

Public Officers' Welfare Council				
Indicative Procurement Plan for Financial Year 2021-2022				
No.	Type of Procurement - Items to be procured	Quantity Procurement Plan 2021-2022	Proposed Cost Estimates Procurement Plan 2021-2022	Expected date of acquisition
	Sports and Keep-Fit Activities			
	Insurance cover (sport and keep-fit activities)	300 persons	25,000	Aug 2021
	Men Foot 5 Festival		17,500	Aug-Sept 2021
	Trophies	4	4,000	
	Medals	28	1,400	
	Banners	2	2,400	
	Water - Finals	6 packs	500	
	First Aider -Finals	1	2,000	
	Footballs	6	7,200	
	Ladies Foot 5 Festival		17,500	Aug-Sept 2021
	Trophies	4	4,000	
	Medals	28	1,400	
	Banners	2	2,400	
	Water - Finals	6 packs	500	
	First Aider -Finals	1	2,000	
	Footballs	6	7,200	
	Men Volleyball Festival		17,000	Oct 2021
	Trophies	4	4,000	
	Medals	60	3,000	
	Banners	2	2,400	
	Water - Finals	8 packs	600	
	First Aider -Finals	1	2,000	
	Public Address System (Hiring)	1	5,000	
	Ladies Volleyball Festival		12,600	Oct 2021
	Trophies	2	2,000	
	Medals	30	700	
	Banners	2	2,400	
	Water - Finals	6 packs	500	
	First Aider -Finals	1	2,000	
	Public Address System (Hiring)	1	5,000	
1	Walking Football Festival - 6-A-Side		18,500	April 2022
	Trophies	2	2,000	
	Medals	16	800	
	Footballs	4	4,800	
	Banners	2	2,400	
	Water - Finals	20 packs	1,500	
	First Aider -Finals	1	2,000	
	Public Address System (Hiring)	1	5,000	
	7-A Side Men Football Festival		20,400	Oct 2021
	Trophies	4	4,000	
	Medals	36	1,700	
	Banners	2	2,400	
	Water - Finals	6 packs	500	
	First Aider -Finals	1	2,000	
	Public Address System (Hiring)	1	5,000	
	Footballs	4	4,800	
	6-A-Side Ladies Football Festival		21,200	Oct 2021
	Trophies	4	4,000	
	Medals	32	1,500	
	Banners	2	2,400	
	Water - Finals	20 packs	1,500	
	First Aider -Finals	1	2,000	
	Public Address System (Hiring)	1	5,000	
	Footballs	4	4,800	
	Trails		43,800	Dec 2021 & April 2022
	T-shirts	150	15,000	
	Water - Finals	30 packs	2,500	
	Medals	3	300	
	Caps	150	15,000	
	Shields	3	3,000	
	Banners	5	6,000	
	Paint gallon for markings	4	2,000	

2	Literary & Cultural Activities			
	Scrabble			7,000
	Shields	8	6,000	Aug/Sept 2021
	Scrabble set	5	1,000	
	Domino Competition			2,500
	Shields	4	2,000	Aug/Sept 2021
	Domino set	6	500	
3	Information, Education & Communication Activities			
	Workshop/Talks			168,000
	Conference Hall (Hiring)	1	150,000	Workshop: Dec 2021
	Diaries	100	15,000	Talks: Feb 2022
	Pens	100	1,500	
	Tokens	100	1,500	
4	Mega Blood Donation*			56,000
	Banners	4	6,000	Oct 2021
	Tokens (T-shirts, pen, energy drinks)		50,000	
5	Reward Ceremony/Get Together with Stakeholders			172,000
	Banners	1	2,000	Dec 2021
	Catering Services	175 persons	90,000	
	Refreshments		25,000	
	Entertainment		15,000	
	Renting Tents/Chairs/Trestles		40,000	
6	Civil Service Kermesse*			1,078,000
	Renting of Marquees, Podium, Chairs, Trestles, Water		580,000	Nov/Dec 2021
	Catering Services		54,000	
	Cleaning Services		75,000	
	Banners		15,000	
	Polo Shirts + Caps		22,000	
	Tokens/Gifts for kids		5,000	
	Insurance		3,000	
	Name Badge & Thread (Pouch)		2,000	
	Helium Balloons		7,000	
	Bouncing Castles		40,000	
Cultural Show/Sound System/Media Coverage		275,000		
7	Recreational Activities - Insurance Cover			15,000
	100 persons		Aug 2021	
8	Karaoke Competition			99,000
	Shields	3	4,000	May/June 2022
	Speakers (500 W)	4	50,000	
	Connecting cables (speak on)	4	2,500	
	Power (Amplifier)	1	30,000	
	Mixer	1	8,000	
	Connecting cables (Mixer)	2	500	
	Microphones	5	3,000	
	Connecting cables (Microphone)	2	1,000	
9	Basic Training in Dramatic Arts			23,000
	Pens/Pencils	100	1,000	Jun 2022
	Writing pads	100	2,000	
	Fees to resource persons		20,000	
10	Dictation Competition			4,600
	Shields	3	4,000	Jan/Feb 2022
	Tokens (pens)	50	600	
11	Administrative Expenses			
	Office Expenses & Incidentals			63,100
	Petty Items		40,000	When required
	Sanitary services		6,000	Monthly
	Trolleys	1	2,000	
	Mineral water (Civil Service House & Head Office)		15,000	When required
	Plastic Basket	1	100	
	Office Furniture and Equipment			215,000
	Laptop	3	180,000	Aug/Sept/Oct 2021
	Mobile phone	1	12,000	
	Scaffold	1	10,000	
Fan	3	9,000		
Kettle	2	4,000		

	Money In Transit Insurance Cover		5,000	Aug 2021
	Printing & Stationery		200,000	
	<i>Stationeries</i>		40,000	As and when required
	<i>Photocopy papers</i>	200 reams	30,000	As and when required
	<i>Cartridges/Toners</i>		130,000	As and when required
12	Civil Service House - Quarters B7 & B12**		370,000	Jan 2022
	Renovation			
	<i>Roofing (Quarter B7)</i>		300,000	
	<i>Water Pressure Cleaner</i>		15,000	
	<i>Gate</i>		25,000	
	<i>Electrical & Plumbing Works</i>		20,000	
	<i>Microwave</i>	1	10,000	
	Total		2,671,700	

*Conduct of these activities will be subject to sanitary measures.

**Pending future decisions.