



NATIONAL MAINTENANCE TRAINING AND SECURITY COMPANY LIMITED

ANNUAL PROCUREMENT SCHEDULE 2024/2025

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



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10.		Toners		Toners for different printers/photocopy machine/fax machine	Jan-Dec 2025	Jan-Dec 2025		Selective		Short Term
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



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23.		Legal Fees		Annual Return, Company Reg. Top Up, Legal & Professional Fees	Jan-Dec 2025	Jan-Dec 2025		TBD		Short Term/Fixed
24.		Tobago Travel		Air Travel, Sea Travel	Jan-Dec 2025	Jan-Dec 2025		Sole Selective		Short Term
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