



THE VEHICLE MANAGEMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED

Annual Schedule of Planned Procurement Activities for the fiscal Year October 2024 to September 2025

Published: 2024/12

Version: 1

No.	Project Number	Project Name	UNSPCS Code (Level 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
1	xxxx	Airline Tickets	78111500	Purchase of Airline Tickets Required for Travelling Regionally	As Required	As Required	As Required	Sole Source	N/A	Fixed
2	xxxx	Advertising	82101500	Publication of Newspaper Ads- Tenders, Vacancy Ads, Challenge Proceedings Ads, Advisories and Other Content	As Required	As Required	As Required	Single Source	N/A	Fixed
3	xxxx	Catering	90101800	Provision of Catering Services for Meetings and Events	Oct-24	Sep-25	As Required	RFQ	N/A	Fixed Price
4	xxxx	Motor Vehicle Expenses	78181700	Supply of fuel (Gas and Diesel) Required for Vehicles owned by VMCOTT	Oct-24	Sep-25	12 months	Single Source	N/A	Fixed
5	xxxx	Motor Vehicle Expenses	78181500	Provision of Preventative Maintenance and Repair Services for Vehicles owed by GORTT and Private Clients	Oct-24	Sep-25	As Required	RFQ	As Required	Fixed
6	xxxx	Office Stationery & Supplies	44121600	Supply and Delivery of Stationery and Office Supplies	Oct-24	Sep-25	As Required	RFQ	N/A	Fixed
7	xxxx	Office Stationery & Supplies	50201700	Supply and Delivery of Kitchen Supplies-Tea, Coffee, Sugar, Milk and Bottled Water	Oct-24	Sep-25	N/A	RFQ	N/A	Fixed Price
8	xxxx	Contracted Services -Accounting Solution	81112200	Annual Renewal of the QuickBooks Accounting Software	Mar-25	Apr-25	One Year Support Agreement	Single Source	N/A	Fixed
9	xxxx	Annual Reports	84111600	Preparation of External Audit of Annual Financial Statements (3 years)	N/A	N/A	2-3 months	Single Source	N/A	Fixed
10	xxxx	Courier and Postage	78102200	Purchase of Stamps and Track-packs used for Domestic Deliveries	Oct-24	Sep-25	As Required	Sole Source	N/A	Fixed Price
11	xxxx	Courier and Postage	80141800	Delivery of Mail/Packages	Oct-24	Sep-25	Monthly	Limited	N/A	Fixed Price



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12	xxxx	General Insurance	64120000	Provision of Insurance: Workmen's Compensation, Public Liability, Computers All Risk, D&O Liability, Employee Health Plan,etc	Nov-24	Feb-25	3 months	Single Source	N/A	Fixed
13	xxxx	Security	92121500	Provision of Security Services for Cash in Transit Services	Oct-24	Sep-25	As Required	Single Source	N/A	Fixed
14	xxxx	Air Condition	40101700	Installation and Repair of Airconditioning Units at Beetham, San Fernando and Tobago facilities	Oct-24	Sep-25	As Required	RFQ	N/A	Fixed Price
15	xxxx	Building and Maintenance	72102900	Civil works required for Beetham, San - Fernando and Tobago facility	Mar-25	Jun-25	3 months	Limited	10 days	Fixed
16	xxxx	Building and Maintenance	72101500	Civil works required for Beetham Facility - Bay	Apr-25	Aug-25	4 months	Open	10 days	Fixed
17	xxxx	Buildings and Maintenance	72151500	High Voltage Testing at VMCOTT Beetham and San Fernando facility	Jan-25	Sep-25	N/A	Limited	N/A	Fixed Price
18	xxxx	Buildings and Maintenance	72121100	Infrastructural Works at Beetham, San Fernando and Tobago Facility	Feb-25	Sep-25	As Required	Open	10 days	Fixed
19	xxxx	Buildings and Maintenance	39121700	Provision of Electrical Works at Beetham, San Fernando and Tobago Facility	Oct-24	Sep-25	As Required	Limited	N/A	Fixed
20	xxxx	Buildings and Maintenance	72121100	Upgrade of Shutters for Workshop Area at Beetham facility	Mar-25	Apr-25	3 months	Limited	10 days	Fixed
21	xxxx	Office Furniture	56101700	Supply and delivery of Office Furniture required for VMCOTT	As Required	As Required	As Required	Limited	N/A	Fixed
22	xxxx	Signage	82141600	Supply and Installation of Signage at San Fernando, Beetham and Tobago facility	Feb-25	Sep-25	As Required	Limited	N/A	Fixed



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23	xxxx	Tools and Equipment	40151600	Supply and Delivery of Compressors for all VMCOTT Facilities	Oct-24	Sep-25	As Required	Limited	N/A	Fixed
24	xxxx	Water coolers	47101500	All Facilities	Oct-24	Sep-25	As Required	Limited	N/A	Fixed
25	xxxx	IT Maintenance	43232800	Upgrade of Network Services	Mar-25	Sep-25	9 months	RFQ	N/A	Fixed
26	xxxx	Computer Equipment and Accessories	43211500	Supply and Delivery of Computers, Printers, other related Office Equipment and accessories	Nov-24	Sep-25	As Required	RFQ	N/A	Fixed
27	xxxx	Repairs to Equipment	72154000	Repair and Maintenance of Printers, Computers and other Office Equipment	Nov-24	Sep-25	As Required	Single Source	N/A	Fixed
28	xxxx	Software	43231500	Upgrade of Equipment Software for all VMCOTT locations	Oct-24	Sep-25	N/A	Limited	N/A	Fixed
29	xxxx	Educational Service	86101800	Facilitation of Program/ Courses in Health and Safety, Automechanics, Administrative,etc	Jan-25	Sep-25	N/A	Single Source	N/A	Fixed
30	xxxx	Employee Assistance Programme	80111500	Provision of Employee Assistance Programmes/Services	Nov-24	Sep-25	As Required	RFQ	N/A	Fixed
31	xxxx	Employee Awards Program	49101700	Motivational awards and incentives for staff	Nov-24	Sep-25	As Required	RFQ	N/A	Fixed
32	xxxx	Employee Recruitment	80111700	Provision of Psychometric Tests which form part of VMCOTT's recruitment process	Dec-24	Sep-25	As Required	Limited	N/A	Fixed
33	xxxx	Employee Recruitment	80111700	Engagement of employment agency for Employee Recruitment	Oct-24	Sep-25	As Required	RFQ	N/A	Fixed



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34	xxxx	Human Resource and Information Systems	81112200	Continued renewal of HRIS software	Oct-24	Sep-25	One Year Support Agreement	Single Source	N/A	Fixed
35	xxxx	Uniforms	53102700	Supply and Delivery of Uniforms for Workshop Staff	Feb-25	Apr-25	3 months	RFQ	N/A	Fixed Price
36	xxxx	Legal Services	80122100	Provision of Legal Services	Oct-24	Sep-25	As Required	Single Source	N/A	Fixed
37	xxxx	Management and Business Professionals/Administrative Services	80101500	Provision of HR and IR Consultancy Services	Oct-24	Sep-25	As Required	Single Source	N/A	Fixed
38	xxxx	Workplace Safety	46211500	Supply and Delivery of Safety Equipment and Provision of Safety Infrastructure	Dec-24	Mar-24	N/A	RFQ	N/A	Fixed
39	xxxx	Personal Protective Equipment	46181500	Supply and Delivery of PPE Items such as Safety Boots, Uniforms, etc	Oct-24	Sep-25	1 month	Limited	10 days	Fixed
40	xxxx	Tools & Equipment	27141100	Supply and delivery of automotive equipment	Jan-25	Sep-25	As Required	RFQ	N/A	Fixed
41	xxxx	Tools and Equipment	25191700	Supply and delivery of tools and equipment for San Fernando, Beetham and Tobago Facility	As Required	As Required	As Required	Limited	N/A	Fixed
42	xxxx	Tools and Equipment	72101500	Maintenance of Equipment at all VMCOTT locations	Oct-24	Sep-25	As Required	Limited	N/A	Fixed

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CONTRACTS AWARDED

No	Tender Number	Name of Tender	Contract Value	Awarded Contractor	Date Awarded
1	VT23/01	Supply and Delivery of Two Post Lifts (Rotary) Hybrid and Electric Vehicles	\$ 453,127.50	Laughlin & De Gannes Limited	2023-09-12
2	VT23/02	Supply and Delivery of Equipment for Hybrid and Electric Vehicles	\$ 408,602.00	Laughlin & De Gannes Limited	2023-09-12
3	VT/1/01/2024	Supply and Delivery of Four (4) Modified Vehicles for the Purpose of Class Three (3) Driving Test For Use By The Transport Division (Licensing Department) of The Ministry of Works and Transport	\$ 612,041.66 (VAT and Duty Free)	R and R Trading Company Limited	2024-09-25