

Public Officers' Welfare Council
Indicative Procurement Plan for Financial Year 2019-2020

No.	Type of Procurement - Items to be procured	Quantity Procurement Plan 2019-2020	Proposed Cost Estimates Procurement Plan 2019-2020	Expected date of acquisition
1	Sports and Keep-Fit Activities			
	Insurance cover (sport and keep-fit activities)	300 persons	25,000.00	March 2020
	Football Tournament			
	<i>Trophies</i>	8	6,000.00	July-September 2019
	<i>Medals</i>	216	9,000.00	July-September 2019
	<i>Jerseys</i>	72	30,000.00	July-September 2019
	<i>Goal Keeper set</i>	8	4,000.00	July-September 2019
	<i>Football</i>	15	12,000.00	July-September 2019
	<i>Paints</i>	4 Gallons	2,000.00	July-September 2019
	<i>Banners</i>	4	4,800.00	July-September 2019
	<i>Catering Services (final)</i>	200 persons	25,000.00	July-September 2019
	<i>Water for Finalist Teams & Match Officials</i>		1,000.00	July-September 2019
	Badminton Tournament			
	<i>Banner</i>	2	2,400.00	September-October 2019
	<i>Trophies</i>	6	4,500.00	September-October 2019
	<i>Medals</i>	60	3,000.00	September-October 2019
	<i>Catering Services (final)</i>	100 persons	20,000.00	September-October 2019
	<i>Water for Finalist Teams & Match Officials</i>		1,000.00	September-October 2019
	Volleyball Tournament			
	<i>Trophies</i>	9	4,500.00	August-September 2019
<i>Medals</i>	135	6,000.00	August-September 2019	
<i>Catering Services (final)</i>	100 persons	20,000.00	August-September 2019	
<i>Water for Finalist Teams & Match Officials</i>		1,000.00	August-September 2019	
2	Literary & Cultural Activities			
	Public Speaking Competition			
	<i>Banner</i>	1	1,200.00	August-November 2019
	<i>Shields</i>	3	3,500.00	August-November 2019
	Scrabble			
	<i>Shields</i>	8	4,000.00	May 2020
	<i>Scrabble set</i>	5	1,000.00	May 2020
	Essay Competition			
	<i>Tokens (book/pen)</i>	35	6,000.00	August 2019
	<i>Shields</i>	3	3,500.00	August 2019
	Quiz Competition			
	<i>Shields</i>	3	3,500.00	July 2019
	<i>White Board + wipers</i>	10	1,500.00	July 2019
	<i>Banner</i>	1	1,200.00	July 2019
	Domino competition			
	<i>Shields</i>	4	2,000.00	October 2019
	<i>Domino set</i>	10	1,000.00	October 2019
<i>Banner</i>	1	1,200.00	October 2019	
3	Information, Education & Communication			
	Seminar/ Workshop/Talks			
	<i>Conference Hall</i>	75 persons	70,000.00	December 2019
	<i>Diaries</i>	100	10,000.00	December 2019
	<i>Pen</i>		7,000.00	December 2019
	<i>Token</i>	100	20,000.00	December 2019
	Health Promotion Programme/Medical Check-up			
	<i>Banners</i>	1	1,200.00	July-October 2019
Mega Blood Donation				
		7,200.00		

	<i>Banners</i>	1	1,200.00	November 2019
	<i>Tokens</i>		6,000.00	November 2019
	Get Together (end of year)		201,200.00	
4	<i>Banners</i>	1	1,200.00	December 2019
	<i>Tokens</i>		30,000.00	December 2019
	<i>Catering Services</i>	175 persons	90,000.00	December 2019
	<i>Refreshments</i>		35,000.00	December 2019
	<i>Entertainment</i>		10,000.00	December 2019
	<i>Renting Tents/Chairs/Trestles</i>		35,000.00	December 2019
	Civil Service Kermesse		1,020,000.00	
5	<i>Renting of Marquees,Podium,Chairs, Trestles,</i>	70 Stalls	500,000.00	October-November 2019
	<i>Catering Services</i>	225	35,000.00	October-November 2019
	<i>Cleaning Services</i>		65,000.00	October-November 2019
	<i>Banners</i>		6,000.00	October-November 2019
	<i>Polo Shirt + Caps</i>	50 Polo Shirt 50 Caps	25,000.00	October-November 2019
	<i>Tokens/Gifts for kids</i>		90,000.00	October-November 2019
	<i>Insurance</i>		3,000.00	October-November 2019
	<i>Name Badge & Thread (Pouch)</i>	700	18,000.00	October-November 2019
	<i>Helium Balloons</i>	200	8,000.00	October-November 2019
	<i>Bouncing Castles</i>	5	20,000.00	October-November 2019
	<i>Cultural Show/Sound System/Media Coverage</i>		250,000.00	October-November 2019
6	Recreational Activities - Insurance Cover	100 persons	15,000.00	March 2020
	Administrative Expenses			
	Office Expenses & Incidentals		59,000.00	
	<i>Petty Items</i>		35,000.00	When required
	<i>Sanitary services</i>		6,000.00	Monthly
	<i>Trolleys</i>	1	2,000.00	November 2019
	<i>Mineral water</i>		15,000.00	When required
	<i>Plastic Basket</i>	1	1,000.00	July 2019
	Office Furniture and Equipment		130,000.00	
7	<i>PC/Laptop</i>	1	50,000.00	August 2019
	<i>Software (Word, Excel & Publisher)</i>	1	40,000.00	August 2019
	<i>Shredder (Heavy duty)</i>	1	30,000.00	September 2019
	<i>Chairs</i>	2	10,000.00	January 2020
	<i>A3 Color Laser Jet Printer</i>	1	0.00	July 2019
	Money In Transit Insurance Cover		5,000.00	March 2020
	Assets Insurance Cover		0.00	July 2019
	Printing & Stationery		190,000.00	
	<i>Stationeries</i>		35,000.00	January 2020
	<i>Photocopy papers</i>	200 ream	25,000.00	January 2020
	<i>Cartridges/Toners</i>		130,000.00	As and when required
8	Civil Service House - Quarters B7 & B12			
	Renovation		195,000.00	
	<i>Roofing (Main Building & 2 Kiosks)</i>		185,000.00	October 2019
	<i>Water Pressure Cleaner</i>		10,000.00	January 2020
	Total		2,141,400.00	