

No.	Project No.	Project Name	UNSPSC 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	Comments
1	F&A-OFFREF24	Refurbishment of Offices	81101508	Architect to design layout	24-Jul	24-Oct	3 Months	Selective	NA	Fixed	
2	F&A-NETWORK24	Network Equipment	81111801 43222612	Procurement of network equipment for HO and Branches. These include Fortinet Hardware, Switches, Tranceivers, Foritap, FortimanagerCloud and FortiClient. Training included.	24-Jan	24-May	3 Months	Selective	10 Days	Fixed	
3	F&A-SERVERS24	Server Equipment	43211501	Procurement of Computer Servers	24-Jun	24-Nov	3 Months	Selective	10 Days	Fixed	
4	F&A-JANITORIAL24	Janitorial services	76111501	Procurement of Janitorial services for HO, Tobago and branches	Jan-24	2027	3 Years	Open	10 Days	Fixed	
5	F&A -CENUP23	Central Branch Upgrade	56111505 40101701	Procurement of furniture and Aircondition	Sep-23	Dec-23	2 Months	RFQ	NA	Fixed	
6	F&A-ACTOBBR24	Air Condition Maintenance	72101511	Tobago Branch	Dec-23	Feb-24	1 Year	RFQ	NA	Fixed	
7	F&A-ACHO24	Air Condition Maintenance	72101511	Head Office - Ground Floor, North Filing Room, Server Room	Dec-23	Feb-24	1 Year	RFQ	NA	Fixed	
8	F&AAACEAST24	Air Condition Maintenance	72101511	East	Dec-23	Feb-24	1 Year	RFQ	NA	Fixed	
9	F&A-ACCEN24	Air Condition Maintenance	72101511	Central	Dec-23	Feb-24	1 Year	RFQ	NA	Fixed	
10	F&A-ACHOEL24	Air Condition Maintenance	72101511	Head Office - Elevator Room	Nov-23	Jan-24	1 Year	RFQ	NA	Fixed	
11	F&A-ACTOB1&224	Air Condition Maintenance	72101511	Tobago - First & Second Floors	Jan-24	Mar-24	1 Year	RFQ	NA	Fixed	
12	F&A-ADBSB24	Sanitary Bins, Air Freshener, Hand Sanitizer	47131703 47131706 53131626	Procurement of Services for Head Office, Tobago and branches	Apr-24	Jun-24	1 Year	RFQ	NA	Fixed	
13	F&A-HOCARP24	Car Park Facility	80131500	Head Office	Jan-24	Mar-24	1 Year	Single Select	NA	Fixed	
14	F&A-HOFIREAL24	Fire Alarm Maintenance	46191505	Head Office	Feb-24	Mar-24	1 Year	RFQ	NA	Fixed	
15	F&A-GDHOTOB24	Garbage Disposal	76121501	Garbage Disposal for Trinidad and Tobago	Dec-23	Dec-24	1 Year	Single Select	NA	Fixed	
16	F&A-ELEVATORTRIN24	Elevator Maintenance	72101506	Elevator Maintenance HO	Dec-23	Dec-24	1 Year	RFQ	NA	Fixed	
17	F&A-ELEVATORTOB24	Elevator Maintenance	72101506	Elevator Maintenance Tobago	Dec-23	Dec-24	1 Year	RFQ	NA	Fixed	
18	F&A-GENERATORTRIN24	Generator Maintenance	72151516	Maintenance of Generator at HO	Dec-23	Dec-24	1 Year	RFQ	NA	Fixed	
19	F&A-GENERATORTOB24	Generator Maintenance	72151517	Maintenance of Generator in Tobago	Dec-23	Dec-24	1 Year	RFQ	NA	Fixed	

20	F&A-PESTCON24	Pest Control	72102104	Head Office	Oct-23	Sep-24	1 Year	RFQ	NA	Fixed	THIS SERVICE IS PROCURED ON A BI-MONTHLY BASIS.
21	F&A-STA24	Stationary Supplies	14111509	Procurement of Stationary supplies for HO and branches	Oct-23	Sep-24	1 Year	RFQ	NA	Fixed	THIS SERVICE IS PROCURED ON A MONTHLY BASIS.
22	CR-VALPAN24	REVIEW OF PANEL OF VALUATORS AND QUANTITY SURVEYORS	80131802 81101526	To review and update the list of Approved Valuators and Quantity Surveyors for Mortgage-Real Estate, vehicles, tractors, machinery & equipment and Fishing vessel.	30TH APRIL, 2024	JUN 30TH, 2024	2 MONTHS	OPEN	N/A	Fixed	THESE COMPANIES/PROVIDERS ARE USED BY CLIENTS DURING THE LOANS PROCESS AND THE PANELS ARE USED BY THE BANK FOR THE COLLECTIONS PROCESS.
23	CR-INSPAN24	REVIEW OF PANEL OF INSURANCE COMPANIES	84131501, 84131503, 84131508, 84131514, 84131519	To review and update the list of Insurance companies.	30TH APRIL, 2024	JUN 30TH, 2024	2 MONTHS	OPEN	N/A	Fixed	THESE COMPANIES/PROVIDERS ARE USED BY CLIENTS DURING THE LOANS PROCESS AND THE PANELS ARE USED BY THE BANK FOR THE COLLECTIONS PROCESS.
24	CR-DEBT&REPPAN24	REVIEW OF PANEL OF DEBT COLLECTOR AND REPOSSESSION SERVICES	54101704 54101705	To also review and update the Panels for Bailiffs & Private Investigators and Collectors.	30TH APRIL, 2024	JUN 30TH, 2024	2 MONTHS	OPEN	N/A	Fixed	THESE COMPANIES/PROVIDERS ARE USED BY CLIENTS DURING THE LOANS PROCESS AND THE PANELS ARE USED BY THE BANK FOR THE COLLECTIONS PROCESS.
25	CC-NP OCT23	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Oct-23	Oct-23	1-day	Single source	N/A	FIXED	
26	CC-NP NOV23	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Nov-23	Nov-23	1-day	Single source	N/A	FIXED	
27	CC-NP DEC23	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Dec-23	Dec-23	1-day	Single source	N/A	FIXED	
28	CC-NP JAN24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Jan-24	Jan-24	1-day	Single source	N/A	FIXED	
29	CC-NP FEB24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Feb-24	Feb-24	1-day	Single source	N/A	FIXED	

30	CC-NP MAR24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Mar-24	Mar-24	1-day	Single source	N/A	FIXED	Select different newspaper each month to target different groups -Dailies-Express, Guardian & Newsday. Request Insertion Order 3 days before publication. Approximate costs per month: Express - \$4,300 ; \$ Newsday - \$5,625 ; Guardian - \$5,210.	
31	CC-NP APR24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Apr-24	Apr-24	1-day	Single source	N/A	FIXED		
32	CC-NP MAY24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	May-24	May-24	1-day	Single source	N/A	FIXED		
33	CC-NP JUN24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Jun-24	Jun-24	1-day	Single source	N/A	FIXED		
34	CC-NP JUL24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Jul-24	Jul-24	1-day	Single source	N/A	FIXED		
35	CC-NP AUG24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Aug-24	Aug-24	1-day	Single source	N/A	FIXED		
36	CC-NP SEPT24	Advertorial Newspaper	82101504	Monthly promotion of loan products and other. Standard size -25 x 5 / Full colour.	Sep-24	Sep-24	1-day	Single source	N/A	FIXED		
37	CC-FF OCT23-JAN24	Exclusive sponsorship of Farmer's Forecast	82101602	Promotion of loan products and other on TV6 Farmer's Forecast	Sep-23	Nov 6, 2023 to Jan 15, 2024	3 Months	Sole source	N/A	FIXED		3-month contracts with CCN TV6
38	CC-FF FEB24-APR24	Exclusive sponsorship of Farmer's Forecast	82101602	Promotion of loan products and other on TV6 Farmer's Forecast	Jan-24	Feb 24 to Apr 24	3 Months	Sole source	N/A	FIXED		
39	CC-FF MAY24-JUL24	Exclusive sponsorship of Farmer's Forecast	82101602	Promotion of loan products and other on TV6 Farmer's Forecast	Apr-24	May 24 to Jul 24	3 Months	Sole source	N/A	FIXED		
40	CC-FF AUG24--OCT24	Exclusive sponsorship of Farmer's Forecast	82101602	Promotion of loan products and other on TV6 Farmer's Forecast	Jul-23	Aug 24 to Oct 24	3 Months	Sole source	N/A	FIXED		
41	CC -APTRIN MAR23	Sponsorship of Agri Programme	82101602	30-minute feature on the ADB highlighting products and services, success stories/testimonials etc. (Trinidad channels)	Jan-24	Mar-24	1 Month	RFQ	N/A	FIXED	Trinidad TV channels - CCN TV6, CNC3, TTT	

42	CC -APTOB SEPT23	Sponsorship of Agri Programme	82101602	30-minute feature on the ADB highlighting products and services, success stories/testimonials etc. (Tobago channels)	Jun-24	Sep-24	1 Month	RFQ	N/A	FIXED	Tobago TV Channels - Tobago Chnnel 5
43	CC-RATRIN OCT-DEC23	Radio Advertising	82101601	Advertise loan products, Q&A segments, Appearance of key personnel on Talk Shows (Trinidad stations)	Oct-23	Dec 31st 2023	3 Months	RFQ	N/A	FIXED	RFQ SENT TO CARIBBEAN LIFESTYLE COMMUNICATIONS, EYE ON DEPENDENCY, TRINIBASEMENT 9THE STREET 91.9FM), GUARDIAN MEDIA LIMITED AND TBC NETWORK
44	CC-RATOB JAN-MAR24	Radio Advertising	82101601	Advertise loan products, Q&A segments, Appearance of key personnel on Talk Shows (Tobago stations)	Jan-24	Mar-24	3 Months	RFQ	N/A	FIXED	
45	CC-RATRINAPR-JUN24	Radio Advertising	82101601	Advertise loan products, Q&A segments, Appearance of key personnel on Talk Shows (Trinidad stations)	Apr-24	Jun-24	3 Months	RFQ	N/A	FIXED	
46	CC-RATOB JUL-SEPT24	Radio Advertising	82101601	Advertise loan products, Q&A segments, Appearance of key personnel on Talk Shows (Tobago stations)	Jul-24	Sep-24	3 Months	RFQ	N/A	FIXED	
47	CC-JINGLE24	Production of ADB Jingle	82151700	Engage popular entertainer/artiste to produce jingle to promote ADB (target Youth)	Dec-23	Mar-24	1 Year	Selective	N/A	FIXED	Select artistes from both Trinidad and Tobago
48	CC-PSA OCT-NOV23	Public Service Announcments	45111705	Monthly microphone announcements to support sub-offices	Sep-23	Sept 3, 2023 to Dec 20, 2023	3 Months	Single Select	N/A	FIXED	
49	CC-PSA DEC-JAN24	Public Service Announcments	45111705	Monthly microphone announcements to support sub-offices	Sep-23	Sept 3, 2023 to Dec 20, 2024	3 Months	Single Select	N/A	FIXED	
50	CC-PSA FEB-MAR24	Public Service Announcments	45111705	Monthly microphone announcements to support sub-offices	Jan-24	Feb/Mar 24	2 Months		N/A	FIXED	

51	CC-PSA APR-MAY24	Public Service Announcements	45111705	Monthly microphone announcements to support sub-offices	Mar-24	Apr/May 24	2 Months		N/A	FIXED	
52	CC-PSA JUN-JUL24	Public Service Announcements	45111705	Monthly microphone announcements to support sub-offices	May-24	Jun/Jul 24	2 Months		N/A	FIXED	
53	CC-PSA AUG-SEPT24	Public Service Announcements	45111705	Monthly microphone announcements to support sub-offices	Jul-24	Aug/Sep 24	2 Months		N/A	FIXED	
54	CC-PSA OCT23	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Oct-23	Oct-23	1 Month		N/A	FIXED	Currently we have sole supplier for each area. Announcement is requested 3 days before in the event there is a date change. CC to contact Association to request list of membership with locations and contact numbers.
55	CC-PSA NOV23	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Nov-23	Nov-23	1 Month		N/A	FIXED	
56	CC-PSA DEC23	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Dec-23	Dec-23	1 Month		N/A	FIXED	
57	CC-PSA JAN24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Jan-24	Jan-24	1 Month		N/A	FIXED	
58	CC-PSA FEB24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Feb-24	Feb-24	1 Month		N/A	FIXED	
59	CC-PSA MAR24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Mar-24	Mar-24	1 Month		N/A	FIXED	
60	CC-PSA APR24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Apr-24	Apr-24	1 Month		N/A	FIXED	
61	CC-PSA MAY24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	May-24	May-24	1 Month		N/A	FIXED	
62	CC-PSA JUN24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Jun-24	Jun-24	1 Month		N/A	FIXED	
63	CC-PSA JUL24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Jul-24	Jul-24	1 Month		N/A	FIXED	

64	CC-PSA AUG24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Aug-23	Aug-23	1 Month		N/A	FIXED	
65	CC-PSA SEPT24	Public Service Announcements	45111705	Monthly microphone announcements to support MBU runs	Sep-24	Sep-24	1 Month		N/A	FIXED	
66	CC- WFD TOB23	World Food Day 2023 (Tobago)	72153612	Bank's participation to support the Tobago Branch Office - Corporate Booth Airfare; Accommodation; Décor, Meals; Competitions; Promotional items	Sep-23	Oct 18 - Oct 19 2023	2 days	RFQ	N/A	FIXED	SERVICE PROVIDERS SOURCED FOR PLANT RENTAL AND SEEDLINGS
67	CC-WCCD23	World Cocoa & Chocolate Day 2023	72153612	Corporate Booth setup - Meals; Competitions; Promotional items	Oct-23	Oct 28 - Oct 29 2023	2 Days	RFQ	N/A	FIXED	
68	CC-TAGR124	TechAgri 2024	72153612	Corporate Booth setup - Décor; Meals; Competitions; Promotional items	May-24	Aug-24	1 Day	RFQ	N/A	FIXED	
69	CC-CF24	Career Fairs	80141605	Participaton based on requests - brochures/flyers/promotional items	TDB	TBD	1 Day	RFQ	N/A	FIXED	
70	CC- ADBANN 24	ADB'S 56th Anniversary	72153612	Recognition of the Bank's 56th anniversary - Advertorial; Décor at Branch Offices; Distribution of branded token to staff and customers	Nov-23	Jan-24	1 Day	RFQ	N/A	FIXED	
71	CC-DIARIES24	Branded Diaries	44112006	Procurement branded diaries	SEPT 14 2023	NOV 10TH 2023	2 Months	RFQ	N/A	FIXED	RFQ SENT TO VERY EXVCITING THINGS LIMITED, FARIA TRADING LIMITED, OFFICE AUTHORITY, FORWARD INDUSTRIES, THE BUSINESS SUPPLY GROUP - BOSS DIVISION AND ACTION MARKETING LIMITED.
72	CC-CALPLAN24	Branded Calendars/Planners	44112002	Procurement branded calendars and desk planners	AUG14 2023	Oct-24	2 Months	RFQ	N/A	FIXED	RFQ SENT TO OFFICE AUTHORITY PRINT DIVISION, FARIA TRADING LIMITED AND ACTION MARKETING LIMITED

73	CC- SEEDDRIVE24	Corpus Christi/ Annual Seedling Drive	10151503-33	Distribution of branded seedlings - 5 types; branded package; microphone announcement at 5 Branch locations, meals; Tobago-airfare/ferry; accommodation, ground transport	Jan-24	May-24	1 Week	RFQ	N/A	FIXED	
74	CC-PROMOUMB24	Promotional items - umbrellas	80141605	Procurement of umbrellas for promotional purposes	Jan-24	Apr-24	2 Months	RFQ	N/A	FIXED	
75	CC-PROMOWTBL24	Promotional items - water bottles	80141605	Procurement of water bottles for promotional purposes	Jan-24	Mar-23	2 Months	RFQ	N/A	FIXED	
76	CC-PROMOMKTBAG24	Promotional items - market bag	80141605	Procurement of market bags for promotional purposes	Jun-24	Sep-24	2 Months	RFQ	N/A	FIXED	
77	CC-POLOS24	Branded polos (long sleeve)	53101602	Procurement of branded polos	Jan-24	Mar-24	2 Months	RFQ	N/A	FIXED	
78	CC-SHIRTS24	Branded shirts	53103003	procurement of branded shirts	Jan-24	Mar-24	2 Months	RFQ	N/A	FIXED	
79	CC-SBLD24	Recognition of Religious Observances	82101504	Spiritual Baptist Liberation Day - Advertorial	Feb-24	Mar-24	1 Day	RFQ	N/A	FIXED	TRINIDAD EXPRESS, GUARDIAN, NEWSDAY, TOBAGO NEWS
80	CC-EID24	Recognition of Religious Observances	82101504	Eid ul Fitr	Apr-23	Apr-23	1 Day	RFQ	N/A	FIXED	TRINIDAD EXPRESS, GUARDIAN, NEWSDAY, TOBAGO NEWS
81	CC-XMASDECOR24	Recognition of Religious Observances	72153612	Christmas - Décor at Branch Offices	Nov-23	Jan-23	1 Month	RFQ	N/A	FIXED	RFQ SENT TO EMERALD ACCENT LIMITED, SHAWN BALFOUR ENTERPRISES LIMITED AND FLORAL AND DECORATIVE SERVICES LIMITED.
82	CC- FLAGS23	Coorporate and National Flags	55121715	Purchase of Corporate and National Flags and poles for HO, Tobago and Board room	Dec-23	Dec-23	2 weeks	RFQ	NA	FIXED	RFQ SENT TO SEVEN (7) PREQUALIFIED SUPPLIERS .
83	BD-TECHSUPPORT24	Technical Support	70141500	Capacity Building of Clients and Staff – Crop Productivity Improvement Farmer Workshops	Mar-24	Apr-24	2-3 days	RFQ	N/A	Fixed Term	

84	BD-MOBILEUNIT24	Mobile Banking Unit Re-branding /Re-furbishment	78181500	To continue business creation activities through the Mobile Banking Unit	Dec-23	Jan-24	2-3 weeks	RFQ	N/A	Fixed Term	
85	BD-MKTSURVEY24	Bi Annual Customer Satisfaction Survey	80141507 80141517	To conduct an external market customer satisfaction survey of the DB's customers in the farming, fishing and ari-business markets across Trinidad and Tobago	Jan-23	Mar-23	6-8 weeks	Selective	N/A	Fixed Term	
86	HR-ADS24	Advertisement of Vacant Positions	82101504	External Advertisement of Vacant Positions when applicable	Jan-24	Mar-24	1 year	Selective	NA	Fixed	
87	HR-EPA24	Employee Assistance Program	80101511	Provision of Services to assist employees in dealing with challenges. Monitoring and reviewing of progress			1 year	Single Select	NA	Fixed	
88	HR-GHP24	Group Health and Life Plans	84131601	Provision of medical coverage to employees, to mitigate financial hardship in the event of illness.	Jan-24	Mar-24	1 year	Open	10 days	Fixed	
89	HR-XMAS23	Christmas Staff Function	50000000	One-off purchase of Christmas gift vouchers to staff from the following Supermarkets: a) Massy Stores, b) Xtra Foods Limited, c) JTA Limited, d) Price Club Supermarket and e) Pennysavers	Dec-23	Dec-23	1 Year	Selective	NA	Fixed	
90	HR-TRA&DEV24	Training - Specialised	8011100	a) One-off specialised training to build Bank-wide management capacity. b) Group staff development training	Feb-24	Apr-24	TBD	Selective	NA	Fixed	

91	R&C-AML/CFT 2022/2023	AML/CFT AUDIT	81101508	To evaluate, for the period Oct 1st 2022 to Sept. 30th, 2023, the Bank's AML/CFT/CPF compliance with the Financial Obligations Regulations and the Anti-Money Laundering and Combating the Financing of Terrorism, Counter Proliferation Financing Laws (AML/CFT/CPF) of Trinidad and Tobago consistent with the Bank's AML/CFT/CPF Compliance Manual.	25TH OCT 2023	JAN 24th 2024	1 MONTH	Selective	N/A	Fixed	For (4) FIRMS WERE REQUESTED TO SUBMIT PROPOSALS. ON THE DEADLINE WE RECEIVED ONE PROPOSAL. AWARDED TO GRANT THORNTON ORBIT SOLUTIONS LIMITED
92	R&C-SCIT 2024/2027	SECURITY GUARD AND CASH IN TRANSIT SERVICES	92121504 92121801 92121802	To provide Security Guard and Cash In Transit Services for the Head Office and Branches	Jan-24	2027	3 YEARS	Open	10 days	FIXED	