



Level 09, Nicholas Tower, 63-65 Independence Square, Port of Spain (868) 623-2931 Exts. 2202, 2209, 2212.

Annual Schedule of Planned Procurement Activities for the fiscal year October 2025 to September 2026

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No.	Project Number	Project Name	UNSPSC Code Level 3	Brief Description	Proposed Date for Issuing of Bidding Documents	Expected Delivery/Completion Date	Estimated Project Duration (for works and service)	Procurement Method	Standstill Period (if applicable)	Contract Type
1.	FTCPA#001 /2025-2026	Accounting Software	43231600	Renewal of Sage 50 Peachtree Accounting Software	Mar-26	Apr-26	One Year Renewal Subscription	Single Source	N/A	Fixed-Price
2.	FTCPA#002 /2025-2026	Accounting Software	43231600	Renewal of Micropay Annual Software Maintenance Fee 25 License	Jun-26	Jul-26	One Year Renewal Subscription	Sole Source	N/A	Fixed-Price



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3.	FTCPPA#003 /2025-2026	Graphics or Photo Imaging Software	43232100	Renewal of CANVA Pro	Dec-25	Jan-26	One Year Renewal Subscription	Sole Source	N/A	Fixed-Price
4.	FTCPPA#004 /2025-2026	Access to International Antitrust Information and Content	55111500	Renewal of Competition Policy International Subscription	Feb-26	Mar-26	One Year Renewal Subscription	Sole Source	N/A	Fixed-Price
5.	FTCPPA#005 /2025-2026	Temporary Information Technology Systems or Database Administrato rs	80111600	FTC Webhosting Services	Feb-26	Mar-26	One Year Agreement	Single Source	N/A	Fixed-Price
6.	FTCPPA#006 /2025-2026	Gratuity Computation Review and Verification	84111600	Engagement of Internal Auditor to Review and Verify Gratuity Computations	Mar-26	Sep-26	Two Months	Single Source	N/A	Fixed-Price



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7.	FTCPPA#007 /2025-2026	Presentation of Financial Statements	84111600	Engagement of Internal Auditor to Prepare Financial Statements	Feb-25	Apr-26	Two Months	Single Source	N/A	Fixed-Price
8.	FTCPPA#008 /2025-2026	Newspaper Advertising	82101500	Publication of Newspaper Ads - FTC FOIA Statement, Commissioners Appointment/Expirat ion of Dates, Media Releases, Promotional Activities	As Required	As Required	N/A	Selective Tendering	N/A	Fixed-Price
9.	FTCPPA#009 /2025-2026	Training and Workshop Service	86132200	Capacity Building and Staff Training Programmes from Various Institutions throughout the Fiscal	As Required	As Required	N/A	Single Source	N/A	Fixed-Price



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10.	FTCPPA#010 /2025-2026	Catering Services	90101600	Catering Services for Meetings and Events	As Required	As Required	N/A	Selective Tendering	N/A	Fixed-Price
11.	FTCPPA#011 /2025-2026	Airfare for ICN Annual Conference 2026	90121500	Travel Agency and Per Diem for One Officer's Attendance at the ICN Annual Conference 2026	Mar-26	Apr-26	N/A	Selective Tendering	N/A	Fixed-Price
12.	FTCPPA#012 /2025-2026	Team Building	N/A	Staff Team-Building Exercise	Jul-26	Aug-26	N/A	Single Source/RFQ	N/A	Fixed-Price
13.	FTCPPA#013 /2025-2026	Branded Polo T-Shirts	53103000	Supply and Delivery of FTC Branded Polo T-shirts	Dec-25	Jan-26	One Month	Selective Tendering	N/A	Fixed-Price



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14.	FTCPPA#014 /2025-2026	Office Stationery and Supplies, and Postage	14111500	Supply and Delivery of Stationery, Toner, and Postage	As Required	As Required	N/A	Selective Tendering	N/A	Fixed-Price
15.	FTCPPA#015 /2025-2026	Magazine Advertising	82101500	One Full Page Advertorial in the 'Who's Who in Trinidad and Tobago Business' Magazine 2026-2027	Apr-26	Sep-26	N/A	Single Source	N/A	Fixed-Price
16.	FTCPPA#016 /2025-2026	Newspaper Advertising	82101500	Communications Newspaper Advertising on the Work of the Commission	As Required	As Required	N/A	Selective Tendering	N/A	Fixed-Price
17.	FTCPPA#017 /2025-2026	Venue Rental for Stakeholder Meeting	90111600	Venue Rental for Stakeholder Meeting with Tourism and Entertainment Sectors	TBD	TBD	One Month	Single Source/RFQ	N/A	Fixed-Price



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18.	FTCPPA#018 /2025-2026	Videography Services for Stakeholder Meeting	82131600	Videographer for Stakeholder Meeting with Tourism and Entertainment Sectors	TBD	TBD	One Month	Single Source/RFQ	N/A	Fixed-Price
19.	FTCPPA#019 /2025-2026	Branded Promotional Materials	82141600	Purchase of Branded Promotional Items for Outreach and Visibility	Dec-25	Jan-26	One-Month	Single Source/RFQ	N/A	Fixed-Price
20.	FTCPPA#020 /2025-2026	Airfare for LACCF 2026	90121500	Travel Agency and Per Diem for One Officer's Attendance at the Latin American and Caribbean Competition Forum (LACCF) 2026	Aug-26	Sep-26	N/A	Selective Tendering	N/A	Fixed-Price



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21.	FTCPPA#021 /2025-2026	ICT Equipment	43211500	Acquisition of Laptop Computers and Accessories	Feb-26	Mar-26	One Month	Selective Tendering	N/A	Fixed-Price
22.	FTCPPA#022 /2025-2026	Insurance Services	84131500	Acquisition of Insurance Services to Provide Coverage for the Commission's Fixed Assets	Feb-26	Mar-26	One Year Coverage	Selective Tendering	N/A	Fixed-Price
23.	FTCPPA#023 /2025-2026	Printer Maintenance Services	81112300	General and Preventive Maintenance of the Commission's Printer	Dec-25	Jan-26	One Month	Single Source	N/A	Fixed-Price
24.	FTCPPA#024 /2025-2026	Top-up for FTC Hotline	83111600	Mobile Data Top-up Services for the Commission's Hotline	Oct-25	Sep-26	One Year	Single Source	N/A	Fixed-Price