

**\*ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2024-2025**

(Under Rule 8 and 9 of the Public Procurement Rules 2004)

Name of Procuring Agency: Senate Secretariat, Islamabad. (Administration Branch)

1	2	3	4	5	6	7	8
S. No	Nature of Procurement (Description)	Estimated Cost / Budget for Financial Year 2024-2025 (Rs.)	Procurement Method	Tentative date of Procurement / Notice Publication	Tentative date of Award	Tentative date of Completion	Remarks
1	Water	2,900,000	Open Competitive Bidding / Annual Tender on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	July, 2024	July, 2024	30.06.2025	Through tender under PPRA rules.
2	Stationary	23,000,000	Open Competitive Bidding / Annual Tender / Quotations / Petty Purchases from firms / vendors on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	June, 2024	July, 2024	30.06.2025	Through tender under PPRA rules, however in emergency cases purchase is made through Quotations.
3	Uniform & Liveries	7,250,000	Open Competitive Bidding / Annual Tender / Quotations / Petty Purchases from firms / vendors on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	Sep, 2024	Dec, 2024	30.06.2025	-do-
4	Payment to Others for Services Rendered. (Dry-cleaning Services, Provision of Official Stamps, Janitorial Services)	21,000,000	Pre-Qualification Procedure under Rule 15-16 of PPRA, 2004 amended from time to time.	Aug, 2024	Oct, 2024	30.06.2025	-do-
5	Computer Stationary	5,600,000	Open Competitive Bidding / Annual Tender / Quotations / Petty Purchases from firms / vendors on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	June, 2024	July, 2024	30.06.2025	Awarded under PPRA Rules on Open Competition basis.

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6	Purchase of others / misc. items (Specialized misc. items)	6,200,000	Open Competitive Bidding / Annual Tender / Quotations / Petty Purchases from firms / vendors on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	June, 2024	July, 2025	30.06.2025	Awarded under PPRA Rules on Open Competition basis.
7	Purchase of plant & machinery	85,600,000	Open Competitive Bidding / Annual Tender / Quotations / Petty Purchases from firms / vendors on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	Oct, 2024	Jan, 2025	30.06.2025	Through Tender under PPRA Rules.
8	Purchase of furniture & fixture	25,000,000	Open Competitive Bidding / Annual Tender / Quotations / Petty Purchases from firms / vendors on requirement basis under Rule 42 of PPRA, 2004 amended from time to time.	Oct, 2024	Dec, 2024	30.06.2025	-do-
9	Repair of machinery & equipment	1,900,000	Through authorized distributors on Quotation basis, under Rule 42 of PPRA, 2004 amended from time to time.	On need basis	--	30.06.2025	-do-
10	Repair of furniture & fixture	1,800,000	Through Quotation basis, under Rule 42 of PPRA, 2004 amended from time to time.	On need basis	--	30.06.2025	Quotations under PPRA Rules.
11	Repair of office building	74,500,000	Through direct contracting / or Pre-Qualification of firms / vendors on requirement basis under Rule 42(f) & 15 of PPRA, 2004 amended from time to time.	Oct, 2024	Dec, 2024	30.06.2025	Either under Rule 15 or 42 (f) of PPRA Rules.

\*The Annual Procurement Plan has been prepared on the assumption that total allocated budget would be released.