



**Agricultural Development Bank of Trinidad and Tobago**  
**Annual Schedule of Planned Procurement Activities**  
**for the fiscal year October 2025 to September 2026**

Date Published: March 12, 2026

Version: 1.1

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	HRD25/26-3	Staff Reward and Recognition	80111500	Reward and Recognition	As required	As required	N/A	Limited Bidding	N/A	Fixed
2	HRD25/26-5	Man Power Audit (Job Evaluation Exercise)	80111500	Man Power Audit	As required	As required	N/A	Limited Bidding	N/A	Fixed
3	HRD25/26-11	Staff Uniforms	53102700	Provision of uniforms and identification badges	Mar-26	Apr-26	1 year	Open Tender	N/A	Fixed
4	HRD25/26-12	Training	86132000	Training and Development	As required	As required	N/A	Limited Bidding	N/A	Fixed
5	FAD25/26-1	Office Stationery and Supplies	44121600	Office Stationery and Supplies	As required	As required	N/A	Limited Bidding	N/A	Fixed
6	FAD25/26-2	Repairs and Maintenance - Building	72101500	Repairs and Maintenance - Building	As required	As required	N/A	Limited Bidding	N/A	Fixed
7	FAD25/26-3	Repairs and Maintenance - Equipment	73152100	Repairs and Maintenance - Equipment	As required	As required	N/A	Limited Bidding	N/A	Fixed



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8	FAD25/26-4	Insurance	84131500	Renewal of insurances for Property All Risks, Money All Risks, Public Liability, Workmen Compensation, Fidelity Guarantee	August-26	September-26	1 year	Limited Bidding	N/A	Fixed
9	FAD25/26-20	Janitorial Services	76111500	Janitorial Services for 5 locations	January-26	May-26	3 years	Open Bidding	N/A	Fixed
10	FAD25/26-21	Hygiene Services	76101501	Outfitting bathrooms and other areas with air freshener and sanitary bins	April-26	October-26	3 years	Open Bidding	N/A	Fixed
11	FAD25/26-22	Pest Control	72102100	Pest control services for Head Office and Branches	May-26	November-26	3 years	Open Bidding	N/A	Fixed
12	FAD25/26-23	Security Services	92121500	Guard Services, Cash in Transit Service, Monitoring and Response Services	January-26	May-26	3 years	Open Bidding	N/A	Fixed
13	FAD25/26-24	Fire equipment maintenance	46191500	Maintenance of fire alarm system and fire extinguisher	April-26	October-26	1 year	Limited Bidding	N/A	Fixed



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14	FAD25/26-27	Lease/Rental of Building	80131500	East Branch Building Rental	January-26	January-26	3 years	Single Source	N/A	Fixed
15	FAD25/26-38	Lease/Rental Car Park	80131500	Head Office Car Park	January-26	January-26	1 year	Single Source	N/A	Fixed
16	FAD25/26-39	Mobile Banking Unit Rebranding and Refurbishment	78181500	Refurbishment of the interior furnishings and fixtures	February-26	March-26	5-6 weeks	Limited Bidding	N/A	Fixed
17	FAD25/26-40	Network Equipment	43222600	Procurement of Network Equipment	Mar-26	May-26	3-4 weeks	Limited Bidding	N/A	Fixed
18	FAD25/26-41	Server Equipment	43212200	Procurement of Computer Servers	May-26	June-26	5-6 weeks	Limited Bidding	N/A	Fixed
19	FAD25/26-42	Digitalization of the Purchase Order Process	43232200	Digitalizing of the purchase order (PO) process	May-26	Sep-26	5-9 weeks	Limited Bidding	N/A	Fixed
20	FAD25/26-43	Head Office Fire escape Refurbishment	30162100	Refurbishment of the Fire escape at Head Office building	May-26	Dec-26	23 weeks	Open Bidding	N/A	Fixed
21	FAD25/26-44	Tobago Building Refurbishment	72103300	Painting and repairs of the building	January-26	May-26	10 - 17 weeks	Limited Bidding	N/A	Fixed
22	FAD25/26-45	Information Technology (IT) Consultant	71161610	Consultant for new Core Banking System	January-26	Dec-26	52 weeks	Limited Bidding	N/A	Fixed



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23	FAD25/26-49	Carpark Attendant Booths Upgrade	48102002	Replacement of Carpark Attendant Booths	May-26	Jun-26	3-5 weeks	Limited Bidding	N/A	Fixed
24	FAD25/26-50	IT Subscriptions	99500000	Annual IT Subscriptions	Nov-25	Dec-25	1 year	Single Source	N/A	Fixed
25	FAD25/26-51	Caribbean Association of Banks (CAB ) membership	99500000	Annual CAB Membership	Nov-25	Jan-26	1 year	Sole Source	N/A	Fixed
26	FAD25/26-52	Institute of Chartered Accountants of Trinidad and Tobago (ICATT) membership	99500000	Annual ICATT Membership	October-25	September-26	1 year	Sole Source	N/A	Fixed
27	FAD25/26-53	Association of Chartered Certified Accountants (ACCA) Membership	99500000	Annual ACCA Membership	October-25	September-26	2 year	Sole Source	N/A	Fixed
28	FAD25/26-54	Harvard Business Review Subscription	99500000	Annual Harvard Business Review Subscription	October-25	September-26	3 year	Sole Source	N/A	Fixed



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29	FAD25/26-55	Desktops and laptops	43211500	Purchase of replacement desktops and laptops	December-25	January-26	1 month	Limited Bidding	N/A	Fixed
30	FAD25/26-56	Multifunction Printer Lease/Rental	43212100	Lease/Rental of Multifunction printers for Head Office and 4 Branches	January-26	May-26	3 years	Open Bidding	N/A	Fixed