



Government of Pakistan
Public Procurement Regulatory Authority
(Monitoring & Evaluation)
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No: 01(05)/M&E/PPRA/2018

Islamabad, February 11, 2022

Subject: **GENERAL INSTRUCTION REGARDING PROCUREMENT OF FURNITURE AND FIXTURES**

Dear Secretary,

It has been brought into the notice of the Authority that various Ministries/ Divisions/ Departments while floating advertisement notices for the procurement of furniture and fixtures refer some wood or timber like Sheesham and Keekar etc. Referring the name of woods is against the spirit of sub-Rule (2) of Rule 10 of the Public Procurement Rules, 2004, which describes that any terms, specifications, standards, features, characteristics and requirements prescribing the technical or quality characteristics (of the object of procurement) shall be generic in nature. Subsequent sub-Rule (3) gives some space to the procuring agency to the extent that if the procuring agency is convinced that such reference is essential to complete, an otherwise incomplete specifications, and no other sufficiently precise or understandable way of describing the characteristics of the object of the procurement, the words "or equivalent" shall be used, after recording specific justifications in writing therein. It further requires that the procuring agency shall be responsible to define the parameters of "equivalence" for all participants to procurement process, to ensure transparency.

2. In view of the above, it would be appreciated that if the organization(s) under the administrative control of your Ministry/Division are directed that either the reference to the names of Sheeshum or Keekar may not be made or the words "or equivalent" may be added (after recording specific justifications in writing) to ensure the widest possible competition in accordance with the provisions of Rule-10 of the Public Procurement Rules, 2004. However, Procuring Agency while devising the specifications may provide the strength and durability characteristics/parameters of the furniture and fixtures along with requirement for testing these characteristics before or after delivery of the same.

(Engineer Muhammad Zubair)
Director General (M&E)

All the Federal Secretaries

Cc:

- (i) Principal Secretary to PM, PM's Office, Islamabad
- (ii) Mr. Mukarram Jan Ansari, Additional Secretary/Executive Director General, Board of Investment, Prime Minister's Office, 6th Floor, Kohsar Block, Pak. Sectt. Islamabad
- (iii) Managing Director PPRA
- (iv) Director (MIS), PPRA with the direction to upload the same on the Authority's website.