NATIONAL LOTTERIES CONTROL BOARD

ANNUAL SCHEDULE OF PLANNED PROCUREMENT ACTIVITY (ASPPA) - FISCAL YEAR 2025-2026

PROJECT No.	PROJECT NAME	UNSPS CODE	BRIEF DESCRIPTION	PROPOSED DATE FOR ISSUING BIDDING DOCUMENTS	EXPECTED DATE OF DELIVERY/ COMPLETION	ESTIMATED PROJECT DURATIONS WORKS & SERVICES	PROPOSED PROCUREMENT METHOD	STANDSTILL PERIOD (DAYS)	CONTRACT TYPE	PROCUREMENT CATEGORY/ TYPE
HR/IA-2526-03-01	Provision of Minor Equipment - Office Furniture & Furnishings for Head Office	**56101500**	Procurement to Supply & Deliver 7 Fire Proof Filing Cabinets for HR, Procurement & Audit + 1 Small Office Trolley	Mid-1st Qtr'25-26	Start 2nd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
SEC-2526-10-02	Provision of Catering Services	**90101600**	Procurement of Supply & Delivery of Food & Beverage Catering Services for meetings	Immediate 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-27-03	Provision for Public Officers Business Travel to Tobago Branch Office	**78101500**	Procurement of Tobago Airfare, Hotel Rooms Accommodation & Vehicle Rentals for staff business travel.	Immediate 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective Bidding & Single Sources	**N/A**	**Fixed Price**	Micro
SEC-2526-03-04	Provision of Public Officers Uniforms	**53102700**	Procurement Supply & Delivery of Uniforms for Chauffeur, Kitchen Attendants, Porter & Messenger	Immediate 4th Qtr'25-26	End of 1st Qtr '25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
IT-2526-05-05	Provision of Telecomm/ICT Services for all 3 branches	**83111500**	Procurement Supply & Delivery of mobile devices, internet connection & cloud solutions	End of 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Single Sources	**N/A**	**Fixed Price**	Small Scale
IT-2526-05-06	Provision of Network Connectivity Services	**81112100**	Procurement of Supply & Delivery of Commercial Internet, Cable, Wifi & Data Services	Immediate 4th Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Single Sources	**12**	**Fixed Price**	Large Scale
SEC-2526-09-07	Provision of Lease/Rentals Arrangements - Equipment/Vehicles	**80161800**	Leasing of Multi-Function Printers all branches & 2 Corporate Vehicles 1 Panel Van + 1 SUV	Start of 1st Qtr'25	Start of 2nd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale

SEC-2526-08-08	Provision of Real Property Rent/Lease Office Accommodation Arrangements - South Office	**78111800**	Procurement of Purchase/Lease/Rental Agreement for the relocation of a new South Office	Start of 2nd Qtr'25-26	End of 2nd Qtr'25	**N/A**	Open Tender	**N/A**	**Fixed Price**	Small Scale
SEC-2526-10-09	Provision of Office Stationery, Cleaning & Kitchen Supplies & Toiletries, etc..	**44121600**	Procurement of Supply & Delivery of Stationery, Cleaning & Kitchen Supplies, Toiletries, and Refreshments at meetings.	Immediate 1st Qtr'25-26	Ongoing throughout FY'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-11-10	Provision of Books & Periodicals	**44121600**	Procurement Supply & Delivery of Newspaper Subscriptions for Managers & Legal books.	Start 2nd Qtr'25-26	Ongoing throughout FY'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-15-11	Provision of Repairs and Maintenance Services on varous small Equipment	**72154000**	Procurement of Maintenance Services for small equipment ie water cooler, ice maker, UPS.	Start of 1st Qtr25-26	Ongoing throughout FY'25-26	**N/A**	Selective/Single Sources	**N/A**	**Fixed Price**	Micro
SEC-2526-13-12	Provision of 'Vehicle Repairs, Cleaning & Maintenance Services	**78181500**	Procurement of Repairs, Maintenance, Cleaning, Services & Replacement Parts - Company's aged old Vehicles	Immediate 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-13-13	Provision of Repairs & Maintenance - Vehicles & Eqpt	**78181500**	Procurement of additional repairs, maintenance and refurbishment/restoration services budgeted for 19 yr old Toyota Hiace Panel Van & Fortuner SUV.	Start of 1st Qtr25-26	Ongoing till Mid'3rd Qtr'25	**N/A**	Selective/Single Sources	**N/A**	**Fixed Price**	Micro
HR-2526-17-14	Provision of Training & Development Services	**80111500**	Procurement of Additional Training Services to optimise the productivity of Public Officers.	Mid 1st Qtr'25-26	Ongoing to 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-19-15	Provision of Official Entertainment	**90150000**	Procurement of Entertainment Services for Board Members and Director	Start 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-21-16	Provision of Building Facilities Repairs & Maintenance Management Services	**81141800**	Procurement of R&M Facilities Mgmt Services: Air-Conditioning, Pest Control, Plants, Vault, , etc on exisitng aged H/O building	Start of 1st Qtr'25-26	End' 1st Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
IT-2526-23-17	Provision of Subscriptions of various Software Licenses	**43231500**	Procurement of various Software licences: ICS, MS Sentinel,MS Purview, (Data Loss Prevention & Governance Suite), MS Insight, HRP5 & Xsources.	Start of 2nd Qtr'25-26	Ongoing to 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale

MPR-2526-27-19	Provision of Official Overseas MPRO Business International Travel	**78111500**	Procurement of Overseas Travel for Marketing Staff to attend Conferences that will enhance knowledge of other lotteries and best practices that can be implemented.	Start of 2nd Qtr'25-26	Mid' 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-37-20	Provision of Office Cleaning Services for all NLCB's Offices	**76111500**	Procurement of Janitorial Services for all 3 Office Building (POS H/O, San F'do & Tobago)	Mid 2nd Qtr'25-26	End of 3rd Qtr '25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
SEC-2526-43-21	Provision of Security Services for All NLCB Offices	**92121500**	Procurement of Supply and Delivery of Security Services for Cash-In-Transit, Tickets, 24hr In-house, Escort (POS, San F'do, Tobago)	Start 2nd Qtr'25-26	End of 2nd Qtr'25	**N/A**	Open Tender	**10 Days**	**Fixed Price**	Large Scale
SEC-2526-61-22	Provision of Insurance Brokerage & Risk Management Services	**84131500 / 64121500**	Procurement of Insurance for additional assets acquired: D&O, All Risks, Business Interruption, Public Liability, Workmen Comp, Fidelity Guarantee, Vehicle, Personal Accident.	Mid of 1st Qtr'25-26	End of 2nd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale
MPR-2526-62-23	Provision of Promotions, Publicity & Printing Services for Marketing & PR	**82101500**	Procurement of Advertising, Promotion & Printing Services for Marketing & Public Relations Department	Mid-End 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**Nn/a**	**Fixed Price**	Small Scale
MPR-2526-66-24	Provision of Events Hosting - Conferences, Seminars, Functions Services	**80141600**	Procurement of Services re: Agents Conference Hosting, MC/F&B Catering, Conference Room Accomm & Other Staff functions	End 2nd Qtr'25-26	Mid 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale
OPS-2526-28-25	Provision of Online Games Administration, Operation & Marketing	**71161600**	Procurement of Services re: Expert SME Consultant to assist in developing an RFP for a Lottery Service Provider	Start 2nd Qtr'25-26	Mid 4th Qtr'25-26	**N/A**	Open	**10 Days**	**Fixed Price**	Large Scale
HR-2526-99-26	Provision of Employee Assistance Services	**84131600**	Procurement of EAP Services for eligible Public Officers as referred by HR Dept	Start 1st Qtr'25-26	through to End 4th Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Small Scale
DIR/SEC-2526-21-27	Occupational & Public Health, & Environmental Safety	**84101700**	Procurement of Supply of Air Quality Testing Services at Head Office for OSHA compliance.	Start of 1st Qtr'25-26	End 1st Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
IT-2526-04-28	Provision of ICT Assessment, Recommendation & Implementation Plan	**81111800**	Procurement of Consultancy - Business Process Road Mapping via iGovTT	Start 2nd Qtr'25-26	End of 2nd Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Small Scale

IT-2526-02-29	Provision of Security Surveillance & Monitoring Equipment & Systems for all NLCB Offices	**46171600**	Procurement of Supply, Delivery & Installation of Security NVR Camera Surveillance & Monitoring Equipment & Systems for All NLCB Offices	End 1st Qtr'25-26	End 2nd Qtr'25-26	**N/A**	Open	**10 Days**	**Fixed Price**	Small Scale
MPR-2526-62-30	Marketing & PR Tactical Brand Promotional Enhancement	**80140000**	Supply & Delivery of Branded Promotional Marketing Collateral Items for Giveaways to Agents for Customers	End of 1st Qtr'25-26	End of 2nd Qtr's2025-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale
HR-2526-61-31	Staff Medical Health Coverage	**64122100**	Proposed New Employee Group Health & Full Medical Insurance	End of 4th Qtr'24	Start of 1st Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
HR/MPR-2526-32	Special Christmas Token of Staff Appreciation	**50000000**	Procurement of Supply & Delivery of Hams & Turkeys as Yuletide goodwill gesture	Start of 1st Qtr 25-26	Mid' 1st qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
OPS/IT-2526-02-33	Provision of a Digital Filing System for Operations Dept	**81112000**	Procurement of Supply, Delivery & Installation of Operations Files & Documents Digitalisation System	Mid 1st Qtr'25	Mid 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
OPS/IT-2526-02-34	Provision of an Agents Operations Management Systems	**81112000**	Procurement of Supply, Delivery & Installation of Operations Full Automation of Agents' Records Management System	End of 2nd Qtr'25	End of 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
HR/MPR-2526-03-35	Branded Apparel Mgmt & Staff- HR Dress Code Policy Implementation	**53101600**	Procurement of Supply & Delivery of NLCB Logo Monogram/Embroidered Apparel	Start of 1st Qtr'25	End of 2nd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
IT-2526-02-36	Provision of Information Technology Equipment & Accessories for incoming new staff recruited to fill vacancies.	**43212500**	Procurement of Supply & Delivery :28 Laptops, Access, 40 Laptop Bags, 2 Fortinet Deceptors (Honeypots),9 x 24" Monitors for IT Department,7 Bluetooth Headsets for MS Teams communications + 1 x 80" TV for QPO VIP Booth.	Start of 1st Qtr'25	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale
IT-2526-02-37	Provision of Communication Equipment for incoming new staff recruited to fill vacancies.	**43191500**	Procurement of Supply & Delivery of 24 Smart Mobile Communication Devices & Accessories.	Start of 1st Qtr'25	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale
IT-2526-04-38	Provision of Penetration Testing Services – NLCB LAN (External & Internal)	**43212500**	Procurement of Penetration Testing Services – NLCB LAN (External & Internal)	Mid 2nd Qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small Scale

IT-2526-02-49	Provision of services to Finance Department re: A/R Module's Production of Aged Receivables Reports	**43212600**	Procurement of services for A/R Module's Production of Aged Receivables Reports	End 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Small Scale
SEC/IT-2526-04-40	Provision of Industrial Building UPS Back-up Electricity Supply	**43212500**	Procurement of Supply, Delivery & Installation of Building Industrial UPS Back-Up Electricity Supply	Mid-Eend 1st Qtr'25-26	Mid- 2nd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
IA/IT-2526-02-41	Provision of Enterprise Risk Managment Software to Finance Dept	**43232600**	Procurement of Supply, Delivery & Installation of ERM Software Solution to Audit Unit	Mid-2nd qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
IA/IT-2526-02-42	Provision of Auditing Management Software	**43232600**	Procurement of Supply, Delivery & Installation of Auditing Management Software Solution to Audit Unit	Start 2nd Qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
FIN/IT-2526-02-43	Provision of Fixed Asset Module Software Solution for Finance Dept	**43232600**	Procurement of Supply, Delivery & Installation of Fixed Asset Module for the Finance Dept	Mid 2nd Qtr'25-26	End 2nd Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Small-Scale
FIN/IT-2526-02-44	Provision of Inventory Module Software Solution for Finance Dept	**43232600**	Procurement of Supply, Delivery & Installation of Fixed Asset Module for the Finance Dept	Mid 2nd Qtr'25-26	End 2nd Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Small-Scale
FIN/IT-2526-02-45	Provision of Purchasing Module Software Solution for Finance Dept	**43232600**	Procurement of Supply, Delivery & Installation of Fixed Asset Module for the Finance Dept	End 2nd Qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Small-Scale
FIN/IT-2526-04-46	Provision of Historical Agent & Summary (Aged Receivables) Module Software Solution for Finance Dept	**43232600**	Procurement of Consuultancy to Supply, Deliver & Install the Integration of AR Module to the GL to produce Aged Receiables Report for the Finance Dept	End 2nd Qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Single Source	**N/A**	**Fixed Price**	Micro
SEC/IT-2526-02-47	Development of a Central Management Records System for the Secretariat Department	**81112000**	Procurement of Supply, Delivery & Installation of Records Management Hardware & Software Solution	Start 2nd Qtr'25-26	End 2nd Qtr'25-26Mid 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
SEC/IT-2526-02-48	Provision of Central Records Management & Digitization License Fee for the Secretariat Department	**81112000**	Procurement of Subscription of Records Management Software License Fee	Start 2nd Qtr'25-26	End 2nd Qtr'25-26Mid 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale

SEC/IT-2526-02-49	Development of a Process Digitalisation System for the Secretariat Department	**81112000**	Procurement of Supply, Delivery & Installation of Process Digitalisation Hardware & Software Solution	Start 2nd Qtr'25-26	End 2nd Qtr'25-26Mid 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
SEC/IT-2526-02-50	Provision of Process Digitalisation Consultancy for the Secretariat Department	**81112000**	Procurement of Consultancy Services for Process Digitalisation Solution	Start 2nd Qtr'25-26	End 2nd Qtr'25-26Mid 3rd Qtr'25	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Small-Scale
PROC-2526-03-51	Provision of Minor Equipment - Office Furniture & Furnishings for Procurement Records Management	**56101500**	Procurement to Supply & Deliver 1 Fire Proof Filing Cabinets for Procurement Records Management Filing System	Mid-2nd Qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
PROC-2526-03-52	Provision of Office Furniture, Fixtures, & Fittings for the creation of a Procurement Dept Office	**72101500**	Procurement to Supply & Deliver Office Outfitting Works in the creation of a Procurement Department Office	Mid-2nd Qtr'25-26	Start 3rd Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro
SEC-2526-37-53	Provision of Toilet/Washroom Sanitary Dispenser Equipment & Supplies	**47131700**	Procurement to Supply, Deliver & Install Ladies Sanitary Napkin Hygeinic Disposal Bins, Liquid Hand Soap, Sanitizer, Air Freshners and Paper Towel Dispensers	Start 1st Qtr'25-26	Ongoing to 4th Qtr'25-26	**N/A**	Selective/Limited Bidding	**N/A**	**Fixed Price**	Micro

********** **END OF REPORT**********

PREPARED & SUBMITTED BY: NLCB's 'NAMED' PROCUREMENT OFFICER/CONSULTANT PROCUREMENT MANAGER/CHAIRMAN - PROCUREMENT MANAGEMENT COMMITTEE

APPROVED BY: NLCB's 'NAMED' ACCOUNTING OFFICER/DIRECTOR (Ag.)

DATED: DECEMBER 10TH 2025.