

ANNUAL PROCUREMENT PLAN FOR YEAR 2018-19 (UNDER RULES OF THE
Punjab Education Foundation)

SR.#	NAME OF PROCUREMENT(DESCRIPTION)	Qty	HEAD OF ACCOUNT	ALLOCATION	ESTIMATED COST	PROCUREMENT PROCEDURES/ PROCESS	PROCUREMENT METHODS	TENTATIVE DATE OF PROCUREMENT NOTICE PUBLICATION	TENTATIVE DATE OF AWARD OF CONTRACT	TENTATIVE DELIVERY SCHEDULE	TENTATIVE DATE OF COMPLETION	BENEFITS LIKELY TO ATTAIN
1	Tender for Procurement of IT Consumable Items		Goods	3,000,000	3,000,000	Single Stage two envelopes	Tender	Jul, 2018	Aug, 2018	Aug, 2018	Aug, 2019	Office automation
2	Tax Consultant-Individual	N/A	Services	400,000	300,000	Short Term Consultancy	As per Rule 46 of PPRA	1-Jul-18	1-Aug-18	Sep-18 to Mar-19	1-Mar-19	To monitor changing tax laws and explain complicated legislation and its implications to PEF, in simple terms and provide legal advice on taxes issues.
3	Tender for Procurement of Stationery Items for (2018-19) - 1		Goods	4,000,000	4,000,000	Single stage two envelopes	Tender	20.07.2018	10.08.2018	2-Deliveries 01.09.2018 31.12.2018	31.12.2018	Provision of Stationery Items to all the Departments of PEF
4	Procurement of Utility Items	-	Goods	1,782,258	1,782,258	Single stage two envelopes	Tender	01.08.2018	25.08.2018	10.09.2018	10.09.2019	For Ensuring Safe Working Environment
5	Software Maintenance and Upgradation of PEF Financial Data Base (Renewal)	N/A	Services	200,000	180,000	Direct contracting	Direct contracting	N/A (Renewal)	1-Dec-18	through out the contract term	through out the contract term	Development of Accounting Software and maintenance
6	Education Voucher Scheme-Voucher Cards Printing	150,000	Goods & Services	1,800,000	1,500,000	Single Stage two envelopes	Tender	1-Jul-18	1-Nov-18	1-Jan-19	1-Nov-19	Free Education for the less privileged students
7	Binding of financial record	400	Services	250,000	250,000	Single Stage - two Envelope	Tender	1-Jul-18	1-Aug-18	Quarterly	1-Jun-19	Binding of PEF financial record
8	Tender Notice for designing and printing of PEF Newsletter "The Hope" (vol 22,23,24)	3,000	Goods	450,000	450,000	Single Stage two envelopes	Tender	16-Jul-18	20-Aug-18	28-Feb-19	20-Mar-19	PEF Newsletter "The Hope"
9	Procurement of Polypropylene and Polyethylene Bags with threads	-	Goods	2,400,000	2,400,000	Single Stage two envelopes	Tender	19-Jul-18	20-Aug-18	5-Oct-18	20-Apr-19	For safe and security of QAT material
10	Tender for Carrier Bags for MAE	220	Goods	780,000	780,000	Single Stage two envelope	Tender	20-Jul-18	10-Aug-18	17-Aug-18	31-Aug-18	For MEOs for Conduction of QAT Duty
11	Tender for Annual Event Management	-	Services	1,000,000	1,000,000	Single Stage two envelope	Tender	20-Jul-18	10-Aug-18	31-Aug-18	31-Aug-18	To facilitate trained teachers & head teachers of partner school. Conduction of meetings with Partner Schools of PEF

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12	Hiring of Chartered Accountant Firm for Internal Audit Activity		Consultancy	1,700,000	1,700,000	Rule 46A of PPRA 2014	Rule 46A of PPRA- 2014	31-Jul-18	31-Aug-18	-	30-Jun-19	Outsourcing of Internal Audit function to achieve Transparency in official matters with effective goal achievement by Foundation as per SOPs
13	Printing and designing of Annual Report	400	Supplies	600,000	400,000	Single Stage two envelopes	Tender	1-Aug-18	1-Sep-18	1-Dec-18	1-Dec-18	Annual Report of PEF
14	Tender for Chemical Disposal of Old PEF Record		Services	-	-	Tender/Auction	Tender/Auction	01.08.2018	25.08.2018	05.09.2018	25.08.2019	Tender for Chemical Disposal of Old PEF Record
15	Procurement of QAT Conduct Bags	150	Goods	150,000	150,000	Single Stage two envelopes	Tender	1-Aug-18	30-Aug-18	9-Sep-18	9-Oct-18	QAT Conduction
16	Tender for Drinking Water	5000	Goods	1,200,000	1,200,000	Single Stage two envelopes	Tender	1-Aug-18	25-Aug-18	10-Sep-18	10-Sep-19	For Ensuring Safe & Hygiene Working Environment
17	Procurement of Scotch Tape with PEF Logo	1500	Goods	250,000	250,000	Single Stage two envelopes	Tender	1-Aug-18	30-Aug-18	9-Sep-18	10-Oct-18	QAT (Quality Assurance Test)Conduction
18	Tender Notice for designing and printing of PEF Kid's magazine	-	Goods	1,000,000	1,000,000	Single Stage two envelopes	Tender	15-Aug-18	20-Sep-18	30-Oct-18	15-Nov-18	Kid's Magazine for PEF partner schools
19	Tender for Hiring of Cellular Services for Monitoring		Services	2,500,000	2,500,000	Single Stage two envelopes	Tender	Jul, 2018	Aug, 2018	Aug, 2018	Sep, 2018	Office automation
20	Procurement of Vehicle Rental services	-	Services	1,800,000	1,800,000	Single Stage two envelopes	Tender	20-Aug-18	30-Sep-18	10-Oct-18	-	QAT (Quality Assurance Test) Conduction
21	Tender for Purchase of Electronic Equipment	-	Goods	1,940,000	1,940,000	Single Stage two envelope	Tender	1-Sep-18	30-Sep-18	10-Oct-18	30-Oct-18	Provision of Better Working Environment to PEF Employees
22	Tender for Procurement of Paper Reams		Goods	4,000,000	4,000,000	Single Stage two envelope	Tender	30-Oct-18	20-Nov-18	Quarterly Delivery	30-Dec-19	Provision of Stationery Items to all the Departments of PEF
23	Transportation of books	N/A	Services		10,000,000	Single Stage two envelopes	Tender	31-Oct-18	30-Nov-18	Dec-18 To June-19	1-Jun-19	Timely distribution of textbooks to partner schools

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24	Labor service for books loading/ offloading and distribution	N/A	Services	15,000,000	3,000,000	Single Stage two envelopes	Tender	31-Oct-18	30-Nov-18	Dec-18 To June-19	1-Jun-19	Timely distribution of textbooks to partner schools
25	Tender for Procurement of Stationery Items for (2018-19) - II		Goods	3,280,000	3,280,000	Single Stage two envelopes	Tender	01.11.2018	20.11.2018	2- Deliveries 31.03.2019 30.06.2019	30.06.2019	Provision of Stationery Items to all the Departments of PEF
26	Purchase of stationery items for the Students of Cholistan Mobile schools.	-	Goods	02-Million	1,864,000	Single Stage two envelope	Tender	15-Nov-18	25-Dec-18	25-Jan-19	10-Feb-19	students of the mobile school will get free education
27	Tender for Procurement of IT Equipments for FY 2018-19		Goods	1,000,000	1,000,000	Single Stage two envelopes	Tender	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019	Office automation
28	Tender for Outsourcing Fiber Optics Internet Services	50 MB	Services	1,500,000	1,500,000	Single Stage two envelopes	Tender	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Office automation
29	Purchase of New/Renewal of Existing registered software licenses		Services	4,500,000	4,500,000	Single Stage two envelopes	Tender	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019	Office automation
30	Promotional Material (Banners, Backdrops, Rolling Stands, Stands, Brochures, Flyers)		Goods	350,000	350,000	Single Stage two envelopes	Tender	20-Dec-18	30-Jan-19	1-Mar-19	15-Mar-19	Promotional Material
31	Tender for Purchase of Furniture Items-1	-	Goods	1,455,000	1,455,000	Single Stage two envelope	Tender	1-Jan-19	20-Jan-19	28-Feb-19	28-Feb-19	Provision of Better Working Environment to PEF Employees
32	Tender for Purchase of Arms for PEF Offices	14	Goods	930,000	930,000	Single Stage two envelopes	Tender	20-Jan-19	10-Feb-19	28-Feb-19	28-Feb-19	For security guards to Ensuring Safe Working Environment
33	Branchless banking services	N/A	Services	1,000,000	1,000,000	Tender	Single stage two envelopes	19-Feb	19-Apr	Throughout contract term	April, 2020	Disbursement of payments to Markers and teachers honoraria
34	Group Health Insurance of PEF Contractual Employees (Full contribution of PEF)		Services	21,000,000	19,000,000	Tender	Single stage two envelopes	1-Mar-19	1-Jun-19	1-Jul-19	30-Jun-20	Contractual employees of PEF
35	Group Life Insurance of PEF Contractual Employees (Full contribution of insured employees of PEF)		Services	*	850,000	Tender	Single stage two envelopes	1-Mar-19	1-Jun-19	1-Jul-19	30-Jun-20	Contractual employees of PEF

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36	Hiring of Chartered Accountant Firm for External Audit Activity		Consultancy	786,500	786,500	46 A, PPRA	Consultancy Services	1-Mar-19	3-Jun-19	1-Aug-19	1-Oct-19	To obtain reasonable assurance whether the financial statements are free from material misstatement and present true and fair view for stakeholders.

* Self Contribution

4