

Ref: L/PR/2025/26-0029

November 12, 2025.

VIA EMAIL

Dear Valued Stakeholder,

Re: Publication of Annual Schedule of Planned Procurement Activities and Submission of Annual Procurement Plan for Fiscal Year 2025/2026

Reference is made to the matter at caption.

As you are aware, the National Budget for fiscal year 2025/2026 was presented by the Minister of Finance on October 13, 2025.

In accordance with Section 27 of the Public Procurement and Disposal of Public Property Act, 2015, as amended (“the Act”):

“27. (1) A procuring entity shall—

- (a) no later than six weeks after the approval of the National Budget, publish on its website or in any other electronic format, information regarding all planned procurement activities for the following twelve months;*
- (b) update the information referred to in paragraph (a) as necessary; and*

To support compliance with this legislative requirement, the following resources are available:

- **Annual Schedule of Planned Procurement Activities (“ASPPA”) Template**
Available under the *Procedural Templates* section at <https://oprtt.org/stage-1-planning/>.
 - ✓ Please retain all columns when editing the template.
 - ✓ Ensure the date of publication and version number are clearly visible.
- **Frequently Asked Questions (FAQs)**
Accessible at <https://oprtt.org/faqs/>.
- **ProcureTT Platform**
All public bodies are **required** to publish their ASPPAs on the ProcureTT platform available at <https://procurett.oprtt.org/>.
 - ✓ For access and registration please contact support@opr.org.tt.

To be deemed compliant with section 27 of the Act, ALL public bodies/procuring entities in receipt of public money must:

- Publish their ASPPAs by the stipulated deadline date for fiscal year 2025/2026
 - ✓ On their website or any other electronic format; and
 - ✓ On the ProcureTT Platform; **AND**
- Notify the OPR via email to app_aps@opr.org.tt on or before ***the statutory deadline of December 10, 2025.***
 - ✓ This email shall include the published ASPPA link(s).

Please also note Section 27 (2) of the Act:

*“27 (2) Where the information referred to in subsection (1) is unavailable or not forthcoming, **a complaint** may be made to the Office which shall conduct an investigation in accordance with section 41, and if justified, grant an extension of time or issue such direction as it thinks fit.”*

Furthermore, Sections 30(1)(a) and 54(1)(a) of the Act requires public bodies to comply with general guidelines issued by the OPR. These include:

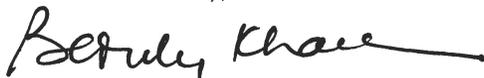
- General Guidelines: Developing the Annual Procurement Plan (please note there is no timeline associated with the submission of the Annual Procurement Plan, and the requirement in the General Guidelines will be modified accordingly); and
- General Guidelines: Framework of Internal Control for Procurement

The Annual Procurement Plan (“APP”) is a key control point in the internal control framework for procurement operations. It enables alignment of procurement activities with a public body’s mandate, strategic objectives, budget and operational priorities thus ensuring efficient and effective use of financial and human resources.

While the submission of the APP to the OPR is not mandatory, the OPR may request same during, *inter alia*, a review exercise, audit or investigation.

The OPR appreciates your continued cooperation and attention to these important matters.

Yours sincerely,



Beverly Khan
Chairman/Procurement Regulator