



PETROLEUM COMPANY OF TRINIDAD AND TOBAGO LIMITED

Annual Schedule of Planned Procurement Activities and Annual Procurement Plan for Fiscal Year 2025-2026  
Published on 20th January, 2026

Version 1

No.	Project Number	Project Name	UNSPSC Code Lvl 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 (if applicable) – No. of days	Contract Type
<b>ADMINISTRATION</b>										
1		Stationery	N/A	Purchase of pens, paper, ink cartridges etc	N/A	Sep-26	N/A	petty cash		Over the counter purchase
3		Office Supplies/Consumables	N/A	Paper Clips, markers, stapler/staples, glue etc	N/A	Sep-26	N/A	petty cash		Over the counter purchase
<b>LEGAL</b>										
4		Fees for the use of External Counsel and Research	N/A	Treatment of unresolved legal issues with employees and contractors which is driven by the timetable of the courts. Therefore expense is incurred as and when required.	N/A	Sep-26	12 months	Single Source	N/A	Lumpsum/fixed price
<b>FINANCE</b>										
5		Audit (with out of pocket expenses)	N/A	External Audit of Petrotrin's 2020 to 2024 Financial Statements	N/A	Sep-26	12 months	N/A	N/A	Appointed by Petrotrin Board - Continuance
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-26	12 months	N/A	N/A	Sole Source provider
<b>FACILITIES</b>										
7	10460567	Janitorial	76111501	Repitive Janitorial for Administration & Medical Buildings	Jan-26	Dec-26	12 months	Selective Tendering	N/A	Unit Cost
8	10460566	Garbage Collection & Disposal	76121501	Collection and Disposal of Garbage, inclusive of shrubs, grass, tree cuttings, metal refuse etc at PAP	Jan-26	Dec-26	12 months	Selective Tendering	N/A	Unit Cost
9	10460563	Elevator Maintenance	72101506	Repitive Servicing, Repairs, Inspection and License of the Elevator at the Administration Building	Mar-26	Dec-26	10 months	Single Source	N/A	Unit Cost
10	10460568	Bottled Water	50202301	Procurement of Bottled water for drinking	Jan-26	Dec-26	12 months	Single Source	N/A	Unit Cost
<b>Grass Cutting</b>										
11	10460565		72102905	Ground Maintenance - Grass Cutting and Spraying around Bungalows at Penal	Jan-25	Dec-25	12 months	Selective Tendering	N/A	Unit Cost

12	10460564		72102905	Ground Maintenance - Grass Cutting and Spraying around Bungalows at Point Fortin	Jan-25	Dec-25	12 months	Selective Tendering	N/A	Unit Cost
13	10460010		72102902	Ground Maintenance - Clearing of Bush around Bungalows and Grass Cutting and Spraying at Pointe A Pierre	Feb-26	Dec-26	11 months	Selective Tendering	N/A	Unit Cost
14	10460011		72102902	Clearing of Bush around Bungalows at Guayaguayare	Feb-26	Dec-26	11 months	Selective Tendering	N/A	Unit Cost
		<b>Building Maintenance</b>							N/A	
15	10460014		72101507	General Building Repairs which includes Electrical, plumbing, ceiling etc. At the Administration Building and Medical Center	Feb-26	Dec-26	11 months	Selective Tendering	N/A	Lumpsum/Fixed Price
16	10460000		72154300	Preventative Maintenance of the Main Electrical Power System at the Administration Building	Mar-26	May-26	2 months	Selective Tendering	N/A	Unit Cost
17	10460017		76121700	Servicing and Repairs to The Sewer System at the Administration Building	Mar-26	May-26	2 months	Selective Tendering	N/A	Lumpsum/Fixed Price
18	10460018		72102905	Repitive Ground Maintenance and minor Landscaping at the Administration Building	Feb-26	Dec-26	11 months	Selective Tendering	N/A	Unit Cost
19	10460019		72101507	Repairs and Maintenance of Acid Alky Office & Warehouse Building	Feb-26	Dec-26	10 months	Selective Tendering	N/A	Lumpsum/Fixed Price
		<b>GRC</b>								
20		Phase 3 - Disposal of Spent Catalyst	72154054	Approximately 916,124 pounds of catalyst to be tested and then sold	Feb-26	May-26	4 months	Selective Tendering	15	Lumpsum/fixd price