



Annual Schedule of Planned Procurement Activities

Financial Year 2025 to 2026

No.	Project Number	Project Name	UNSPS C 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	Contract Type
1	CCE-01	Hosting of Events	90111600	Hosting of Stakeholder Sessions and Community Engagement - All-inclusive Venue- Catering, Audio Visual Equipment, Parking	Q2, Q3, Q4 of FY 2025-2026	Quarterly	One day per event	Limited Bidding/Single Source	N/A	Purchase Order
2	CS-01	Solution- Upgrade of the ERMS	43232400	Upgrade the current Electronic Records Management Software	Jan-26	Dec-26	1 Year	Sole Source	N/A	Fixed Price Contract
3	CS-02	Travel & Subsistence	90121500	Travel agency for airfare and hotel	As Required	As Required	As Required	Single Source	N/A	Purchase Order
4	CS-03	Conference, Functions, Meetings	90101700	All-inclusive venue for hosting of events	As required- Based on approval to host the event	As Required	As Required	RFQ Method	N/A	Purchase Order
5	CS-04	Insurance for vehicle	84131600	Renewal of Motor Vehicle Insurance	Jan-26	N/A	One Year Renewal	Single Source	N/A	Fixed Price Contract
6	CS-06	Security	92121500	Security service	Mar-26	May-26	3 Months	Single Source	N/A	Fixed Price Contract
7	CS-10	Motor Vehicles	25101500	Purchase of New Motor Vehicles for the Commission	Dec-25	May-26	6 months	Limited	N/A	Fixed Price Contract
8	CS-11	Indoor Air Quality	81171900	To conduct an indoor air quality assessment for the Commission	Jul-26	Sept-25	6-8 Weeks	Limited	N/A	Purchase Order
9	CS-12	Office	56101500	Office Renovations, Furniture and Equipment	Jan-26	Mar-25	6-12 Weeks	Limited	N/A	Purchase Order
10	CS-13	IOSCO Membership	94101500	Annual IOSCO Membership Fees	Jan-26	Feb-26	One year membership	Sole Source	N/A	Purchase Order
11	HR-01	Recruiting- Temporary	80111600	Recruitment services for temporary Staff	Jun-26	Aug-26	N/A	Limited Bidding	N/A	Framework Agreement
12	HR-02	Training & Seminars	86132000	Training facilitator/institute, registration fees	As Required	As Required	As Required	RFQ Method/Single Source/ Sole Source	N/A	Purchase Order
13	HR-03	Temporary Engagement	80101500	Contract for Service	As Required	As Required	6 Months	Limited Bidding/Single Source	N/A	Fixed Price Contract
14	IT-01	IM services - Leasing contracts	44101501	Renewal of leasing contract for Photocopiers	Jun-26	N/A	Year 2 of 3	Limited Bidding/Single Source	N/A	Leasing Contract
15	IT-02	Project- Computer hardware	43211500	Purchase of new laptop hardware and peripherals	Jun-26	Aug-26	N/A	Limited Bidding	N/A	Fixed Price Contract

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16	IT-03	Software Renewal	43231500	Renewal of Fortinet Networking Software Licenses	Aug-26	One year renewal	One year renewal	Limited Bidding	N/A	Purchase order
17	IT-04	Software Renewal	43231500	Renewal of Lantaria Service Level Agreement - Effective Staff HRIS	Oct-25	One year renewal	One year renewal	Sole Source	N/A	Purchase order
18	IT-05	Software Renewal	43231500	Backup and Recovery Software	Mar-26	One year renewal	One year renewal	Limited	N/A	Purchase order
19	IT-06	Project-Servers	26111700	Renewal of UPS maintenance/support	Nov-25	One year support	One year renewal	Single Source	N/A	Purchase order
20	IT-07	Software Renewal	43231500	Microsoft Open Value Agreement/Software Assurance	Mar-26	One year renewal	One year renewal	Limited	N/A	Purchase order
21	IT-08	Software Renewal	43231500	Nitro PDF Licences	Jul-26	One year renewal	One year renewal	Single Source	N/A	Purchase order
22	IT-09	Software Renewal	43231500	Convene Board Management Software	Aug-26	One year renewal	One year renewal	Single Source	N/A	Purchase order
23	IT-10	Software Renewal	43231500	Vulnerability management solution renewal	Jul-26	One year renewal	One year renewal	Single Source	N/A	Fixed Price Contract
24	IT-11	Software Renewal	43231500	Renewal of Endpoint Detection and Response (EDR) software and Managed Detection and Response (MDR)	Jan-26	One year renewal	One year renewal	Single Source	N/A	Fixed Price Contract
25	IT-12	Project- Intranet	81111500	Consultancy for the intranet redesign	Mar-26	Sept-26	6 Months	Limited	N/A	Fixed Price Contract
26	IT-13	Fire Protection	46191500	One Year Contract Renewal: Quarterly Maintenance of Fire Suppression Systems at TTSEC Locations - Tower D and UTC Chaguanas	Jun-26	Jul-25	One Year Renewal	Single Source	N/A	Fixed Price Contract
27	IT-14	Consultant- Digital Transformation	80101500	Conduct a Digital Transformation Readiness Assessment for the Commission	Jan-26	Sept-26	9 Months	Limited	N/A	Fixed Price Contract
28	IT-15	HCI- Disaster Recovery	43211500	Implement a Disaster Recovery site Hyperconverged (HCI) appliance	Dec-25	Sept-26	10 Months	Limited	N/A	Fixed Price Contract
29	IT-16	Cyber Security Improvement	43233200	Implement a Multifactor Authentication Solution	Mar-26	Aug-26	6 Months	Limited	N/A	Fixed Price Contract
30	IT-17	IT Upgrade	43211500	Supply, Delivery and Installation of replacement servers for our old standalone servers	Dec-25	Jun-26	6 Months	Limited	N/A	Fixed Price Contract

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31	IT-18	Cellular and Data	83111600	Group cellular and data service plans	Jan-26	Mar-26	3 Months	Limited	N/A	Fixed Price Contract
32	MR&S-01	MR&S	43233200	Automated Trade Surveillance Software	Mar-26	Sept-26	6 Months	Limited	10 Days	Fixed Price Contract
33	IT-19	Consultant- Cyber Security	80101500	Conduct a Cyber Maturity Assessment	Nov-25	Feb-26	4 Months	Limited	N/A	Fixed Price Contract
34	IT-20	Consultant- Cyber Security	43233200	Acquire & Implement Data Loss Prevention software and other cyber security solutions.	Jan-26	May-26	5 Months	Limited	N/A	Fixed Price Contract
35	CS-14	Consultant- Health & Safety	80101500	Health & Safety Consultant	Jan-26	Mar-26	3 Months	Limited	N/A	Fixed Price Contract
36	CS-15	IT Upgrade	46171600	Replacement of electronic door locks and software and CCTV cameras and software	Jan-26	Apr-26	3 Months	RFQ Method	N/A	Purchase Order
37	CS-16	IT Upgrade	81112200	Upgrade of Omni suite application	Nov-25	Feb-26	3 Months	Single Source	N/A	Purchase Order
38	CS-17	Consultant/Firm- Insurance	84131500	Broker for Insurance policies for public liability, workmen comp, computer all risk, property all risks, D&O	Mar-26	May-26	2 Months	Limited	N/A	Fixed Price Contract
39	CS-18	Travel & Subsistence	90111500	Accommodation for the TTSEC	TBD	TBD	TBD	TBD	N/A	TBD
40	HR-04	Consultant- Compensation Framework	80101500	Professional Services to review the Compensation Framework for TTSEC	Nov-25	Mar-26	2 Months	Single Source	N/A	Fixed Price Contract
41	CEO-01	Consultant- Culture Transformation	86132000/ 80172100	Professional Services for undertaking an organisational culture transformation in TTSEC	Nov-25	Nov-26	One Year	Limited Bidding	N/A	Fixed Price Contract
42	CS-19	Rental of Carpark & Offsite Storage	80131500	UDECOTT Carpark, offsite storage	N/A Renewal of Agreement	N/A	N/A	Sole Source	N/A	Fixed Price Contract
43	CS-20	Staff Events- Sports & Family Day	80141607	Hosting of Sports and Family Day- All-Inclusive Venue	Feb-26	Apr-26	3 Months	Limited	N/A	Purchase Order
44	CS-21	Staff Events- End of Year	80141607	Staff year-end event	Oct-25	Dec-25	3 Months	Limited	N/A	Purchase Order
45	IT-21	Software Renewal	43231500	Logic Manager Software	Jul-26	Aug-26	1 Month	Single Source	N/A	Purchase Order

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46	ACCT-01	Consultant- Audit	84111600	External Auditor	N/A	N/A	Continuation of existing 3-year contract	N/A	N/A	N/A
47	IT-22	Consultant- Audit	84111600	Outsourced IT Audits	Nov-25	Jan-26	3 Months	Limited	N/A	Fixed Price Contract
48	IT-23	Help Desk Software	81111800	SysAid Service Desk	Oct-25	Jan-26	3 Months	Limited	N/A	Purchase Order
49	IT-24	Computer Software, Licenses Rental, Website	81112500	Websites/Digital Media/SLAs & Licenses	Nov-25	Dec-25	1 Month	Single Source	N/A	Fixed Price Contract
50	C&I-01	Project-VASP	64101700	Virtual Asset Service Providers (VASPs)	Nov-25	Feb-26	2 Months	Single Source	N/A	Fixed Price Contract
51	HR-05	Collective Agreement Review	80101500	Collective Agreement Review	Dec-25	Jun-26	6 Months	Limited bidding	N/A	Fixed Price Contract

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