

# ANNUAL PROCUREMENT PLAN FOR 2023-24

(under Rule 8 and 9 of the Public Procurement Rules 2004)

Name of the Procuring Agency **Ministry of Overseas Pakistanis & Human Resource Development, Islamabad.**

1 #	2 Name of procurement (Description)	3 Estimated Cost	4 Procurement Method	5 Tentative date of Procurement Notice Publication	6 Tentative date of Award of contract	7 Tentative date of completion	8 Remarks (if any)
1	Stationery	3500000	Annual Tender/Bill/Quotations	1 <sup>st</sup> qtr F.Y. 23-24	30 <sup>th</sup> June. 2023	30 <sup>th</sup> Jun 2024	NA
2	Others	4500000	Annual Tender/Bills/Quotations	1 <sup>st</sup> qtr F.Y. 23-24	30 <sup>th</sup> June. 2023	30 <sup>th</sup> Jun 2024	NA
3	Other Store	2000000	Annual Tender/Bills/Quotations	1 <sup>st</sup> qtr F.Y. 23-24	30 <sup>th</sup> June. 2023	30 <sup>th</sup> Jun 2024	NA
4	Purchase of Hardware	200000	Quotation/Bills	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	30 <sup>th</sup> Jun 2024	NA
5	Purchase of IT Equipments	800000	Annual Tender/Bills/Quotations	1 <sup>st</sup> qtr F.Y. 23-24	30 <sup>th</sup> June. 2023	30 <sup>th</sup> Jun 2024	NA
6	Purchase of Plant & Machinery	800000	Tender/Quotation/Bill	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	30 <sup>th</sup> Jun 2024	NA
7	Purchase of Furniture and Fixture	1000000	Tender/Quotation	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	30 <sup>th</sup> Jun 2024	NA
8	Purchase of Transport	1500000	Tender/Quotation	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	2 <sup>nd</sup> & 4 <sup>th</sup> qtr F.Y. 23-24	30 <sup>th</sup> Jun 2024	NA
9	Repair of Office Building	600000	Quotation/GOP Policy through CDA/PWD	N/A	N/A	N/A	NA
10	Postage & Telegraph	300000	Cash memo/bill	N/A	N/A	N/A	NA
11	Telephone & Trunk Calls	2500000	Monthly Bill	N/A	N/A	N/A	NA
12	Electronics & Communication	2600000	Monthly Bill	N/A	N/A	N/A	NA
13	Courier & Pilot Services	10000	Cash Memo/Bill	N/A	N/A	N/A	NA
14	Gas	800000	Monthly Bill	N/A	N/A	N/A	NA
15	Water	10000	Monthly Bill	N/A	N/A	N/A	NA
16	Electricity	3000000	Monthly Bill	N/A	N/A	N/A	NA
17	Rates & Taxes	20000	GOP Policy	N/A	N/A	N/A	NA

18	Transportation of Goods	1500000	Bill/Quotation	N/A	N/A	N/A	NA
19	POL Charges	4600000	Cash Memo /Bill	N/A	N/A	N/A	NA
20	Conveyance Charges	2500000	Conveyance Charges Performa	N/A	N/A	N/A	NA
21	CNG	5000	Cash Memo /Bill	N/A	N/A	N/A	NA
22	Printing & Publications	600000	PCP/Quotation/Bill	N/A	N/A	N/A	NA
23	Newspapers, Periodicals & Books	400000	Cash Memo /Bill	N/A	N/A	N/A	NA
24	Uniform & Protective Clothing	200000	Cash Memo/Quotation	N/A	N/A	N/A	NA
25	Advertisement & Publicity	800000	PPRA/PID/Bill	N/A	N/A	N/A	NA
26	Purchase of Software	50000	Bill/Quotation	NA	NA	NA	NA
27	Repair of Transport	1500000	Bill/Quotation	N/A	N/A	N/A	NA
28	Repair of Machinery and Equipment	1600000	Bill/Quotation	N/A	N/A	N/A	NA
29	Repair of Furniture and Fixture	2000000	Bill/Quotation	N/A	N/A	N/A	NA
30	Repair of Hardware	500000	Bill/Quotation	N/A	N/A	N/A	NA
31	Repair of Software	50000	Bill/Quotation	N/A	N/A	N/A	NA
32	Repair of IT Equipment	300000	Bill/Quotation	N/A	N/A	N/A	NA
33	Maintenance of Garden	500000	Bill/Quotation	N/A	N/A	N/A	NA

\* Note:- Procurement of above mentioned durables (physical assets) in the procurement plan may be amended to the extent that the same are subject to lifting of ban.

- The Annual Procurement Plan may be prepared on the assumption that total allocated budget will be released.
- Procurement method means open Competitive Bidding/Petty Purchases/Quotations/Director Contracting/Negotiated Tendering.