

ANNUAL PROCUREMENT PLAN FOR FINANCIAL YEAR 2020-2021

(Under Rule 8 of the Punjab Procurement Rules 2014)

Punjab Education Foundation

Sr. No.	Procurement Name	Procurement Description	Quantity (where applicable)	Scope of work	Procurement Type**	Procurement Category***	Funds (Rupees in Million)	Sources of Funds (ADP or Non ADP)	Tentative Estimated cost (Rupees in Million)	Procurement Methods****	Procurement Procedure*****	Tentative Timings of Procurement	Tentative Date of Procurement Advertisement	Tentative Date of Evaluation Report Announcement	Tentative Date of Contract Award	Tentative Delivery Schedule	Tentative Date of Completion	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Hiring of Services for Group Health Insurance	Group Health Insurance	1386 (Estimated)	Health Insurance of PEF employees	Consultancy Services	Local	23.60	ADP (ODP)	23.60	Tender	Single Stage - Two Envelopes	1st Quarter	15-Sep-20	26-Oct-20	13-Nov-20	1-Jul-20	30-Jun-21	Provision of Health Support services to insured
2	Hiring of Services for Group Life Insurance	Group Life Insurance	390 Lives (Estimated)	Life Insurance of PEF employees	Consultancy Services	Local	1.50	ADP (ODP)	1.50	Tender	Single Stage - Two Envelopes	1st Quarter	15-Sep-20	26-Oct-20	13-Nov-20	1-Jul-20	30-Jun-21	Provision of Life Insurance to PEF employees
3	Hiring of Firm for Verification of Financial/ Physical Data of 10 years	Third Party Verification	-	Verification of Financial/ Physical Data as per approved TORs	Consultancy Services	Local	17.50	ADP (ODP)	17.50	Pre-Qualification	Least Cost	1st Quarter	30-Sep-20	15-Nov-20	15-Dec-20	30-Apr-21	30-Apr-21	10 years Verification of Financial/ Physical Data as per approved TORs
4	Procurement of Stationery Items	Various Office Stationery Items	-	Various Office Stationery Items	Goods	Local	4.80	ADP (ODP)	4.80	Tender	Single Stage - Two Envelopes	1st Quarter	3-Sep-20	8-Oct-20	20-Oct-20	30-Jun-21	30-Jun-21	
5	Procurement of triplicate NCR Paper Sheets	Monitoring Sheets for M&E Department	500	Monitoring Sheets for M&E Department	Goods	Local	.25	ADP (ODP)	.25	Tender	Single Stage - Two Envelopes	1st Quarter	10-Sep-20	15-Oct-20	25-Oct-20	25-Nov-20	25-Nov-20	
6	Procurement of Utility Items	Toiletries & Other Utility Items	-	Toiletries & Other Utility Items	Goods	Local	.75	ADP (ODP)	.75	Tender	Single Stage - Two Envelopes	1st Quarter	3-Sep-20	8-Oct-20	20-Oct-20	30-Jun-21	30-Jun-21	
7	Procurement of HP Toner Refilling/Recycling	HP Toners refilling/recycling	100	HP Toners refilling/recycling	Services	Local	.30	ADP (ODP)	.30	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	Toners refilling/recycling for HP Printers
8	Hiring of Bulk/Branded SMS Services	SMS alert services for partner schools	800,000	SMS alert services for partner schools	Services	Local	.40	ADP (ODP)	.40	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	SMS alert services for partner schools
9	Procurement of Server Machines and related equipments	Servers machines & server rack	5	Servers machines & server rack	Goods	Local	11.10	ADP (ODP)	11.10	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	20-Jan-21	30-Jan-21	Servers machines & server rack
10	Procurement of Firewall	Firewall	-	Firewall	Services	Local	3.00	ADP (ODP)	3.00	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	20-Jan-21	30-Jan-21	Firewall for network security
11	Procurement of UPS and Dry Batteries	UPS & Dry Batteries for APC	-	UPS & Dry Batteries for APC	Goods	Local	2.10	ADP (ODP)	2.10	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	20-Jan-21	30-Jan-21	UPS and Dry Batteries for APC
12	Hiring of firm for Third Party Validation of SIS data	Verification of SIS data through third party	1 job	Verification of SIS data through third party	Consultancy Services	Local	7.00	ADP (ODP)	7.00	Pre-Qualification	Least Cost	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	
13	Procurement of new Software Licenses and renewal of existing licenses	Software Licenses	-	Software Licenses	Goods	Local	3.00	ADP (ODP)	3.00	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	Software Licenses
14	Procurement of Liquid Batteries	Liquid Batteries with interlinks for UPS	100	Liquid Batteries with interlinks for UPS	Goods	Local	.50	ADP (ODP)	.50	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	Liquid Batteries with interlinks for UPS
15	Procurement of New Toners	HP Toners for Printers	50	HP Toners for Printers	Goods	Local	2.70	ADP (ODP)	2.70	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	HP Genuine Toners
16	Education Voucher Scheme - Voucher Cards Printing	Voucher Cards	70,000	Procurement of voucher cards	Goods	Local	1.40	ADP (ODP)	1.40	Tender	Single Stage two envelopes	1st Quarter	1-Sep-20	1-Oct-20	1-Dec-20	1-Jan-21	1-Dec-21	Voucher Cards for registered students under Education Voucher Scheme
17	Hiring of Services for In House Printing of Papers	Printing for 2020-2021 QAT	-	Printing for 2020-2021 QAT	Goods	Local	17.5	ADP (ODP)	17.5	Tender	Single Stage two envelopes	1st Quarter	15-Aug-20	30-Sep-20	30-Oct-20	30-Nov-20	30-Nov-20	-
18	Hiring of Services for Repair & Maintenance of Photocopiers & Digital Printing Press	Repair & Maintenance of Photocopiers & Press Machines	-	Repair & Maintenance of Photocopiers & Press Machines	Services	Local	2.00	ADP (ODP)	2.00	Tender	Single Stage - Two Envelopes	1st Quarter	1-Sep-2020	5-Oct-20	20-Oct-20	25-Oct-20	30-Oct-20	

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19	Hiring of Services for Third Party Validation of Trainings	Third Party Validation of Trainings	-	Third Party Validation of Trainings	Consultancy Services	Local	2.0	ADP (ODP)	2.0	Pre-Qualification	Least Cost	2nd Quarter	1-Oct-20	5-Nov-20	20-Nov-20	29-Jan-21	29-Jan-21	Third Party Validation of Trainings
20	Purchase of Various Stationery items, Note Books & School Bags	Procurement of stationery items for year 2020 and 2021 for Cholistan Mobile School Students		Stationery items for the students	Goods	Local	4.20	ADP (ODP)	4.20	Tender	Single Stage two envelopes	2nd Quarter	10-Nov-20	10-Dec-20	26-Dec-20	25-Jan-21	30-Jun-21	Procurement of Stationery items for Cholistan Mobile Schools.
21	Hiring of Vehicle Rental service	Procurement of Vehicle Rental service (Without official Vehicle)	-	Procurement of Vehicle Rental service (Without official Vehicle)	Services	Local	3	ADP (ODP)	3.00	Tender	Single Stage two envelopes	2nd Quarter	1-Sep-20	15-Nov-20	5-Jan-21	25-Mar-21	25-Mar-21	-
22	Hiring of Chartered Accountant Firm for Internal Audit Activity	Internal Auditors	-	Internal Audit as per approved TORs by PEF BOD	Services	Local	1.80	ADP (ODP)	1.80	Pre-Qualification	Least Cost	2nd Quarter	15-Dec-2020	15-Jan-21	31-Jan-21	30-Apr-21	30-Sep-21	To provide independent, objective assurance to the management, PEF BOD regarding the adequacy, efficiency and effectiveness of the Foundation's internal controls.
23	Hiring of Chartered Accountant Firm for External Audit Activity	External Auditors	-	External Audit as per Statutory Requirements	Services	Local	.80	ADP (ODP)	.80	Pre-Qualification	Least Cost	2nd Quarter	15-Oct-2020	15-Nov-20	1-Dec-20	30-Mar-21	1-Mar-21	To obtain reasonable assurance whether the financial statements are free from material misstatement and present true and fair view for stakeholders.
24	Purchase of Electronic Items	Refrigerators, Exhaust Fans, LED TVs, Bracket Fans, Water Dispenser	58	Refrigerators, Exhaust Fans, LED TVs, Bracket Fans, Water Dispenser	Goods	Local	1.82	ADP (ODP)	1.82	Tender	Single Stage - Two Envelopes	2nd Quarter	12-Oct-20	17-Nov-20	1-Dec-20	15-Dec-20	30-Dec-20	
25	Procurement of Office Chairs	Executive Chairs, Computer Chairs	41	Executive Chairs, Computer Chairs	Goods	Local	.60	ADP (ODP)	.60	Tender	Single Stage - Two Envelopes	2nd Quarter	15-Oct-20	20-Nov-20	15-Dec-20	15-Jan-21	15-Jan-21	
26	Procurement of Printing of M&E Annual Reports	Annual Reports of Monitoring Department	-	Annual Reports of Monitoring Department	Goods	Local	.11	ADP (ODP)	.11	Tender	Single Stage - Two Envelopes	2nd Quarter	1-Oct-20	5-Nov-20	20-Nov-20	20-Dec-20	20-Dec-20	
27	Procurement of Bottle Drinking Water	Drinking Water Bottles	-	Provision of Drinking water bottles	Goods	Local	1.08	ADP (ODP)	1.08	Tender	Single Stage - Two Envelopes	2nd Quarter	10-Nov-20	15-Dec-20	30-Dec-20	30-Jun-21	30-Jun-21	
28	Hiring of tax Consultant	Hiring of Lax consultant for tax matters of PEF	-	Tax related services	Services	Local	.60	ADP (ODP)	.60	Pre-Qualification	Least Cost	2nd Quarter	15-Aug-20	15-Oct-20	18-Nov-20	18-Nov-20	18-Nov-21	To monitor changing tax laws and explain complicated legislation and its implications to PEF, in simple terms and provide legal advice on taxes issues.
29	Procurement of Fire Alarm System	Fire Alarm System	1	Fire Alarm System	Goods	Local	.20	ADP (ODP)	.20	Tender	Single Stage - Two Envelopes	2nd Quarter	30-Oct-2020	20-Dec-20	1-Jan-21	15-Feb-21	15-Feb-21	Fire Alarm System
30	Establishment of Centralized Compliant Cell	Call Center Solution	1 solution	Call Center Solution	Goods	Local	2.00	ADP (ODP)	2.00	Tender	Single Stage - Two Envelopes	2nd Quarter	30-Oct-2020	20-Dec-20	1-Jan-21	15-Feb-21	15-Feb-21	Call Center Solution
31	Outsourcing of Fiber Optics Internet Services	Internet Services	50 MB	Internet Services	Services	Local	1.20	ADP (ODP)	1.20	Tender	Single Stage - Two Envelopes	2nd Quarter	2-Nov-20	7-Dec-20	22-Dec-20	15-Jan-21	31-Jan-21	Internet Services
32	Printing and designing of Annual Report	Printing and designing of Annual Report	300	Printing and designing of Annual Report	Goods	Local	.50	ADP (ODP)	.50	Tender	Single Stage - Two Envelopes	2nd Quarter	10-Oct-20	18-Nov-20	21-Nov-20	25-Nov-20	16-Dec-20	

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33	Procurement of Printing and Designing of PEF Newsletter	PEF Newsletter	1000	Printing and designing of PEF Newsletter	Goods	Local	.25	ADP (ODP)	.25	Tender	Single Stage - Two Envelopes	2nd Quarter	15-Oct-20	18-Nov-20	5-Dec-20	5-Jan-21	5-Jan-21	
34	Hiring of Services for making PEF Documentary	PEF Documentary	-	PEF Documentary	Services	Local	.60	ADP (ODP)	.60	Tender	Single Stage - Two Envelopes	2nd Quarter	15-Nov-20	20-Dec-20	5-Jan-21	5-Feb-21	5-Feb-21	
35	Procurement of IT Equipments	Printers, Scanners, Hard Drives	-	Printers, Scanners, Hard Drives	Goods	Local	3.36	ADP (ODP)	3.36	Tender	Single Stage - Two Envelopes	3rd Quarter	1-Jan-21	6-Feb-21	25-Feb-21	25-Mar-21	30-Mar-21	Printers, Scanners, Hard Drives
36	Hiring of Services for Binding of Financial record	Binding of financial record	400	Binding of financial record	Services	Local	.30	ADP (ODP)	.30	Tender	Single Stage - Two Envelopes	3rd Quarter	19-Feb-21	21-Mar-21	24-Mar-21	25-Mar-21	23-Jun-21	Binding of PEE financial record for safe keeping
37	Procurement of Polypropylene flyers, Polyethylene Bag and Tapes for QAT 2021-2022	Procurement of Polypropylene and Polyethylene Bags with threads & Tapes		Procurement of Polypropylene and Polyethylene Bags with threads &	Goods	Local	2.70	ADP	2.70	Tender	Single Stage two envelopes	3rd Quarter	15-Feb-21	5-Apr-21	15-May-21	20-May-21	20-May-21	
38	Purchase of Air Conditioners	Air Conditioners	31	Air Conditioners	Goods	Local	3.61	ADP (ODP)	3.61	Tender	Single Stage - Two Envelopes	3rd Quarter	17-Jan-21	20-Feb-21	5-Mar-21	5-Apr-21	4-Apr-21	
39	Hiring of Services for Insurance of Vehicles	Official Vehicles & Motor Bikes	-	Official Vehicles & Motor Bikes	Services	Local	1.44	ADP (ODP)	1.44	Tender	Single Stage - Two Envelopes	3rd Quarter	1-Jan-21	5-Feb-20	20-Feb-20	30-Jun-21	30-Jun-21	
40	Hiring of Cellular Services	4G services for digital monitoring	250	4G services for digital monitoring	Services	Local	3.00	ADP (ODP)	3.00	Tender	Single Stage - Two Envelopes	4th Quarter	10-Apr-21	15-May-21	30-May-21	30-Jun-21	30-May-22	It will be framework contract on monthly payment

* The Annual Procurement Plan shall be prepared on the basis of available resources.

** Procurement Type means, Goods, Works, Services & Consultancy services.

*** Procurement Category means Local or International Procurement.

**** Procurement Methods means, Petty Purchases/Quotations (without Quotation/Three)/Tender/Direct Contracting/Negotiated Tendering (Rule 59).

***** Procurement Procedures means, Single Stage One Envelop/Single Stage Two Envelopes/Two Stage/Two Stage Two Envelop (Rule 38). In Constancy Services, Procurement Procedure means, Least Cost, Quality & Cost and Quality based (Rule 45).

***** Timings of Procurement means 1st quarter / 2nd quarter / 3rd quarter / 4th quarter.

Prepared By



Name: Mazhar Iqbal

Designation: Deputy Director (Procurement)

Checked By



Name: Zubaida Anis Muslim

Designation: Director (HR & Admin)

Approved By



Name: Syed Sajid Timtzi

Designation: DMD (Support Services)

13-08-20