

ANNUAL PROCUREMENT PLAN FOR 2023-24
(Under Rule 8 and 9 of the Public Procurement Rules, 2004)
Bureau of Emigration and Overseas Employment (HQs), Islamabad

1	2	3	4	5	6	7	8	
Sr.No.	Name of Procurement (Description)	Estimated Cost/Annual Budget (In PKR thousand)	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks	
1	Utilities A-03							
2	Gas Charges- A03301	3,000	Direct Payment	N/A	Periodic Payments to SNGPL	N/A	Subject to approval of relevant sanction authority.	
3	Water Charges - A-03302	650	Direct Payment	N/A	Payments to vendor as per consumption	N/A		
4	Electricity Charges - A-03303	6,000	Direct Payment	N/A	Periodic Payments to IESCO	N/A		
5	POL Charges A03807	1,200	Direct Payment	N/A	Periodic Payments to PSO	N/A		
OFFICE STATIONARY A-03901								
6	Procurement of General Stationery items including paper, Note Sheets, pads, Ball Point, Pencils, Draft Pads, Envelops, Earasers, Uni Ball, Pointers, and other stationery items etc.	4840	Open Competitive bidding (Tender)/Direct petty purchase	Thorough Annual Tender 1st Quarter,2023	2nd Quarter,2023	30th June,2024	Procurement of other items beyond competitive bidding subject to availability budget, its utilization, approval of the competent	
PRINTING AND PUBLICATION A-03902								
7	Printing of Annual Report 23-24, Letter Heads, PVC Official employee Cards, Official Diaries etc.	600	PCP/press/quotations	On need basis	As per terms & conditions	1st July 2023 to 30th June 2024	On need basis or requirements.	
OTHERS TEAR GAS/COMPUTER STATIONERY-3955								
8	Toner for Printer and Photocopiers machine etc.	3,000	Open Competitive bidding (Tender)/Direct petty purchase	Thorough Annual Tender 1st Quarter,2023	2nd Quarter,2023	As per terms & condition 30th June 2024	Procurement of other items beyond competitive are subject to available budget its utilization of approval of the competent authorities on need basis.	

Sr.No.	Name of Procurement (Description)	Estimated Cost/Annual Budget (In PKR thousand)	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks
GENERAL A03970-OTHERS							
9	Other Miscellaneous and General items Tissue paper, Toilet Roll, Soap, Surf, Acid, Harpic, Bleach, Extension Wires, Electric Kettles etc.	1,000	Tender	1st week of August	Mid of September	Last week of September	N.A
I.T Equipment - A09203							
10	A09202-Software (SLEIF) Renewal of 09 Fortgate Firewalls with services (SLA) and provision of Software. (Subject to clearance from Finance Division).	1,000	Open Competitive bidding (Tender)/Direct petty purchase	On need basis		As per terms & conditions	Procurement of other items beyond competitive are subject to available budget its utilization of approval of the competent authorities on need basis.
PRUCHASE OF MACHINERY-A13703							
11	Split A.C, Refrigerator, water Dispenser, LED T.V, Microwave oven, Vacuum Cleaner, UPS/Battery, Geyser, Fax Machine, Generator, Photocopier, Pedestal Fan, and Grass Cutting Machine etc. (Subject to clearance from Finance Division).	150	Open competitive bidding/Quotation and petty purchase	On need basis		As per terms & conditions	Procurement of other items beyond competitive bidding subject to availability budget, its utilization, approval of the competent authority on need basis.

Sr.No.	Name of Procurement (Description)	Estimated Cost/Annual Budget (In PKR thousand)	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks
PURCHASE OF FURNITURE-A09701							
12	Officer Chairs, Computer Chairs, Table (Assistant), officer Table, Chairs, Center Table, Wooden Rack, Steel Rack, Steel Almirah, Steel Cabinet, Coat Hanger, Sofa Set five Seater/ Single Seater, Mattress, Carpets, Rugs and Curtains etc (Subject to clearance from Finance Division).	120	Open competitive bidding/ quotation and petty purchase	On need basis		As per terms & conditions	Procurement of other items beyond competitive bidding subject to availability budget, its utilization, approval of the competent authority on need basis.
REPAIR OF MACHINERY-A13101							
13	Repair of Photocopier, Refrigerator, water Dispenser, Fans, Microwave oven etc.	500	Quotations/ Direct petty repair	On need basis		As per terms & conditions	On need basis as per operational requirement.
REPAIR OF FURNITURE-A13201							
14	Repair of Sofas Seat, Chairs and Table etc.	750	Quotations/ Direct petty repair	On need basis			On need basis operational as per requirement.
Sr.No.	Name of Procurement (Description)	Estimated Cost/Annual Budget (In PKR thousand)	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks
I.T Equipment - A09203							
15	Repair of Computer, Computer accessories, Bio metric machines, CCTV Cameras etc	550	Direct Payment	On need basis			Subject to approval of relevant Sancting authority.

Sr.No.	Name of Procurement (Description)	Estimated Cost/Annual Budget (In PKR thousand)	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks
Office Building-A13301							
16	Civil Work: Repair & maintenance of wooden doors, Aluminum doors and windows, kitchen cabinets, paint, white wash, polish, Plumbing work etc. Electric Work: Repair & maintenance of electric items, water pump, fans (ceiling and bracket), exhaust fans, Generator, lifts. Etc.	25,000 & 15,000 respectively	Tender as well as Quotation	Process of Procurement will be initiated after completing all codal formalities, initial estimates and BOQ.	-----	30th June, 2024	When and where required/ordered after approval of the competent authority
Repair of Transport-A13001							
17	Vehicles Repair GU-368, GAD-409 & IDH	5000 Approximate	Quotation as well as Direct Contracting	Same as above			
18	Procurement of Geysers and Hand Dryers	9000 Approximate	Tender	Same as above			
19	Procurement of Plumbing items		Quotations	Same as above			
20	Procurement of Air conditioner for lift machine room	350 Approximate	Quotations	Same as above			
21	Cleaning of underground and overhead storage water tank	150 Approximate	Quotations	Same as above			
22	Hiring of services for integrated pest management in the building	490 Approximate	Quotations	Same as above			
23	Refilling of fire extinguishers	180 Approximate	Quotations	Same as above			
24	Repair and maintenance of generators (500 KVA)	495 Approximate	Quotations	Same as above			
25	Repair and maintenance of generators (800 KVA)	1500 Approximate	Tender	Same as above			
26	HVAC ducts adjustment	490 Approximate	Quotations	Same as above			
27	Outsourcing of security services of Emigration Tower	6000 Approximate	Tender	Same as above			
28	Outsourcing of repair and maintenance and monitoring through surveillance system at Emigration Tower	2400 Approximate	Tender	Same as above			
29	Outsourcing of operation and maintenance of lifts at Emigration Tower	1800 Approximate	Tender	Same as above			
30	Repair and maintenance of building outer side	20,000 Approximate	Tender	Same as above			Matter has been taken up with PRIMACO for preparation of BOQ and Tender document.

- The annual Procurement plan may be prepared on the assumption that total allocated budget will be released.
- Procurement method means open competitive Bidding/Petty Purchases/Quotations/Direct Contracting/Negotiated Tendering.