

Annual Schedule of Planned Procurement Activities
Equal Opportunity Commission / Ministry of Justice
2025-2026

No.	Project No. (Vote)	Project Name	UNSPS Code (Level 3)	Brief Description	Proposed date for issue of bidding Documents	Expected Delivery/ Completion Date	Estimated Project Duration (for works & services)	Procurement Method	Standstill Period (if applicable) No. of days	Contract Type
No.	GOODS AND SERVICES- 02/004									
1	Vote - 02/004/01 – Travelling & Subsistence	Tobago Outreach	90121502 90121500	Purchase of Tickets and ground transportation for Legal Officers to facilitate the Tobago outreach	As Required	01/02/2026 - 30/09/2026	9 months	Selective Tendering/Limited Bidding	N/A	Fixed Price
2	Vote - 02/004/04 – Electricity	T&TEC	83101800	Building Electricity	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Variable
3	Vote- 02/004/05 – Telephone	FLOW - Internet	83112300	Failover / Auxiliary Internet Connection	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote- 02/004/05 – Telephone	FLOW- Managed WIFI and Security Services	43222501	The proposed upgrade in the device model from the FortiGate 80E to 80F firewall device and new cyber threat and web filtering licenses resulted in a slight increase in the monthly cost for the solution.	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote- 02/004/05 – Telephone	Digicel - Internet Fibre	83112300	Primary Fibre Internet Connection	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote- 02/004/05 – Telephone	Digicel - Mobile Services	83111600	Mobile Services	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Variable
	Vote- 02/004/05 – Telephone	TSTT- Mobile Services	83111501	GSM PBX Lines	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote- 02/004/05 – Telephone	TSTT- Landlines	83111501	Primary PBX Line	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Variable
4	Vote- 02/004/09 – Rent/Lease of Vehicles and Equipment	Photocopier	44101501	Rental of Photocopier- Based on whether prices are continued on the contracted lease	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Fixed Price
5	Vote - 02/004/10 – Office Stationery & Supplies	Stationery & Supplies Order	44000000	Purchasing of Stationery and Supplies for office use	As Required	30/09/2026	12 Months	Selective Tendering/Limited Bidding	N/A	Variable

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6	Vote - 02/004/11 – Books & Periodicals	Renewal of Sub- scription	55110000	Renewal of Guardian, Express and Newsday online subscription	As Required	30/09/2026	12 months	Selective Tender- ing/Limited Bidding	N/A	Variable
7	Vote – 02/004/12 – Materials and Supplies	Purchase of printing materials	14111500	Purchase of Printing materials.	As Required	30/09/2026	12 months	Selective Tender- ing/Limited Bidding	N/A	Variable
8	Vote 02/004/13 – Maintenance of Vehicles	Maintenance of Ve- hicles	25100000	Full service of the vehicle, tyre change, alignment, Mold update- ment, under wash of van and pur- chasing of a hand vacuum	As Required	30/09/2026	12 months	Selective Tender- ing/Limited Bidding	N/A	Variable
9	Vote 01/004/15 – Repairs & Maintenance of Equipment	Maintenance of Equipment's	83101506 43211600	Full service of the water cooler and maintenance of minor IT Equipment's	As Required	30/09/2026	12 months	Selective Tender- ing/Limited Bidding	N/A	Fixed Price
10	Vote 02/004/17 – Training	Training	80000000	Effective Leadership	As Required	30/09/2026	4 weeks	Selective Tender- ing/Limited Bidding	N/A	Fixed Price
11	Vote 02/004/19 – Official Entertainment				As Required	30/09/2026		Selective Tender- ing/Limited Bidding	N/A	Variable
12	Vote 02/004/21 – Repairs & Maintenance of Building	Maintenance of Building	40000000	Maintenance of Eight (8) Air Conditioning Units (Twice)	As Required	30/09/2026	Quarterly	Selective Tender- ing/Limited Bidding	N/A	Variable
	Vote - 02/004/23 – Fees	Renewal of Adobe Creative Cloud	55110000	The Communications Unit's Graphic Artist utilises this solu- tion for the creation of content for websites, social media and publi- cations.	December, 2025	January, 2026	Seven (7) Days	Selective Tender- ing/Limited Bidding	N/A	Variable
	Vote - 02/004/23 – Fees	Procurement/Re- newal of EOC's Website Hosting Company	64131500	The I.C.T. Unit seeks to engage a suitable vendor for the urgent pro- curement of website hosting ser- vices for the EOC's website.	Pending from pre- vious Procurement requests 2024-2025	December, 2025	Thirty (30) Days	Selective Tender- ing/Limited Bidding	N/A	Fixed Price
	Vote - 02/004/23 – Fees	Renewal of Forty (40) M365 Licences	64131500	The I.C.T. Unit review the licence needs based on the Human Re- source requirements for the fiscal year.	February, 2026	June, 2026	Seven (7) Days	Selective Tender- ing/Limited Bidding	N/A	Variable
	Vote - 02/004/23 – Fees	Upgrade of iGovTT MS Office 2016 Licences	64131500	The MS Office Licenses under the Enterprise Agreement for the EOC would require the step-up purchase of upgrade licences from iGovTT to facilitate versions	January, 2026	June, 2026	Thirty (30) - Sixty (60) Days	Selective Tender- ing/Limited Bidding	N/A	Fixed Price

Annual Schedule of Planned Procurement Activities
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2025-2026

				greater than the Office 2016 Standard.						
	Vote - 02/004/23 - Fees	Renewal of Veritas BackupExec Licences	64131500	The automation of local disk and tape backups for the Commission's Business Continuity/Disaster Recovery implementation of our on-premises data.	Pending from previous Procurement requests 2024-2025	January, 2026	Seven (7) Days	Selective Tendering/Limited Bidding	N/A	Fixed Price
13	Vote - 02/004/28 - Other Contracted Services	Renewal of Managed Firewall and Implementation of a Managed Enterprise Anti-Malware/Anti-Virus Security Solution	64131600	The renewal of the existing services of Managed Wi-Fi and Firewall, and the add-on Endpoint Security Services from Cable and Wireless Business (FLOW) for a contract period of three (3) years.	December, 2025	January, 2026	Thirty (30) - Sixty (60) Days	Request for Proposal	N/A	Variable
	Vote - 02/004/28 - Other Contracted Services	Maintenance	64131600	Payments for Maintenance of Feminine Hygiene Bins and Air Refresher Refills	As Required	30/09/2026	12 months	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote - 02/004/28 - Other Contracted Services	FLOW- Cable/Internet Services	64131600	Payments for Cable and Internet Services	As Required	30/09/2026	12 months	Selective Tendering/Limited Bidding	N/A	Fixed Price
14	Vote - 02/004/37- Janitorial Services		64131600	Payments for Janitorial Services	As Required	30/09/2026	12 months	Selective Tendering/Limited Bidding	N/A	Fixed Price
15	Vote - 02/004/43 - Security Services		64131600	Payments for Security Services	As Required	30/09/2026	12 months	Selective Tendering/Limited Bidding	N/A	Variable
16	Vote 02/004/62 – Promotions, Publicity & Printing	Publication and Printing	55101500	Publication of F.O.I.A. Statements, Annual Report, Publication of Guidelines	As Required	30/09/2026	12 months	Selective Tendering/Limited Bidding	N/A	Variable
		Launch and publish Stories of Discrimination- Qualitative report	55101515	Stories of Discrimination- Qualitative report will be published in 3 major newspapers. Newsday, Express, Guardian and Gazette	As Required	15th March 2026	4 weeks	Selective Tendering/Limited Bidding	N/A	Variable
17	Vote 02/004/66 - Hosting of Conferences, Seminars and Other Functions	Conference	80150000	TIC Webinar	As Required	9th July 2026- 11th July 2026	2 weeks	Selective Tendering/Limited Bidding	N/A	Variable

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		Mini Conference- “Youth and Equal- ity” Leadership Fo- rum		<p>The “Youth and Equality” Lead- ership Forum is a one-day interac- tive conference hosted by the Equal Opportunity Commission at the Chaguanas Community Centre in March 2026. It will bring to- gether Form 5 students from sec- ondary schools across the Cha- guanias area to explore the theme “What Does Equality Mean to You?”</p> <p>The forum aims to empower young people to become advo- cates for respect and equality in their communities while strength- ening the EOC’s outreach and ed- ucation among youth. Payment for Venue and catering for Semi- nar/Conference/Workshop and Printing of training materials</p>	As Required	25th March 2026	4 weeks	Selective Tender- ing/Limited Bidding	N/A	Variable
	MINOR EQUIPMENT 03/004									
18	Vote -03/004/02 - Office Equipment	Procurement of New Server	43211501	This is a priority item for the up- grade of the EOC's Existing Server Infrastructure, replacing older, unsupported equipment.	Pending from Pre- vious Procurement Request 2023-2024	March 2026	30-Days	Selective Tender- ing/Limited Bidding	N/A	Fixed Price
	Vote -03/004/02 - Office Equipment	Procurement of a Leased PBX System.	43221504	The EOC will seek to upgrade the PBX infrastructure to replace the current obsolete equipment by seeking to lease the equipment over a contracted period.	Pending from Pre- vious Procurement Request 2024-2025	March 2026	36-Months	Selective Tender- ing/Limited Bidding	N/A	Fixed Price
	Vote - 03/004/03 - Furni- ture and Furnishings	Procuring Desk Lamps	52000000	To facilitate better visibility for virtual court hearings	January, 2026	January, 2026	30- Days	Selective Tender- ing/Limited Bidding	N/A	Fixed Price
19	Vote - 03/004/04 - Other Minor Equipment	Procurement of (10) Laptop Machines & Docking Stations	43211500 43211602	As part of the ICT efforts to en- sure the staff are equipped with updated devices with optimal per- formance, new laptops will be is- sued to replace obsolete equip- ment.	Pending from Pre- vious Procurement Request 2023-2024	March 2026	30-60 Days	Selective Tender- ing/Limited Bidding	N/A	Fixed Price

Annual Schedule of Planned Procurement Activities
Equal Opportunity Commission / Ministry of Justice
2025-2026

	Vote - 03/004/04 - Other Minor Equipment	Procurement of Five (5) Business Class Desktop Machines.	43211507	This new equipment will replace the old and obsolete Lenovo AIO Desktops, which are at least 10 years old and used by current and previous department managers.	April 2026	August 2026	30-60 Days	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote - 03/004/04 - Other Minor Equipment	Procurement of (10) SSD Desktop Hard Drives	43201503	Upgrading the HDD to an SSD enhances performance and extends the useful lifespan of most existing machines.	January 2026	January 2026	30-Days	Selective Tendering/Limited Bidding	N/A	Fixed Price
	Vote - 03/004/04 - Other Minor Equipment	Procurement of (5) 22–24-inch Monitors with A/V	43211500	The ICT unit acquired five (5) desktops without any monitors from the MAGLA to assist with the efforts to replace obsolete equipment.	January 2026	January 2026	30-Days	Selective Tendering/Limited Bidding	N/A	Fixed Price