



# NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED

## ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITIES

No.	Project Number	Project Name	UNSPSC Code Level	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.		Maintenance Consumables		Supply of Toilet Paper, Bags, Bleach, Disinfectant, Mop, Gloves etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
2.		Technical Consumables		Spare Parts, Electrical, Tools etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
3.		Agriculture Consumables		Chemicals, Plants, Pots etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
4.		Security Consumables		Station Diaries, Flashlights, Batons, etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
5.		Safety Consumables		Fire Extinguishers, Safety Glasses, Safety Harness, Head Gears etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
6.		Firearms/Ammunitions		Firearms, Ammunition, Bullet Resistant Vest	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
7.		Uniforms		Coveralls, Maintenance/ Security Uniforms, Shoes, Safety Boots, Berets, Ties etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
8.		Computer Equipment		Hardware/ Monitors	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
9.		Contracted Specialized IT Services		Hosting Platforms, Software, Database	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
10.		Toners		Toners for different	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term



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				printers/photocopy machine/fax machine						
11.		Telephone		Telephone, Internet, Cable	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
12.		Training		Staff Training	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
13.		Office Equipment		Telephones, Printers, Fax Machine etc.	Jan-Dec 2025	Jan-Dec 2025		Open		Fixed
14.		Office Stationery		Pens, Pencils, Staple Machine, Erasers, Paper Clips, Paper, Steno Pads, Folders, Envelopes etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
15.		Office Consumables		Tea, Coffee, sugar, milk etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
16.		Furniture/Appliances		Desk, Cabinets, Chairs, Microwave, Fridge	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
17.		Plant/ Equipment		Brush Cutters, Blowers, A/C Unit, Pressure Washer, Floor Machine, Vacuum.	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
18.		Plant Rental		Rental of Plants	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
19.		Vehicle		Vehicle Purchase	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
20.		Vehicle Rental		Rental of Vehicle Services	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
21.		Tractors & Trailers		Tractor, Trailer Purchase	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
22.		Grounds Maintenance		Brush cutting Services	Jan-Dec 2025	Jan-Dec 2025		TBD (To be Determined)		Fixed
23.		Legal Fees		Annual Return, Company Reg.	Jan-Dec 2025	Jan-Dec 2025		TBD		Short



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				Top Up, Legal & Professional Fees						Term/Fixed
24.		Tobago Travel		Air Travel, Sea Travel	Jan-Dec 2025	Jan-Dec 2025		Sole Selective		
25.		Tobago Accommodation		Staff Welfare	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
26.		Promotional/ Corporate Events		Stakeholders engagement sessions, lunches etc.	Jan-Dec 2025	Jan-Dec 2025		TBD		Short Term
27.		Advertising/ Publishing		Newspaper Ads, Media Etc.	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
28.		Other Service Consumables		Waste Disposable, Sani Bin Rentals	Jan-Dec 2025	Jan-Dec 2025		Selective		Fixed
29.		Tendering		Tender Purchase, Pre-Qualification packages.	Jan-Dec 2025	Jan-Dec 2025		TBD		Short Term/Fixed