Procurement Unit
Siparia Borough Corporation
High Street, Siparia, Trinidad & Tobago.
Telephone Nos: (868) 649-3121/649-2348/9 ext. 1247
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SIPARIA BOROUGH CORPORATION

Annual Schedule of Planned Procurement Activities 2024/2025

SIPARIA BOROUGH CORPORATION

No.	Project Number	Project Name	UNSPSC CodeLvl 2	Description	Proposed Datefor Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
1.	24-25/001	Office Equipment	44000000	To procure office furniture.	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
2.	24-25/002	Uniforms & PPE	53102700	To procure the supply and delivery of Uniforms & PPE.	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
3.	24-25/003	Rent/Lease-Office Accommodation & Storage		To procure Rent/Lease-Office Accommodation & Storage	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
4.	24-25/004	Rent/Lease-Vehicles and Equipment		To plan and execute Rent/Lease of Vehicles And Equipment	Dec-24	N/A	April-25	Request For Quotation	Invoice order/ Fixed term	N/A

SIPARIA BOROUGH CORPORATION

No.	Project Number	ProjectName	UNSPSC CodeLvl 2	Description	Proposed Datefor Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
5.	24-25/005	Office Stationery and Supplies	14111509	Supply and Delivery of Office Stationery and Supplies	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
6.	24-25/006	Books and Periodicals	14111802/ 55101519	Supply and Delivery of Books and Periodicals	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
7.	24-25/007	Supply and Delivery of Materials and Supplies		Supply and Delivery of Materials and Supplies	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
8.	24-25/008	Maintenance of Vehicles		Maintenance of Vehicles	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
9.	24-25/009	Repairs and Maintenance - Equipment		Repairs and Maintenance - Equipment	Dec-24	N/A	April-25	Request For Quotation	Invoice order/ Fixed Term	N/A
10.	24-25/10	Official Entertainment		Official Entertainment	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A

SIPARIA BOROUGH CORPORATION

No.	Project Number	Project Name	UNSPSC CodeLvl2	Description	Proposed Datefor Issuing BiddingDocuments	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
11.	24-25/011	Repairs and Maintenance - Buildings		Repairs And Maintenance - Buildings	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
12.	24-25/012	Janitorial Services	76110000	Janitorial Services	Dec-24	N/A	April-25	Request For Quotation	Fixed Term	N/A
13.	24-25/013	Natural Disaster		Relief Items, Training, Repair of Equipment	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
14.	24-25/014	Special Programmes in Cities/Boroughs/Regiona Corporation		Special Programmes in Cities/Boroughs/Regional Corporation	Dec-24	N/A	April-25	Request For Quotation	Invoice order	N/A
15.	24-25/015	Promotions, P Printing		Promotions, Publicity and Printing	Dec-24	N/A	August-25	Request For Quotation	Invoice order	N/A
16.	24-25/016	Hosting of Conferences, Seminars and Other Functio		Hosting of Conferences, Seminars and Other Functions	Dec-24	N/A	August-25	Request For Quotation	Invoice order	N/A

SUNYANI BOROUGH CORPORATION

No.	Project Number	ProjectName	UNSPSC CodeLvl2	Description	Proposed Datefor Issuing BiddingDocuments	Estimated ProjectDuration	Expected Delivery/CompletionDate	Procurement Method	Contract Type	
17.	24-25/017	Water Trucking		Water Trucking	Dec-24	8 weeks	August-25	ITB	Fixed Term	N/A
18.	24-25/018	Operations of Electoral District for Councillors of Municipal Corporations		Incidentals, rent, stipends	Dec-24	N/A	August-25	RFQ	Fixed Term/ Invoice order	N/A
19.	24-25/019	Employee Assistance Programme		Employee Assistance Programme	Dec-24	N/A	August-25	RFQ	Invoice order	N/A
20.	24-25/020	Repairs and Maintenance - Equipment		Repairs and Maintenance - Equipment	Dec-24	N/A	August-25	RFQ	Fixed Term Invoice order	N/A

SIPARIA BOROUGH CORPORATION

No.	Project Number	Project Name	UNSPSC CodeLvl 2	Description	ProposedDatefor Issuing Bidding Documents	Estimated Project Duration	Expected Delivery/ Completion Date	Procurement Method	Contract Type	Standstill Period (if applicable)
21.	24-25/021	Official Overseas Travel		Official Overseas Travel	Dec-24	N/A	August-25	RFQ	Invoice order	N/A
22.	24-25/022	Other Contracted Services		Other Contracted Services	Dec-24	N/A	August-25	RFQ	Fixed Term/ Invoice order	N/A
23.	24-25/023	Janitorial Services	76110000	Janitorial Services	Dec-24	N/A	August-25	RFQ	Fixed Term/ Invoice order	N/A
24.	24-25/024	Security Services		Security Services	Dec-24	N/A	August-25	ITB	Fixed Term	N/A

SIPARIA BOROUGH CORPORATION