

No.	Project Number	Project Name	UNSPSC Code	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
			Lvl 3							
<b>PLEASE NOTE THAT THE PROPOSED DATES ARE SUBJECT TO CHANGE.</b>										
<b>ADMINISTRATION</b>										
1		Stationery	N/A	Purchase of pens, paper, etc	N/A	Sep-24	N/A	petty cash		Over the counter purchase
2		Lease/Purchase of Copier with Scanning ability	43212110	Purchase of 2 printing machines (a large and a small), with accessories/ consumables	Nov-23	Jan-24	Jan-26	Selective Tendering	10	Lumpsum/fixed price.
3		Office Supplies/Consumables	N/A	Paper Clips, markers, stapler/staples, glue etc	N/A	Sep-24	N/A	petty cash		Over the counter purchase
<b>LEGAL</b>										
4		Investigator	N/A	Sourcing of witnesses and gathering of legal information	Jan-24	Dec-24	10 months	Selective Tendering	10	Unit Cost
		External Legal Services	N/A	Legal Services sought as and when required.	N/A	Sep-30	12 months	Single Source	N/A	Lumpsum/fixed price
<b>FINANCE</b>										
5		Audit (with out of pocket exp	N/A	External Audit of Petrotrin's 2020 to 2023 Financial Statements	N/A	Sep-24		N/A		Appointed by Petrotrin Board
6		Bacon Woodrow Desouza	N/A	Valuation of Petrotrin's Retirement Benefit Obligation (pension due to ex employees) as required by Accounting Standard IAS 19	N/A	Sep-24		N/A		Sole Source provider
<b>FACILITIES</b>										
7		Janitorial	76111501	Repetitive Janitorial for Administration & Medical Buildings	Nov-23	Dec-24	1 year	Selective Tendering	10	Unit Cost

8		Air conditioning	72101511	Repetitive Servicing and maintenance of Mini Split Type AC Units at the Administration & Medical Buildings	Nov-23	Dec-24				Unit Cost
							1 year	Selectice Tendering	10	
9		Garbage Collection & Disposal	76121501	Collection and Disposal of Garbage, inclusive of tree cuttings, metal refuse etc at PAP	Dec-23	Dec-24				Unit Cost
							1 year	Selectice Tendering	10	
10		Elevator Maintenance	72101506	Repetitive Servicing, Repairs, Inspection and License of the Elevator at the Administration Building	Nov-23	Dec-24				Unit Cost
							1 year	Selectice Tendering	10	
11		Fence Maintenance	72154013	Clearing and Repairs to the Fencing from Gasparillo Gate on the south to Mahogany Avenue on the north	Jan-24	Apr-24				Lumpsum/fixed price
							2 weeks	Selectice Tendering	10	
		Signs								
12			55121710	Procurement and installation of Road and Carpark Signs at the Administration Building	Nov-23	Feb-24				Lumpsum/fixed price
							1 week	Selectice Tendering	10	
13			55121712	Procurement of "No Trespassing" Signs to be erected on Properties throughout as and when required	Nov-23	Feb-24				Lumpsum/fixed price
							1 week	Selectice Tendering	10	
		Grass Cutting								
14			70111706	Clearing of Bush around Bungalows at Penal (two cutting)	Nov-23	Dec-24				Lumpsum/fixed price
							2 weeks	Selectice Tendering	10	
15			70111706	Clearing of Bush around Bungalows at Point Fortin (two cutting)	Nov-23	Dec-24				Lumpsum/fixed price
							2 weeks	Selectice Tendering	10	
16		Camera & External Back Up N	45121504	Procurement of System for use in Land Administration	Nov-23	31/02/2024				Lumpsum/fixed price
							2 weeks	Selectice Tendering	10	
17		Bottled Water	50202301	Procurement of Bottled water for drinking	Nov-23	Dec-24				Lumpsum/fixed price
							1 week	Selectice Tendering	10	

18		Emergent Works		Any unforeseen works as and when required	N/A	Dec-24	NA	NA	NA	NA
		Building Maintenance								
19			72101507	General Building Repairs which includes Electrical, Fire alarm, plumbing, ceiling etc. At the Medical Center	Mar-24	May-24	2 weeks	Selectice Tendering	10	Lumpsum/fixed price
20			72101507	Repairs to Metal Cladding and Awnings, Concrete Façade and other Miscellaneous External Building Repairs and Road Markings at the Administration Building	Jan-24	May-24	2 weeks	Selectice Tendering	10	Lumpsum/fixed price
21			72101507	Repairs and Replacement of obsolete and non functional Lighting & Preventative Maintenance of the Main Electrical Power System at the Administration Building	Jan-24	Mar-24	1 week	Selectice Tendering	10	Lumpsum/fixed price
22			72141120	Servicing and Repairs to The Sewer System at the Administration Building	Apr-24	Jun-24	2 weeks	Selectice Tendering	10	Lumpsum/fixed price
23			72101507	Removal of the obsolete AC Cooling Tower and in place Install four Water Tanks inclusive of plumbing as backup water supply to the Southern Wings of the Administration Building	Feb-24	May-24	2.5 weeks	Selectice Tendering	10	Lumpsum/fixed price
24			72102902	Repitive Ground Maintenance and minor Landscaping at the Administration Building	Feb-24	Dec-24	10 months	Selectice Tendering	10	Unit Cost
25			N/A	Building Maintenance Materials (Order 1)	Jan-24	Mar-24	1 week	Selectice Tendering	10	Unit Cost
26			N/A	Building Maintenance Materials (Order 2)	Jun-24	Aug-24	1 week	Selectice Tendering	10	Unit Cost
		<b>GRC</b>								

