

PROCUREMENT PLANNING & PROCUREMENT REQUEST PROCEDURE

1. Scope

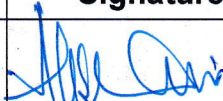
According to Sec. 8 of PPRA Rules 2004, all procuring agencies have to devise a mechanism, for planning in detail for all proposed procurements (for one year) with the object of realistically determining the requirements, within its available resources, delivery time or completion date.

This SOP laydown the process to be adopted for demanding items for procurement, its planning by user, specifications formats, acceptance procedure and protocols to be adopted as per PPRA rules to ensure complete process is executed in a seamless manner.

2. Procurement Planning

Procurement Planning is a very vital aspect which needs to be given due reverence to ensure timely acquisition of the desired items. Following steps make procurement planning process convenient: -

- (a) Specifications of the item to be procured.
- (b) Budgetary quote for estimation of funds required. Prices from the net to include Item cost, Transportation cost, Sales Tax, Customs and Vendors profit etc which is usually not catered during the process.
- (c) Justification for procurement after review of the similar items already held.
- (d) Funds allocation in case of Project or to be included in the Budget Estimates.
- (e) Acceptance Check List for the demanded item.
- (f) VC's in-principle approval for procurement to be acquired by the user and Part Case to be routed through the following: -
 - (i) Internal Auditor
 - (ii) Dir ORIC (For Project related cases)
 - (iii) Director Finance
 - (iv) Director A & S
- (g) Approved case along with details mentioned above at para 2(a) to 2(f) to be despatched to Procurement Department by 5th of February for preparing Tender documents.
- (h) Procurement Department shall make all requisites ready, invite tenders and get the Technical Evaluations done for Opening of the Financial Quotes.
- (i) Financial Quotes shall be opened for the cases where requisite funds are available or allocated.

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3. Categorization of Items

Standardized forms for initiating the demand of items has been devised for guidance of end users.

- (a) Lab Equipment: Items required by Lab for upcoming FY to be raised on Form "A" (Annex. "A"). The demand must be supported by PC-1 or HEC requirement for the Lab. The user shall be responsible to mention quantities already held for that specific equipment and justification for additional requirement.
- (b) Furniture & Fixtures: Class Rooms, Lab, Offices and Common Places etc.
- (c) Lab Consumables
- (d) IT Equipment Laptops, Desktops, Workstations, Multimedia Projectors, Photocopier and printer etc.
- (e) Electronics Equipment
- (f) Stationary items Name Plates, Visiting Cards, Wall Clock etc
- (g) Books and Printing Material
- (h) Cleaning Materials
- (i) Medicines & Medical Equipment

Note: - Collective demands of items as per the category mentioned at para 3 (b) to (i), for the FY is to be raised on Form "B" (Annex. "B") and are to be approved by Vice Chancellor within due date.

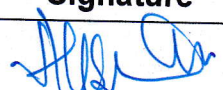
4. Detailed Specifications

All demands should have generic specifications to be initiated without intention of splitting or regrouping (see Sec. 9 &10 of PPRA Rules 2004 for reference) on standardized forms. However, end user is required to mention the make & model of recommended item for better identification and establishing equivalence. In this regard, specifications samples of IT Eqpt, Furniture and Chemicals are enclosed as Annex. "C" for guidance.

5. Procurement Planning Timelines

Complete and effective planning with timelines is soul of the process. A tentative timeline is appended below for guidance.

- (a) Departments may prepare plan in **February** of running year for next financial year.
- (b) Initiation of approval cases of finalized items by department in **March**.
- (c) Forecast Budget as per approved cases in **May**.
- (d) Department to approach procurement department with details of approved cases and allocated budget in **August**.

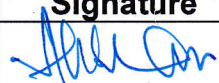
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6. All demands within PKR:0.5 Mil, which donot qualify for Open Tender, are to be processed according to "SOP for Procurement" dated 06 August, 2021.
7. The procedures outlined in this SOP will remain effective till a revision is issued.



(JAVAID AHMED)
Air Marshal (R)
Vice Chancellor
Air University, Islamabad

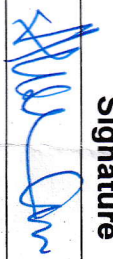
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SOPs No. 03
FORM "A"

S No	Item Name	Qty Req.	Deptt	Lab	Detailed Specs	Qty. Req as per PC-1 / HEC	Qty. Held	Inv No.	Remarks
1									
2									
3									
4									
5									
6									


Additional Instructions

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SOPs No. 03
FORM "B"

S No	Item Name	Qty Req.	Deptt	Detailed Specs	Qty. Held	Inv No.	SA / US	Remarks
1								
2								
3								
4								
5								
6								

Additional Instructions


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SOPs No. 03
IT EQUIPMENT SPECIFICATIONS (SAMPLE)

Laptop / Desktop / Workstations

PROCESSOR	<ul style="list-style-type: none"> • Processor : • Generation : • Cache : • Core : • Model : • Brand : • Series : • Speed : Boost upto:
GRAPHICS	<ul style="list-style-type: none"> • GPU with S/No :
MEMORY	<ul style="list-style-type: none"> • Ram with S/No : • Solid State Drive with S/No :
GENERAL	<ul style="list-style-type: none"> • Model No. : • OS : • Series : • Utility : • Device Type : • Warranty :
INPUT	<ul style="list-style-type: none"> Camera : • Speakers : • Keyboard Backlit :
DISPLAY	<ul style="list-style-type: none"> • Anti Glare Screen : • Size : • PPI : • Resolution :
ACCESSORIES	<ul style="list-style-type: none"> • Charger: • Carrying Bag: • Any other:
CONNECTIVITY	<ul style="list-style-type: none"> • WiFi : • Headphone Jack: • Ethernet : • Bluetooth : • Fingerprint Sensor :
BATTERY	<ul style="list-style-type: none"> • Battery Backup : • Adapter Type :

These are not exhaustive Specs, but only for example and more details where required may be indicated.

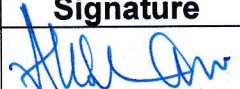
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SOPs No. 03
IT EQUIPMENT SPECIFICATIONS (SAMPLE)

Printers etc.

PRINTER MODEL NO.	
PART NO.	•
PHYSICAL DIMENSIONS	
PRINTING CARTRIDGE	• Colour : • Printing Cartridge No.
PAPER TRAY	Size: • Capacity :
• Printing Specs	• Print Speed : • Print Resolution :
• ACCESSORIES	• Power Cable: • Data Cable: • Any other
DUTY CYCLE	Single sided per month:

These are not exhaustive Specs, but only for example and more details where required may be indicated.

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SOPs No. 03
FURNITURE & FIXTURE SPECIFICATIONS (SAMPLE)

LAB STOOL (Metallic)**i. Base (size: 16" x 16") Mild Steel (MS)**

- Made of 16 SWG MS square shape pipes (1" x 1").
- Having four feet (3" height from floor) with best quality Rubbers at bottom.
- High Quality powder coating

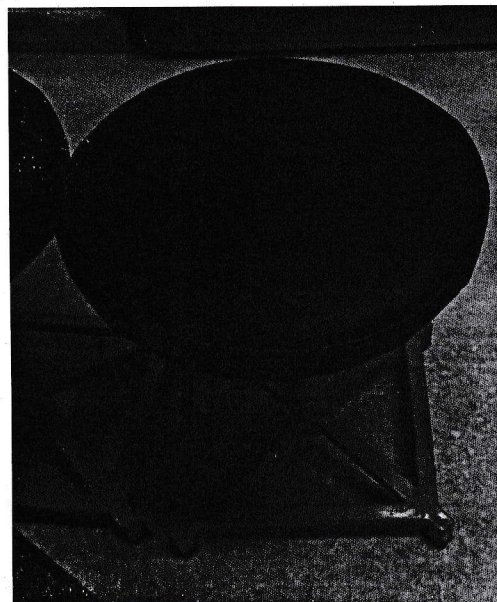
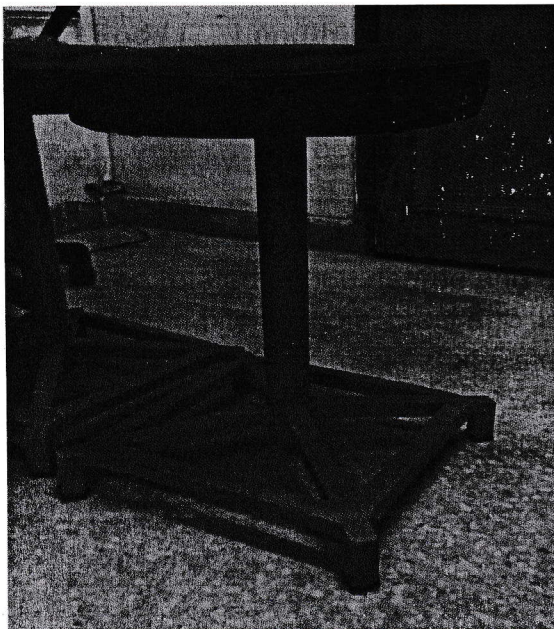
ii. Stem Rod (17" Length) Mild Steel

- MS Pipe seamless 08 SWG round shape (2" Diameter).
- Height from base is 14.5"
- High Quality powder coating

iii. Round Shape Seat (size: 15" Diameter)

Seat to be rotated at 360 degree and can be adjusted up to 6" height from top of stem Rod. Thread pitch, Roots, crest and flank must be conform to approved sample.

- Having 4mm thick round shape steel plate (13" diameter) on top of Stem Rod.
- Round shape wooden seat (15" diameter) fixed on steel plate.
- Wooden Seat having best quality cushioning, 2" thick "A" grade Master Molty and best quality leatheride

Picture

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