Tobago Tourism Agency Limited - Annual Schedule of Planned Procurement Activities

No.	Project Number	Project Name	UNSP 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	ASPPA-SA01-2026-001	UK Market Representation	80141600	Retainer-based PR, trade engagement, campaign support.	Jan-26	Dec-26	12 Mths	Limited	10	Service Agreement
2	ASPPA-SA01-2026-002	US/Canada Representation	80141600	Trade, PR, media liaison, consumer campaigns.	Jan-26	Dec-26	12 Mths	Limited	10	Service Agreement
3	ASPPA-SA01-2026-003	GAS Market Representation	80141600	Trade events, PR, media coordination (Germany/Austria).	Mar-26	Feb-27	12 Mths	Limited	10	Service Agreement
4	ASPPA-SA01-2026-004	Digital Advertising Campaigns	82101800	Multi-market digital activations & conversion campaigns.	Feb-26	Dec-26	10 Mths	Open/Limited	10	Service Agreement
5	ASPPA-SA01-2026-005	Domestic/Regional Advertising	82101800	Radio, press, digital, OOH (Tobago/Trinidad/Caribbean).	Oct-25	Sep-26	12 Mths	Limited	10	Framework Agreement
6	ASPPA-SA01-2026-006	Creative Production	82101800	Photography, videography, brand assets.	Apr-26	Sep-26	6 Mths	Limited	10	Service Agreement
7	ASPPA-SA01-2026-007	Niche Product Marketing	80141600	Event sponsorships, collateral, PR (Dive, Wellness).	As required	As required	As required	Micro	0	Standard Contract
8	ASPPA-SA01-2026-008	Influencer & Press Trips	90121500	Flights, accommodation, experiences (Local Vendor Engagement).	As required	As required	As required	Micro	0	Purchase Order
9	ASPPA-SA01-2026-009	WTM London Participation	80141900	Stand space, design & build, logistics (Organiser Controlled).	Jan-26	Nov-26	Event	Sole Source	0	Standard Contract
10	ASPPA-SA01-2026-010	Dive Shows (DEMA, Boot)	80141900	Stand space, booth build for dive trade shows.	Jan-26	Nov-26	Event	Sole Source	0	Standard Contract
11	ASPPA-SA02-2026-001	Capacity Building Programme	86101700	Trainers, venues, materials, assessments (3-Year Initiative).	As required	As required	As required	Open/Limited	10	Service Agreement
12	ASPPA-SA02-2026-002	Community Tourism Toolkit	80101500	Training, stakeholder mobilisation, promotional materials.	As required	As required	As required	Micro	0	Consultancy Agreement
13	ASPPA-SA02-2026-003	Culinary Tourism (Food Tour)	80141600	Training, itineraries, materials, marketing.	As required	As required	As required	Micro	0	Service Agreement
14	ASPPA-SA02-2026-004	Sports Tourism Development	80141600	Campaigns, content, packaging, partnerships.	As required	As required	As required	Micro	0	Service Agreement
15	ASPPA-SA02-2026-005	Discover Scarborough	55101500	Trail development, QR codes, signage, guide training.	As required	As required	As required	Limited	10	Minor Works Agreement
16	ASPPA-SA02-2026-006	Rainforest 250 Celebration	80141900	Events, signage, promotional materials.	As required	As required	Event	Limited	10	Service Agreement
17	ASPPA-SA02-2026-007	Guest Shopper Programme	80141600	Rewards, digital platform.	As required	As required	As required	Micro	0	Standard Contract
18	ASPPA-SA03-2026-001	TAUP (Upgrade Project)	93151500	Audits, inspections, reimbursements (Statutory Grant).	As required	As required	As required	Single Source	0	Grant Agreement
19	ASPPA-SA03-2026-002	TARG Phase 2	84111600	Completion reports, audits, verification.	As required	As required	As required	Limited	10	Consultancy Agreement

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20	ASPPA-SA03-2026-003	TTTIC Implementation	80101700	TTBS audits, promotion, registration.	As required	As required	As required	Limited	10	Service Agreement
21	ASPPA-SA03-2026-004	Product Advisory Audits	80101700	Technical advisory, gap analyses.	As required	As required	As required	Micro	0	Consultancy Agreement
22	ASPPA-SA03-2026-005	Green Key Certification	77101700	Audits, gap analyses (Green T&T).	As required	As required	As required	Sole Source	0	Service Agreement
23	ASPPA-SA03-2026-006	Blue Flag Certification	77101700	Audits, water testing (IMA), materials.	As required	As required	As required	Sole Source	0	Service Agreement
24	ASPPA-SA04-2026-001	Sector Surveys & Dashboards	80141500	Data collection tools, surveys, reporting.	As required	As required	As required	Micro	0	Service Agreement
25	ASPPA-SA04-2026-002	Market Research Partnerships	80141500	External consultants, strategic reports.	As required	As required	As required	Limited	10	Consultancy Agreement
26	ASPPA-SA04-2026-003	Tourism Data Platforms	43233500	Renewals, licences (e.g., Amadeus).	Oct-25	Sep-26	12 Mths	Limited	0	Subscription Agreement
27	ASPPA-SA05-2026-001	Office Rental	80131500	Annual lease.	Oct-25	Sep-26	12 Mths	Single Source	0	Lease Agreement
28	ASPPA-SA05-2026-002	Janitorial Services	76111500	Annual contract.	Oct-25	Sep-26	12 Mths	Competitive	10	Service Agreement
29	ASPPA-SA05-2026-003	Security Services	92121500	Annual contract.	Oct-25	Sep-26	12 Mths	Competitive	10	Service Agreement
30	ASPPA-SA05-2026-004	Insurance Services	84131500	Public liability, office, health.	Oct-25	Sep-26	12 Mths	Limited	10	Insurance Policy
31	ASPPA-SA05-2026-005	Recruitment Support	80111500	CEO recruitment, psychometrics, HR policy.	Oct-25	Mar-26	6 Mths	Limited	10	Consultancy Agreement
32	ASPPA-SA05-2026-006	Staff Training	86101700	Courses, workshops.	As required	As required	As required	Micro	0	Standard Contract
33	ASPPA-SA05-2026-007	Board & Governance Support	80101500	Consultancy for policy, governance reviews.	Jan-26	Jun-26	6 Mths	Limited	10	Consultancy Agreement
34	ASPPA-SA05-2026-008	Internal Audit Services	84111600	Risk-based audits.	Jan-26	Jun-26	6 Mths	Limited	10	Service Agreement
35	ASPPA-SA06-2026-001	Procurement Digital Tools	43231500	Power Apps development, licences.	Feb-26	Jul-26	6 Mths	Micro	0	Service Agreement
36	ASPPA-SA06-2026-002	Desktop & Laptop Upgrade	43211500	Bulk purchase of devices.	Jan-26	Mar-26	3 Mths	Open/Limited	10	Purchase Order
37	ASPPA-SA06-2026-003	Office Furniture Upgrade	56112100	Desks, chairs, storage.	Feb-26	Apr-26	3 Mths	Open/Limited	10	Purchase Order
38	ASPPA-SA06-2026-004	Software Licences	43231500	Adobe, MS365, SurveyMonkey, security tools.	Oct-25	Sep-26	12 Mths	Limited	0	Subscription Agreement
39	ASPPA-SA06-2026-005	GIS Mapping Project	81151600	Tablets, software, data collection.	As required	As required	As required	Micro	0	Purchase Order