80111609	Temporary Information Technology Systems or Database Administrators	FTC Website Hosting Services	Dec 23	Feb 24	two months	Single Source	N/A	Fixed Price
22.	FTCPPA#0 22/2023- 2024 (PSIP)	82101504	Newspaper Advertising	Press/Newspaper Advertising (work of the Commission including the Commemoration of the 10 th Year of the FTC)	Jan 24	Feb 24	one month	Request for Quotation	N/A	Fixed Price
23.	FTCPPA#0 23/2023- 2024	90121502	Travel Agencies	Travel Budget for Travel Agency and Per Diem for one (1) officer's attendance at the ICN Annual Meeting 2024	Jan 24	May 24	four months	Request for Quotation	N/A	Fixed Price
24.	FTCPPA#0 24/2023- 2024	N/A	N/A	Team building activity for staff and commissioners	Feb 24	Mar 24	one month	Single Source	N/A	Fixed Price
25.	FTCPPA#0 25/2023- 2024	N/A	N/A	FTC Anniversary projected expenses and Trade Investment Conference	Feb 24	July 24	five months	Request for Quotation	N/A	Fixed Price

26.	FTCPPA#0 26/2023- 2024	84111601	Year End Audits	Audit Services	Mar 23	Apr 23	one month	Sole Source	N/A	Fixed Price
27.	FTCPPA#0 27/2023- 2024 (PSIP)	80171903	Internal stakeholder relations consultation and engagement	Stakeholder Outreach: Seminars on Competition (Tobago Stakeholders)	Apr 24	Jun 24	two months	Request for Quotation	N/A	Fixed Price
28.	FTCPPA#0 28/2023- 2024	N/A	N/A	Survey Monkey Software	Apr 24	Jun 24	three months	Sole Source	N/A	Fixed Price
29.	FTCPPA#0 29/2023- 2024	53101604 53101602	Women's shirts or blouses Men's shirts	FTC branded shirts for staff	Jun 24	Jul 24	one month	Request for Quotation	N/A	Fixed Price
30.	FTCPPA#0 30/2023- 2024 (PSIP)	90121502	Travel Agencies	Travel Budget for Travel Agency and Per Diem for one (1) officer's attendance at ICN Workshop	Jun 24	Jul 24	one month	Request for Quotation	N/A	Fixed Price

31.	FTCPA#0 31/2023- 2024	43231601	Accounting Software	Payroll Software services	Jun 24	Jul 24	one month	Single Source	N/A	Fixed Price
32.	FTCPA#0 32/2023- 2024 (PSIP)	82131603	Video Production Services	Video Production & Animation; Conceptualization; Coordination; Animation; Development	Jun 24	Jul 24	one month	Request for Quotation	N/A	Fixed Price
33.	FTCPA#0 33/2023- 2024 (PSIP)	82101601	Radio Advertising	One (1) Radio Advertising (30) second Radio Ad	Jun 24	Jul 24	one month	Request for Quotation	N/A	Fixed Price
34.	FTCPA#0 34/2023- 2024	90121502	Travel Agencies	Travel Budget for Travel Agency and Per Diem for one (1) officer's attendance at the Latin American and Caribbean Competition Forum 2024	Aug 24	Sep 24	one month	Request for Quotation	N/A	Fixed Price
35.	FTCPA#0 35/2023- 2024	86132201	Training Workshop Service	Staff Training programmes	Oct 23	Sep 24	Through out Fiscal 2023/2024	Single Source	N/A	Fixed Price

36.	FTCPA#0 36/2023- 2024	90101603	Catering Services	Catering and meeting events of the FTC	Oct 23	Sep 24	Through out Fiscal 2023/20 24	Request for Quotation	N/A	Fixed Price
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