

Public Officers' Welfare Council
Indicative Procurement Plan for Financial Year 2020-2021

No.	Type of Procurement - Items to be procured	Quantity Procurement Plan 2020-2021	Proposed Cost Estimates Procurement Plan 2020-2021	Expected date of acquisition	
1	Sports and Keep-Fit Activities				
	Insurance cover (sport and keep-fit activities)	300 persons	25,000	March 2021	
	Football Tournament*		84,800		
	<i>Trophies</i>	8	6,000	March 2021	
	<i>Medals</i>	216	9,000	March 2021	
	<i>Jerseys</i>	72	30,000	March 2021	
	<i>Goal Keeper set</i>	8	4,500	March 2021	
	<i>Football</i>	15	10,000	March 2021	
	<i>Paints</i>	4 Gallons	2,000	March 2021	
	<i>Banners</i>	4	4,800	March 2021	
	<i>Catering Services (final)</i>	100 persons	10,000	March 2021	
	<i>Water for Finalist Teams & Match Officials</i>		1,500	March 2021	
	<i>Public Address System</i>		5,000	March 2021	
	<i>First Aider</i>		2,000	March 2021	
		Badminton Tournament		26,900	
		<i>Banner</i>	2	2,400	October 2020
		<i>Trophies</i>	6	4,500	October 2020
		<i>Medals</i>	60	3,500	October 2020
		<i>Catering Services (final)</i>	100 persons	10,000	October 2020
		<i>Water for Finalist Teams & Match Officials</i>		1,500	October 2020
		<i>Public Address System</i>		5,000	October 2020
		Futsal Competition		33,000	
		<i>Trophies</i>	4	4,000	September 2020
		<i>Medals</i>	60	4,000	September 2020
		<i>Footballs</i>	4	5,000	September 2020
		<i>Banner</i>		1,500	September 2020
		<i>Catering Services (final)</i>	100 persons	10,000	September 2020
		<i>Water for Finalist Teams & Match Officials</i>		1,500	September 2020
		<i>Public Address System</i>		5,000	September 2020
		<i>First Aider</i>		2,000	September 2020
		Ladies Football Festival		37,000	
		<i>Trophies</i>	4	4,000	August 2020
		<i>Medals</i>	60	4,000	August 2020
		<i>Footballs</i>		3,000	August 2020
		<i>Shields & Souvenir for every participating team</i>	500	6,000	August 2020
		<i>Banner</i>		1,500	August 2020
		<i>Catering Services (final)</i>	100 persons	10,000	August 2020
		<i>Water for Finalist Teams & Match Officials</i>		1,500	August 2020
		<i>Public Address System</i>		5,000	August 2020
	<i>First Aider</i>		2,000	August 2020	
2	Literary & Cultural Activities				
	Public Speaking Competition		4,700		
	<i>Banner</i>	1	1,200	September 2020	
	<i>Shields</i>	3	3,500	September 2020	
	Scrabble		5,000		
	<i>Shields</i>	8	4,000	August 2020	
	<i>Scrabble set</i>	5	1,000	August 2020	
	Essay Competition		8,000		
	<i>Tokens (book/pen)</i>	35	4,000	July 2020	
	<i>Shields</i>	3	4,000	July 2020	
	Logo Competition		1,500		
	<i>Shields</i>	1	1,500	August 2020	

	Information, Education & Communication Activities			
	Seminar/ Workshop/Talks		142,000	
	<i>Conference Hall</i>	100 persons	100,000	December 2020
	<i>Diaries</i>	100	15,000	December 2020
	<i>Pens</i>		7,000	December 2020
	<i>Tokens</i>	100	20,000	December 2020
3				
	Mega Blood Donation*		7,200	
	<i>Banners</i>	1	1,200	November 2020
	<i>Tokens</i>		6,000	November 2020
	Get Together (end of year)*		211,200	
	<i>Banners</i>	1	1,200	
	<i>Tokens</i>		30,000	
4	<i>Catering Services</i>	175 persons	100,000	
	<i>Refreshments</i>		35,000	
	<i>Entertainment</i>		10,000	
	<i>Renting Tents/Chairs/Tresltes</i>		35,000	
	Civil Service Kermesse*		1,182,500	
	<i>Renting of Marquees,Podium,Chairs, Trestles, Water</i>	70 Stalls	600,000	October-November 2020
	<i>Catering Services</i>	225	50,000	October-November 2020
	<i>Cleaning Services</i>		75,000	October-November 2020
	<i>Banners</i>		6,000	October-November 2020
5	<i>Polo Shirts + Caps</i>		28,000	October-November 2020
	<i>Tokens/Gifts for kids</i>		90,000	October-November 2020
	<i>Insurance</i>		3,000	October-November 2020
	<i>Name Badge & Thread (Pouch)</i>	100	2,500	October-November 2020
	<i>Helium Balloons</i>	200	8,000	October-November 2020
	<i>Bouncing Castles</i>	5	20,000	October-November 2020
	<i>Cultural Show/Sound System/Media Coverage</i>		300,000	October-November 2020
6	Recreational Activities - Insurance Cover	100 persons	15,000	March 2021
	Administrative Expenses			
	Office Expenses & Incidentals		59,000	
	<i>Petty Items</i>		35,000	When required
	<i>Sanitary services</i>		6,000	Monthly
	<i>Trolleys</i>	1	2,000	
	<i>Mineral water (Civil Service House & Head Office)</i>		15,000	When required
	<i>Plastic Basket</i>	1	1,000	
	Office Furniture and Equipment		120,000	
7	<i>Laptop</i>	2	100,000	
	<i>Mobile phone</i>	1	10,000	
	<i>Chairs</i>	2	10,000	
	Money In Transit Insurance Cover		5,000	March 2021
	Printing & Stationery		190,000	
	<i>Stationeries</i>		35,000	As and when required
	<i>Photocopy papers</i>	200 reams	25,000	As and when required
	<i>Cartridges/Toners</i>		130,000	As and when required
	Civil Service House - Quarters B7 & B12**			
8	Renovation		250,000	
	<i>Roofing (Main Building & 2 Kiosks)</i>		200,000	
	<i>Water Pressure Cleaner</i>		10,000	
	<i>Gate</i>		20,000	
	<i>Electrical & Plumbing Works</i>		20,000	
	Total		2,407,800	

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

**Pending future decisions.