

## Minutes of Procurement Committee Meeting

Date & Time: 21<sup>st</sup> Oct 2025 at 12:45 PM,

Venue: Jinnah Conference Room, USF Office,

Evacuee Trust Complex, Islamabad

### 1. AGENDA:

Procurement Plan for FY 2025-26

### 2. PROCUREMENT COMMITTEE MEMBERS:

S#	Name	Designation
1	Zahid Mehmood	Chief Financial Officer (Head of Procurement Committee)
2	Bilal Ahmed	Chief Technical Officer
3	Asad Ullah Khan Niazi	Chief Officer (QA&M)
4	Zakir Hussain	A/Chief Legal Officer
5	Asra Bilal Burki	A/Head of Administration

### Special Invitee

S#	Name	Designation
1	Shaikh Zainul Abddin	Secretary Procurement Committee

### 3. DISCUSSION:

The members of the procurement committee were briefed that that Annual Procurement Plan for financial year 2025-26 has been devised as per Rule 8 of PPRA Rules, 2004 after taking inputs from all USF departments with respect to approved budget.

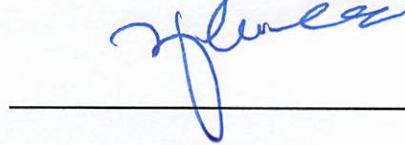
### 4. RECOMMENDATIONS:

The procurement committee unanimously approved and recommended to upload the procurement plan on e-PADS and PPRA website, subject to the final approval of the Competent Authority.

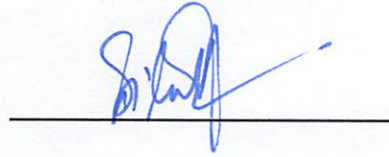
Handwritten initials and marks at the bottom right corner of the page.

The meeting ended with a vote of thanks.

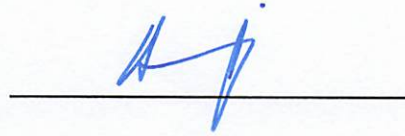
Zahid Mehmood  
Chief Financial Officer



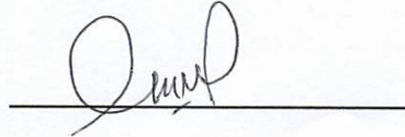
Bilal Ahmed  
Chief Technical Officer



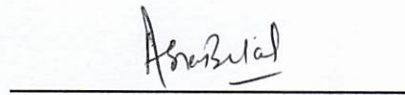
Asad Ullah Khan Niazi  
Chief Officer (QA&M)



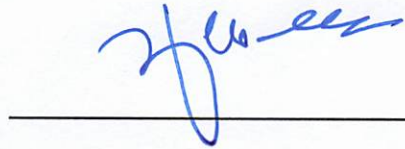
Zakir Hussain  
A/Chief Legal Officer



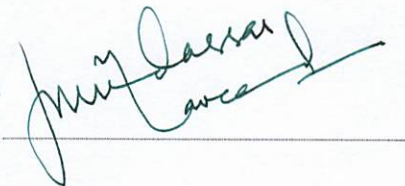
Asra Bilal Burki  
A/Head of Administration



Head of Procurement Committee: Approval of competent authority is requested regarding above mentioned recommendations of the Procurement Committee..



Chief Executive Officer:



**\*ANNUAL PROCUREMENT PLAN FOR 2025-26**

(under Rule 8 & 9 of the Public Procurement Rules 2004)

Name of the Procuring Agency

Universal Services Fund Co. (USF)

1	2	3	4	5	6	7	8
Sr. No.	Name of Procurement (Description)	Estimated Cost	Procurement Method	Tentative date of Procurement Notice Publication	Tentative date of Award of Contract	Tentative date of Completion	Remarks (if any)
1	Telephone Exchange PABX Annual Maintenance SLA	170,000	Request for Quotations	Jul-25	Aug-25	Aug-25	
2	Appointment of Tax Consultant FY 2025-26	2,000,000	Open Competitive Bidding	Jul-25	Aug-25	Sept-25	
3	APC UPS SLA	250,000	Request for Quotations	Jul-25	Sept-25	Oct-25	
4	Travel Agents	8,510,000	Open Competitive Bidding	Jul-25	Oct-25	Nov-25	
5	Drinking Mineral water	421,000	Request for Quotations	Jul-25	Aug-25	Aug-25	
6	Consultancy for Revision of Tariff of fixed broadband services on USF subsidized OFC projects	2,500,000	Open Competitive Bidding	Jul-25	Nov-25	Feb-26	
7	Maintenance of Rental Plants	586,000	Request for Quotations	Aug-25	Aug-25	Aug-25	
8	Maintenance SLA for Server Room Hardware	2,000,000	Open Competitive Bidding	Aug-25	Nov-25	Nov-25	
9	Power BI Pro	550,000	Request for Quotations	Aug-25	Sept-25	Oct-25	
10	Janitorial services	2,561,000	Open Competitive Bidding	Aug-25	Nov-25	Nov-25	
11	Consultancy Services for HR Manual review and revision	5,000,000	Open Competitive Bidding	Aug-25	Nov-25	Dec-25	
12	ERP Support SLA	8,000,000	Open Competitive Bidding/Direct Contracting	Sept-25	Oct-25	Dec-25	
13	ERP Software	10,600,000	Open Competitive Bidding	Sept-25	Dec-25	Dec-25	
14	Supply of Stationary Items	4,778,000	Open Competitive Bidding	Sept-25	Nov-25	Dec-25	

15	Hiring of Rental Vehicle Services	3,938,689	Open Competitive Bidding	Oct-25	Dec-25	Dec-25	
16	Consultancy Survey of Towns/Union Councils for USF NG-OFNS Program	4,000,000	Open Competitive Bidding	Oct-25	Nov-25	Dec-25	
17	Server Upgradation	500,000	Request for Quotations	Nov-25	Nov-25	Dec-25	
18	Maintenance Services for Gree HVAC System	1,893,000	Open Competitive Bidding	Nov-25	Jan-26	Feb-26	
19	VERITAS Backup Executive License Renewal for 2 TB	600,000	Request for Quotations	Nov-25	Jan-26	Jan-26	
20	USF Website SLA	600,000	Open Competitive Bidding	Nov-25	Jan-26	Jan-26	
21	DR Site SLA Renewal	1,600,000	Direct contracting	Nov-25	Feb-26	Feb-26	
22	SLA Cannon Photocopier	40,000	Petty Purchase	Nov-25	Feb-26	Feb-26	
23	Security Guard Services	1,683,000	Open Competitive Bidding	Nov-25	Feb-26	Feb-26	
24	Computer Hardware/Software	24,545,000	Open Competitive Bidding	Nov-25	Dec-25	Jan-26	
25	Group Life Insurance	1,500,000	Open Competitive Bidding	Dec-25	Mar-26	Mar-26	
26	Antivirus Renewal / Addition (Licenses)	1,635,040	Open Competitive Bidding	Feb-26	May-26	Jun-26	
27	MS Office 365 Renewal Licenses + Addition (70 + 35)	5,775,000	Open Competitive Bidding	Feb-26	May-26	May-26	
28	Hiring of Consultant	4,347,300	Open Competitive Bidding	Feb-26	May-26	May-26	
29	TEMS (Support Services)	13,938,210	Open Competitive Bidding	Mar-26	Jun-26	Jun-26	
30	Medical Health Insurance	41,505,521	Open Competitive Bidding	Mar-26	Jun-26	Jun-26	
31	APC UPS Batteries replacement	300,000	Request for Quotations	Apr-26	May-26	May-26	
32	Appointment of External Auditors FY 2024-25	1,500,000	Open Competitive Bidding	Apr-26	Aug-26	Dec-26	
33	Adobe Acrobat cloud base subscription	240,000	Request for Quotations	May-26	Jun-26	Jun-26	
34	Hiring of Actuary Consultant FY 2025-26	100,000	Petty Purchase	Jun-26	Jun-26	Jun-26	

35	Data Center Tool Kit and PPE Equipment	150,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
36	Repair & Maintenance (Building, Furniture & Fixtures)	1,501,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
37	Repair & Maintenance (Official Vehicles)	2,034,000	Direct Contracting / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
38	**Procurement of Winter/Summer Uniform	1,000,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
39	Procurement of Office Crockery and Kitchen utensils	620,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
40	Furnitures	321,000	Petty Purchase/Request for Quotations/Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
41	Designing of Annual Report	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
42	Printing of Annual Report	1,000,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
43	Designing of Director's Report & Progress Report	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
44	Brochures, pamphlets etc.	200,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
45	Designing of Content for Social Media	600,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
46	Office Branding	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
47	Local Trainings/Foreign Trainings/Online Learning	15,500,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
48	Hajj for one employee	2,200,000	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
49	Welcome Packs	300,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
50	Team Building	1,200,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
51	Decoration & Painting	100,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
52	Legal Consultancies and Court Case Fee	5,600,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
53	Fumigation Services	500,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
54	Repair & Maintenance (Mobile)	100,000	Petty Purchase	*ASAWR	*ASAWR	*ASAWR	

55	Purchase of Vehicle	36,000,000	Open Competition/Direct Contract	*ASAWR	*ASAWR	*ASAWR	
56	Coffee machine	1,000,000	Open Competition	*ASAWR	*ASAWR	*ASAWR	
57	Event Management	10,000,000	Open Competition	*ASAWR	*ASAWR	*ASAWR	
58	Consultant for Comms	20,000,000	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	

**\*\*To be procure seperately for (Summer & Winter)**

**\* As and when required**