

Ministry of Foreign and CARICOM Affairs
Annual Schedule of Planned Procurement Activities for the Fiscal Year October 2025 to September 2026
Date Published: 09/12/2025

No.	Project Number	Project Name	UNSPS 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	MFCA-1	OFFICIAL OVERSEAS TRAVEL	78111500	Supply of Business-class/Economy-class Airline Tickets ifo Officers for Posting to Missions Abroad or for Attendance at Official Meetings in Colombia, Dominican Republic, Bolivia, Chile, Honduras, Costa Rica, Peru, Panama, Mexico, USA, Canada, South Korea, Brazil, Japan, Jamaica, Suriname, Grenada, Guyana, Barbados, Antigua and Barbuda, Equatorial Guinea, Italy, Ghana	As required	As required	One-off	RFQ	N/A	N/A
2	MFCA-2	FLAGS	55121700	Supply of Indoor Flags, Outdoor Flags, Car Pennants, Desk Flags, Flag Poles with Gold Crowns and Bases	As required	As required	One-off	RFQ	N/A	N/A
3	MFCA-3	PRINTED OR BRANDED PROMOTIONAL ITEMS OR SIGNAGE	55121700, 82121500, 56101700	Supply of LED Signs, Printed Backdrops, Printed Standing Banners, Printed Posters, Printed Brochures, Greeting Cards, Printed Newsletter, Branded Notepads, Printed Handbooks, Printed Information Booklets, Branded Pens, Branded Pencils, Printed Polo T-Shirts, Branded Tablecloths, Printed Acrylic Stands, Branded Water Bottles, Branded Tote Bags, Branded Keychains, Branded Umbrellas, Branded Service Desk	As required	As required	One-off	RFQ	N/A	N/A

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4	MFCA-4	TOKENS AND GIFTS FOR PRESENTATION TO VISITING FOREIGN DIGNITARIES	55101500, 50161500, 56140000, 14111600, 60123200	Supply of Books, Mini Steelpans, Chocolates, and Gift-wrapping Supplies etc. for Presentation of Tokens to Visiting Dignitaries	As required	As required	One-off	RFQ	N/A	N/A
5	MFCA-5	CATERING	90101600, 40101900	Supply of Catering Services and Serveware for Official Events	As required	As required	One-off	RFQ	N/A	N/A
6	MFCA-6	PUBLICATIONS	82101500	Publication of Vacancies, FOIA Statements and Notices of Uncashed Cheques in Daily Newspapers	As required	As required	One-off	RFQ	N/A	N/A
7	MFCA-7	MAKEUP SERVICES	91101600	Provision of Television Makeup for Pre-recorded Videos	As required	As required	One-off	RFQ	N/A	N/A
8	MFCA-8	SIGN LANGUAGE SERVICES	82112000	Provision of Consecutive Sign Language Interpreting Services for Pre-recorded Video	As required	As required	One-off	RFQ	N/A	N/A
9	MFCA-9	PHOTOGRAPHY AND VIDEOGRAPHY SERVICES	82131600	Supply of Photography and Videography Services	As required	As required	One-off	RFQ	N/A	N/A
10	MFCA-10	NEWSPAPER SUBSCRIPTIONS	55101500	Supply of Hard Copy and Soft Copy Newspaper Subscription Service	Jan-26	Dec-26	1 year	RFQ	N/A	N/A
11	MFCA-11	EVENT ENTERTAINMENT	82151700	Supply of Entertainment Services at Various Meetings, Events, Functions, etc.	As required	As required	One-off	RFQ	N/A	N/A
12	MFCA-12	EVENT DECORATION SERVICE	72153600, 56140000	Supply of Decoration Services at Various Meetings, Events, Functions, etc.	As required	As required	One-off	RFQ	N/A	N/A
13	MFCA-13	PUBLIC DIPLOMACY INITIATIVE	TBD	Supply of Goods and Services Required for Public Diplomacy Initiatives	TBD	TBD	TBD	TBD	TBD	TBD
14	MFCA-14	GRAPHIC DESIGN SERVICES	82141500	Supply of Graphic Design Services for Campaigns and Projects	As required	As required	One-off	RFQ	N/A	N/A
15	MFCA-15	EVENT EQUIPMENT RENTAL	95131700, 48101900, 56101500, 48102000	Supply of Tents, Folding Chairs, Folding Tables, Cocktail Tables, Cocktail Chairs, etc.	As required	As required	One-off	RFQ	N/A	N/A

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16	MFCA-16	LAMINATING MACHINES AND POUCHES	44102000	Supply and Delivery of One (1) Laminating Machine and One Thousand (1000) Laminating Pouches	As required	As required	One-off	RFQ	N/A	N/A
17	MFCA-17	BAGS AND STORAGE EQUIPMENT	53121600, 49121500, 24112400	Supply and Delivery of Two (2) Trolley Bags, One (1) Roller Cooler and Four (4) Storage Bins	As required	As required	One-off	RFQ	N/A	N/A
18	MFCA-18	OFFICE FURNITURE	56101500	Supply and Delivery of One (1) Office Chair and One (1) Floor Standing Magazine Rack	As required	As required	One-off	RFQ	N/A	N/A
19	MFCA-19	MOBILE PHONE	43191500	Supply of Official Mobile and Landline Telephone Services	Oct-25	Sept-26	Continuous	RFQ	N/A	N/A
20	MFCA-20	VEHICLES	78111800, 25101500, 78181500	Lease or Purchase of Cars and Buses and Supply of Maintenance Services for Official Vehicles	As required	As required	One-off	RFQ	N/A	N/A
21	MFCA-21	OFFICIAL RESIDENCES	80131500	Leasing of Official Residences for Officers at Missions Abroad	TBD	TBD	Continuous	RFQ	N/A	N/A
22	MFCA-22	UNIFORMS	53102700	Supply of Uniforms for Chauffeur, Driver and Maid at Mission Abroad	As required	As required	One-off	RFQ	N/A	N/A
23	MFCA-23	TRAINING	86132100	Training of Home-based Staff and Locally-recruited Staff at Mission Abroad	As required	As required	One-off	RFQ	N/A	N/A
24	MFCA-24	REPAIRS AND REFURBISHMENT OF GOVERNMENT PROPERTIES	72121100	Supply of Renovation and Refurbishment Construction Works for Upgrade of Government Properties	TBD	TBD	Continuous	RFQ	N/A	N/A
25	MFCA-25	JANITORIAL SERVICES	76111500	Supply of Janitorial Services at Headquarters	11-Dec-25	13-Jan-26	1 year	EOI/RFP	20	Fixed-term
26	MFCA-26	SECURITY SERVICES	92121500	Supply of Security Services at Headquarters and Warehouse	02-Jan-26	02-Mar-26	1 year	EOI/RFP	20	Fixed-term
27	MFCA-27	MFPs AND ACCESSORIES	44101700, 80161800, 44103100	Lease or Purchase of Photocopier and Supply of Requisite Accessories and Consumables (Toners, etc.)	As required	As required	One-off	RFQ	N/A	N/A
28	MFCA-28	CABLE SERVICE SUBSCRIPTION	83111800	Supply of Cable Television Subscription Service at Mission Abroad	Oct-25	Sept-26	Continuous	TBD	N/A	N/A
29	MFCA-29	INSURANCE	84131500	Supply of Property and Motor Vehicle Insurance	Oct-25	Sept-26	Continuous	TBD	N/A	N/A

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30	MFCA-30	EQUIPMENT REPAIRS AND MAINTENANCE	26111600, 21102500, 81112300, 72101500, 72154300, 72151200	Supply of Maintenance and Repair Works for AIO MFP Printers, Generators, Irrigation Systems, Elevators, Sliding Gate Motors, HVAC System, Fire Extinguishers, Fire Panel	Quarterly/Monthly/As required	Quarterly/Monthly/As required	One-off	RFQ	N/A	N/A
31	MFCA-31 / 09/005/06/A/027 - Upgrade of IT Infrastructure at the MFCA and Overseas Missions	LAPTOPS AND DESKTOPS	43211500	Supply and Delivery of Fifty (50) Laptop PCs and Thirty (30) Desktop PCs	Feb-26	Mar-26	8 weeks	RFQ	N/A	N/A
32	MFCA-32 / 09/005/06/A/027 - Upgrade of IT Infrastructure at the MFCA and Overseas Missions	OFFICE SUITE SOFTWARE	43231500	Supply of PDF Editing Software	Mar-26	Apr-26	8 weeks	RFQ	N/A	N/A
33	MFCA-33 / 09/005/06/A/027 - Upgrade of IT Infrastructure at the MFCA and Overseas Missions	SECURITY SOFTWARE	43233200	Supply and Delivery of End Point Detection and Response Security Software	Apr-26	May-26	8 weeks	RFQ	N/A	N/A
34	MFCA-34 / 09/005/06/A/027 - Upgrade of IT Infrastructure at the MFCA and Overseas Missions	SMART BOARD	43211500	Supply and Delivery of Interactive Smartboards and Kiosks	Mar-26	Jun-26	16 weeks	RFQ	N/A	N/A
35	MFCA-35	WATER AND SEWERAGE	83101500	Supply of Water and Sewerage Services at Missions Abroad	Oct-25	Sept-26	Continuous	RFQ	N/A	N/A
36	MFCA-36 / 09/005/06/A/023 - Establishment of a Document Management System	DOCUMENT MANAGEMENT SYSTEM	43232200	Development and Implementation of Document Management System	Jun-26	Dec-27	76 weeks	RFQ	N/A	N/A
37	MFCA-37	SIGMA	55121800	Supply and Delivery of Sigma Identification Card Supplies (Ribbon Cartridge; PVC Composite Cards; Plastic ID Card Cases with Chains and Clips; Laminator Cartridges)	Feb-26	Mar-26	One-off	RFQ	N/A	N/A
38	MFCA-38	TELEPHONE CORDS	43202200	Supply of Telephone Curly Cords	Feb-26	Mar-26	One-off	RFQ	N/A	N/A

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39	MFCA-39	EBSCOHST	81111900	Supply of Ebscohost Subscription Service (database to access full-text articles and abstracts from various sources, including magazines, journals and newspapers)	Jan-26	Feb-26	One-off	TBD	N/A	N/A
40	MFCA-40	SPINE LABEL PROTECTOR	44122000	Supply of Two (2) Rolls of Spine Label Protector (Vinyl, Polypropylene or Polyester)	As required	As required	One-off	RFQ	N/A	N/A
41	MFCA-41	PLUMBING CONSUMABLES	30181700	Supply and Delivery of Faucets	05-Jan-26	23-Jan-26	One-off	RFQ	N/A	N/A
42	MFCA-42	LIGHTING CONSUMABLES	39101600	Supply and Delivery of Light Bulbs	05-Jan-26	23-Jan-26	One-off	Sole select	N/A	N/A
43	MFCA-43	LANDSCAPING CONSUMABLES	11111500, 10191500	Supply and Delivery of Mulch, Potting Soil, Pesticides, Molluscicides and Garbage Bags	06-Apr-26	30-Apr-26	One-off	RFQ	N/A	N/A
44	MFCA-44	LANDSCAPING TOOLS	27112000	Supply of Landscaping Tools	06-Apr-26	30-Apr-26	One-off	RFQ	N/A	N/A
45	MFCA-45	PEST CONTROL SERVICES	72102100	Supply of Pest Control Services at Headquarters	05-Mar-26	31-Mar-26	1 year	EOI/RFP	20	TBD
46	MFCA-46 / 09/005/06/F/076 - Upgrade Works at the MFCA Headquarters	ROOFING UPGRADE	30151500	Supply and Installation of Membrane Roof	03-Dec-25	19-Dec-25	3 weeks	EOI/RFP	20	TBD
47	MFCA-47 / 09/005/06/F/076 - Upgrade Works at the MFCA Headquarters	GLASS PANE RESEALING	72153000	Re-glazing and Sealing of Glass Panes at Headquarters (Building B)	15-Dec-25	15-Apr-26	3 months	EOI/RFP	20	TBD
48	MFCA-48 / 09/005/06/F/076 - Upgrade Works at the MFCA Headquarters	MOULD REMEDIATION	72151200	Installation of Sub-Flooring Ventilation - Enhanced Mould Mitigation Strategy	12-Jan-26	06-Feb-26	2 months	EOI/RFP	20	TBD
49	MFCA-49 / 09/005/06/F/076 - Upgrade Works at the MFCA Headquarters	BATHROOM RENOVATION	72121100	Conversion of Handicap Toilets in Male and Female Washrooms in Building B (First Floor) to Showers	15-Apr-26	06-May-26	2 months	EOI/RFP	20	TBD
50	MFCA-50 / 09/005/06/F/076 - Upgrade Works at the MFCA Headquarters	WINDOW REFURBISHMENT	72152400	Removal and Replacement of Timber Windows in Building A, Headquarters	02-Jan-26	03-Mar-26	5 months	EOI/RFP	20	TBD

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51	MFCA-51	SEWING OF DIPLOMATIC BAGS	73141700	Sewing of New Diplomatic Bags	As required	As required	One-off	EOI/RFP	20	TBD
52	MFCA-52	ADDRESS TAGS	55121500	Supply of Laminated Address Tag for Diplomatic Bags	As required	As required	One-off	RFQ	N/A	N/A
53	MFCA-53	POSTAGE STAMPS	44121600	Supply of TTPost Postage Stamps	As required	As required	One-off	RFQ	N/A	N/A
54	MFCA-54	PACKAGING SUPPLIES	44121500	Supply of Mailing Pouches, Packs, Boxes	As required	As required	One-off	RFQ	N/A	N/A
55	MFCA-55	NYLON STRINGS	13111200	Supply of Rolls of Nylon String and Diplomatic Seals	As required	As required	One-off	RFQ	N/A	N/A
56	MFCA-56	TIE STRAPS	31151900	Supply of Large Tie Straps	As required	As required	One-off	RFQ	N/A	N/A
57	MFCA-57	SHIPMENT	78141500	Shipment of Personal and Household Effects, Liquor and Relief Supplies to/from Missions Abroad	As required	As required	One-off	EOI/RFP	20	TBD
58	MFCA-58	CLEANING OF DIPLOMATIC BAGS	91111500	Supply of Dry Cleaning Services for Cleaning of Thirty-six (36) Diplomatic Bags and Fourteen (14) Tablecloths	Bi-annually	Bi-annually	One-off	RFQ	N/A	N/A
59	MFCA-59	KETTLES	48101500	Supply and Delivery of Five (5) Kettles	As required	As required	One-off	RFQ	N/A	N/A
60	MFCA-60	PANTRY ITEMS	50202400, 50202500, 50202600, 50202700, 50202800, 50203000, 50161800, 50181900, 50131700, 50201700, 50161500, 47131800, 47131500	Supply and Delivery of Pantry Items (juices; mints; crackers; granola bars; evaporated milk; tea - black and green; coffee - caffeinated and decaffeinated; sugar - white and brown; dishwashing liquid; dish sponges; j-cloths; air freshener; vinegar)	Quarterly	Quarterly	One-off	RFQ	N/A	N/A

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61	MFCA-61	STATIONERY 1	14111500, 14111800, 14121800, 26111700, 31201500, 31201600, 41111600, 43202000, 44101700, 44101800, 44103500, 44111500, 44121500	Supply and Delivery of Stationery at Headquarters (white bristol board - 250gsm - 24"*34"/22"*28"; copy paper - 8.5"*11"/8.5"*14"/11"*17"; notebooks - hard cover - 8"*10"/10"*13" - 4-quire; sticky notes - 2"*1"/3"*3"/3"*5"; laid paper - ivory - 8.5"*11"; note pads; steno pads; message pads; carbon paper - blue/black - 8.5"*11"/8.5"*14"; batteries; masking tape; clear tape; glue sticks; rulers - clear - plastic; flash drives; hole punch - single/three-hole; calculators; binding covers - clear; binding backs - black; stamp racks; envelopes - manila/white - 4"*5"/4"*9"/6"*9"/5"*11"/12"*16")	Quarterly	Quarterly	One-off	RFQ	N/A	N/A

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62	MFCA-62	STATIONERY 2	44121600, 44121700, 44121800, 44121900, 44122000, 44122100, 55121600	Supply and Delivery of Stationery at Headquarters (stamps - accession/MFCA/PS MFCA/despached with date/received with date; letter openers; stapler; staple remover; heavy duty stapler; scissors; pens - ballpoint/gel - red/blue/black - 0.5pt/0.7pt; permanent markers - red/blue/green/black; highlighters - asst'd; pencil sharpeners; pencils - 2HB; erasers; liquid paper - pens/bottles; liquid paper thinner; stamp ink - blue/black/red; stamp pad; file folders - letter/legal - manila/green/orange/yellow/blue/red; binders - three-ring; report covers with spines; plastic envelope folders; staples - 26/6; heavy duty staples - 23/13; fold back clips - 1"/2"/3"; rubber bands - heavy duty - 40cm*3mm; rubber bands - 40cm*1.5mm; treasury tags - 10cm/15cm/20cm; paper clips - 33m/50mm; label sheets - 1.5"*2.7"/2"*4"; page flags - self-adhesive - plain/sign here)	Quarterly	Quarterly	One-off	RFQ	N/A	N/A

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63	MFCA-63	UPGRADES TO PRUN NEW YORK	72121100	Renovation of Ambassador's Residence: Permanent Mission of the Republic of Trinidad and Tobago, to the United Nations, New York	09-Sept-25	06-Oct-25	TBD	RFP	TBD	Fixed-cost
64	MFCA-64 / 09/005/06/F/075 - Upgrade Works at Overseas Missions	UPGRADES TO EMB WASHINGTON	72121100	Renovation of Ambassador's Residence: Washington, D.C.	10-Oct-25	31-Oct-25	8 months	EOI/RFP	TBD	Fixed-cost
65	MFCA-65 / 09/005/06/F/075 - Upgrade Works at Overseas Missions	INSTALLATION OF CANOPIES	72121100	Installation of Three (3) Canopies at Entrances and Exits around Building A	13-Mar-26	15-Apr-26	3 months	EOI/RFP	TBD	Fixed-cost
66	MFCA-66 / 09/005/06/F/076 - Upgrade Works at the Ministry of Foreign and CARICOM Affairs Headquarters	GOVERNMENT QUARTERS RENOVATION	72121100	Renovation of Unit B3, Townhouse 5	02-Feb-26	05-Mar-26	14 weeks	EOI/RFP	TBD	Fixed-cost
67	MFCA-67 / 09/005/06/F/040 - Renovation/Upgrade of Five Units at Flgastaff	ORGANISATIONAL ASSESSMENT OF THE MFCA	80101500		Jan-26	Feb-26	TBD	EOI/RFP	TBD	TBD
68	MFCA-68 / 09/005/06/A/005- Institutional Strengthening and Capacity Building	DEVELOPMENT OF A NATIONAL CONSULAR POLICY	80101500		Jan-26	Feb-26	TBD	EOI/RFP	TBD	TBD
69	MFCA-69 / 09/005/06/A/029 - Development of National Consular Policy	ASSESSMENT AT HC OTTAWA	78111500	Purchase of Airline Tickets to Visit the High Commission in Ottawa to Assess Works undertaken at the Chancery re: Risk Assesment of the Release of Underground Hydrocarbons (from a Storage Tank) affecting the Chancery and Neighbouring Property	12-Jan-25	TBD	1 week	RFQ	N/A	N/A
70	MFCA-70 / 09/005/06/A/025 - Assessment of Ministry of Foreign and CARICOM Affairs Property Stock	ASSESSMENT AT PMUN NEW YORK	78111500	Purchase of Airline Tickets to Conduct of Two (2) Site Visits to Assess Works on the Ambassador's Residence, Permanent Mission of the Republic of Trinidad and Tobago to the United Nations, New York (an estimated 3 months after the commencement of works and every 3 months thereafter)	07-Apr-25	10-Apr-25	3 days	RFQ	N/A	N/A

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71	MFCA-71 / 09/005/06/A/025 - Assessment of Ministry of Foreign and CARICOM Affairs Property Stock	ASSESSMENT AT EMB WASHINGTON	78111500	Purchase of Airline Tickets to Conduct Two (2) Site Visits to the Ambassador's Residence, Washington D.C. to Assess Upgrade Works (an estimated 3 months after the commencement of works and every 3 months thereafter)	07-Apr-25	10-Apr-25	3 days	RFQ	N/A	N/A
72	MFCA-72 / 09/005/06/A/025 - Assessment of Ministry of Foreign and CARICOM Affairs Property Stock	A/C SERVICING	72101500	Two (2) Years' Air-conditioning Servicing	18-Mar-26	25-Mar-26	2 years	EOI/RFP	20	Fixed-cost