

**Public Officers' Welfare Council**  
**Indicative Procurement Plan for Financial Year 2018-2019**

No.	Type of Procurement - Items to be procured	Details about the items to be procured	Cost Estimates	Expected date of acquisition
1	<b>Sports and Keep-fit Activities</b>			
	<b>Insurance cover ( Sport and keep-fit activities)</b>		<b>32,000.00</b>	April 2019.
	<b>Football Tournament</b>		<b>90,040.00</b>	
	<i>Trophies</i>	8	6,400.00	March -June 2019.
	<i>Medals</i>	216	8,640.00	March -June 2019.
	<i>Jerseys</i>	72	30,000.00	March -June 2019.
	<i>Goal Keeper set</i>	8	3,600.00	March -June 2019.
	<i>Football</i>	15	12,000.00	March -June 2019.
	<i>Paints</i>	4 Gall	2,000.00	March -June 2019.
	<i>Banners</i>	2	2,400.00	March -June 2019.
	<i>Catering Services (final )</i>	200 persons	25,000.00	March -June 2019.
	<b>Badminton Tournament</b>		<b>29,600.00</b>	
	<i>Banner</i>	1	1,200.00	May - June 2019.
	<i>Trophies</i>	6	4,000.00	May - June 2019.
	<i>Medals</i>	60	2,400.00	May - June 2019.
	<i>Catering Services (final )</i>	100	22,000.00	May - June 2019.
	<b>Volleyball Tournament</b>		<b>29,400.00</b>	
<i>Trophies</i>	9	4,000.00	June - July 2019.	
<i>Medals</i>	135	5,400.00	June - July 2019.	
<i>Catering Services (final )</i>	100 persons	20,000.00	June - July 2019.	
2	<b>Literary &amp; Cultural Activities</b>			
	<b>Public Speaking Competition</b>			
	<i>Banner</i>	1	1,200.00	<b>4,200.00</b> September 2018.
	<i>Shields</i>	3	3,000.00	September 2018.
	<b>Scrabble</b>			
	<i>Shields</i>	8	3,600.00	<b>4,600.00</b> August - September 2018
	<i>Scrabble set</i>	5	1,000.00	August - September 2018
	<b>Essay Competition</b>			
	<i>Tokens ( book/pen)</i>	35	5,000.00	<b>8,000.00</b> October 2018.
	<i>Shields</i>	3	3,000.00	October 2018.
	<b>Quiz Competition</b>			
	<i>Shields</i>	3	3,000.00	<b>5,400.00</b> June 2019.
	<i>White Board + wipers</i>	10	1,200.00	June 2019.
<i>Banner</i>	1	1,200.00	June 2019.	
<b>Domino competition</b>			<b>7,200.00</b>	
<i>Shields</i>	4	4,000.00	August -October 2018.	
<i>Domino set</i>	20	2,000.00	August -October 2018.	
<i>Banner</i>	1	1,200.00	August -October 2018.	
3	<b>Information, Education &amp; Communication</b>			
	<b>Seminar/ Workshop/Talks</b>			
	<i>Conference Hall</i>		60,000.00	<b>91,000.00</b>
	<i>Diaries</i>	100	15,000.00	December 2018 - January 2019.
	<i>Pen</i>	500	6,000.00	December 2018 - January 2019.
	<i>Token</i>		10,000.00	December 2018 - January 2019.
	<b>Health Promotion Programme/Medical Check-up</b>			
	<i>Banners</i>	1	1,200.00	<b>1,200.00</b> March 2019.
	<b>Mega Blood Donation</b>			
<i>Banners</i>	1	1,200.00	<b>6,200.00</b> July 2019.	
<i>Tokens</i>		5,000.00	July 2019.	
4	<b>Get Together ( end of year)</b>			
	<i>Banners</i>	1	1,200.00	<b>161,200.00</b>
	<i>Tokens</i>		30,000.00	December 2018.
	<i>Catering Services</i>	100 persons	100,000.00	December 2018.
	<i>Renting Tents/Chairs/Tresltes</i>		30,000.00	December 2018.

	<b>Civil Service Kermesse</b>			<b>870,500.00</b>	
	<i>Renting of Marquees,Podium,Chairs, Trestles,</i>	60 stalls	550,000.00		November 2018.
	<i>Catering Services</i>		35,000.00		November 2018.
	<i>Cleaning Services</i>		60,000.00		November 2018.
5	<i>Sound system</i>		50,000.00		November 2018.
	<i>Banners</i>	10	12,000.00		November 2018.
	<i>Polo Shirt + Caps</i>	100	40,000.00		November 2018.
	<i>Fireworks</i>		60,000.00		November 2018.
	<i>Tokens/Gifts for kids/</i>		60,000.00		November 2018.
	<i>Insurance</i>		3,500.00		November 2018.
6	<b>Recreational Activities - Insurance Cover</b>			<b>31,000.00</b>	April 2019.
	<b>Administrative Expenses</b>				
	<b>Office Expenses &amp; Incidentals</b>			<b>48,520.00</b>	
	<i>Petty Items</i>		30,000.00		
	<i>Sanitary services</i>		5,520.00		Monthly
	<i>Trolleys</i>	1	2,000.00		January 2019.
	<i>Mineral water</i>		10,000.00		When required
	<i>Plastic Basket</i>	1	1,000.00		January 2019.
	<b>Office Furniture and Equipment</b>			<b>101,500.00</b>	January 2019.
7	<i>PC/Laptop</i>	1	50,000.00		February 2019.
	<i>Software ( Word, Excel &amp; Publisher)</i>	1	20,000.00		February 2019.
	<i>Shredder ( Heavy duty)</i>	1	25,000.00		February 2019.
	<i>Paper cutter</i>	1	1,500.00		February 2019.
	<i>Chairs</i>	2	5,000.00		February 2019.
	<b>Printing &amp; Stationery</b>			<b>180,000.00</b>	
	<i>Stationeries</i>		30,000.00		October 2018.
	<i>Photocopy papers</i>	200 ram	25,000.00		August 2018.
	<i>Cartridges/Toners</i>	12	125,000.00		When required
	<b>Civil Service House - Quarters B7 &amp; B12</b>				
	<b>Renovation</b>			<b>100,000.00</b>	
8	<i>Petty items</i>		5,000.00		September 2018.- December 2018.
	<i>Paints</i>		35,000.00		September 2018.- December 2018.
	<i>Plumbering items</i>		25,000.00		September 2018.- December 2018.
	<i>Electric Fittings</i>		25,000.00		September 2018.- December 2018.
	<i>Water Pressure Cleaner</i>		10,000.00		January 2019.
<b>Total</b>				<b>1,801,560.00</b>	