

Minutes of Procurement Committee Meeting

Date & Time: 18 Sep 2026 at 12:45 PM,

Venue: Jinnah Conference Room, USF Office,

Evacuee Trust Complex, Islamabad

1. AGENDA:

Procurement Plan for FY 2026-27

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	Muhammad Faran	Procurement/Admin specialist

3. DISCUSSION:

The members of the procurement committee were briefed that that Annual Procurement Plan for financial year 2026-27 has been devised as per Rule 8 of PPRA Rules, 2004 after taking inputs from all USF departments with respect to approved budget.

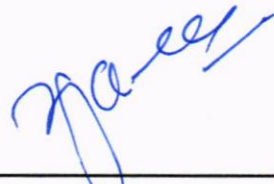
4. RECOMMENDATIONS:

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

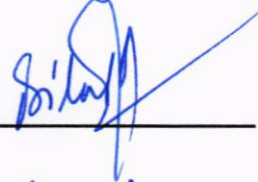


The meeting ended with a vote of thanks.

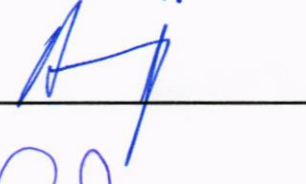
Zahid Mehmood
Chief Financial Officer



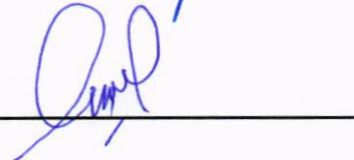
Bilal Ahmed
Chief Technical Officer



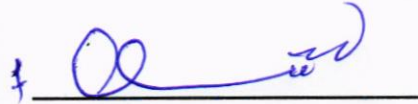
Asad Ullah Khan Niazi
Chief Officer (QA&M)



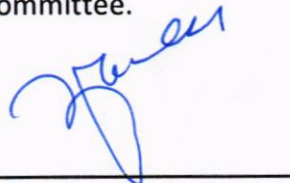
Zakir Hussain
A/Chief Legal Officer



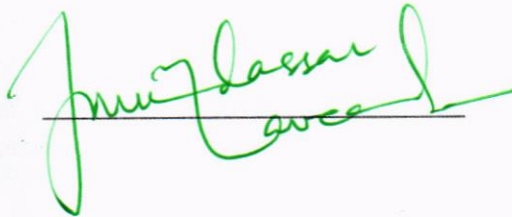
Asra Bilal Burki
A/Head of Administration



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 2026-27**

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

Name of the Procuring Agency

Universal Services Fund Co. (USF)

1	2	4	5	6	7	8	9
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	Group Life Insurance	1,700,000	Open Competitive Bidding	Dec-26	Mar-26	Mar-27	
2	Medical Health Insurance	52,000,000	Open Competitive Bidding	30-Jun-26	01-Jul-25	30-Jun-26	
3	Local Trainings & Foreign Training	15,400,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
4	Hajj for One employee	4,400,000	Open Competitive Bidding	Nov-26	*ASAWR	*ASAWR	
5	Welcome packs	300,000	Petty Purchase/Request for Quotations	Jul-26	*ASAWR	*ASAWR	
6	Team Building (Employee Engagement)	1,320,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
7	Director's Training	8,580,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
8	Online Learning Platform	550,000	Petty Purchase/Request for Quotations	Aug-26	*ASAWR	*ASAWR	
9	Engagement of HR Recruitment/Consultancy Firm for Hiring of Consultants	6,000,000	Open Competitive Bidding	Aug-26	*ASAWR	*ASAWR	
10	Maintenance of Rental Plants	600,000	Request for Quotations	Jul-26	Mar-26	Aug-26	
11	Printing of Stationery from Pvt Ltd. press	740,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
12	Janitorial Services	3,216,000	Open Competitive Bidding/Direct Contracting	Aug-26	Nov-25	Oct-26	
13	R&M Machine & (HVAC)	1,929,000	Open Competitive Bidding	Dec-26	Mar-01	Feb-27	
14	Supply of Stationary Items	4,777,000	Open Competitive Bidding	Oct-26	Jan-26	Dec-26	
15	Travel Agent	15,210,000	Open Competitive Bidding	Aug-26	Nov-25	Oct-26	
16	Rental Vehicle	9,218,812	Open Competitive Bidding	Dec-26	Mar-01	Feb-27	
17	Insurance (NICL, Vehicle, Plants, equipment)	2,793,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
18	Fuel official vehicles and entitlement	59,796,000	Direct Contracting	*ASAWR	*ASAWR	*ASAWR	
19	Repair & Maintenance (Building, Furniture & Fixtures)	1,480,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
20	Fumigation Services	500,000	Request for Quotations	Jul-26	Sept-25	Aug-26	
21	Repair & Maintenance (Mobile)	50,000	Petty Purchase	*ASAWR	*ASAWR	*ASAWR	
22	Furniture	190,500	Petty Purchase/Request for Quotations	Aug-26	*ASAWR	*ASAWR	
23	Repair & Maintenance (Official Vehicles)	2,050,625	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
24	Uniform Winter & Summer	1,116,000	Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
25	Pantry and refreshment	1,891,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
26	Drinking Mineral water	451,440	RFQ	Jul-26	Mar-26	Aug-26	

***ANNUAL PROCUREMENT PLAN FOR 2026-27**

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

Name of the Procuring Agency

Universal Services Fund Co. (USF)

1	2	4	5	6	7	8	9
27	Photo copy charges	100,000	Petty Purchase	*ASAWR	*ASAWR	*ASAWR	
28	Magazine and books	60,000	Petty Purchase	*ASAWR	*ASAWR	*ASAWR	
29	Crockery	150,000	Petty Purchase	*ASAWR	*ASAWR	*ASAWR	
30	Decoration and painting	100,000	Petty Purchase	*ASAWR	*ASAWR	*ASAWR	
31	Security Guard Services	1,550,000	Open Competitive Bidding	Jan-27	Mar-26	Feb-27	
32	Appointment of External Auditors FY 2026-27	3,671,375	Open Competitive Bidding	Oct-26	Jul-25	Jun-26	
33	Tax Consultant	1,794,000	Request for Quotations	Aug-26	Sept-25	Sept-26	
34	Hiring of Actuary Consultant FY 2026-27	100,000	Petty Purchase	Jun-26	Jun-26	Jun-26	
35	TEMS Handset New and Upgradation & Existing Support Services 1 Year	12,713,100	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
36	NG-OFNS Consultancy Services	21,244,663	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
37	Designing of Annual Report	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
38	Printing of Annual Report	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
39	Internal Communications (BoD Farwell, Orientation>Welcome, Social Media Campaign Presents to Employees-NY, Mothers	3,000,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
40	Brochures, pamphlets etc.	200,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
41	Designing of Content for Social Media	50,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
42	Office Branding	500,000	Petty Purchase / Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
43	Social Media Boosting	540,000	Petty Purchase/Request for Quotations	*ASAWR	*ASAWR	*ASAWR	
44	Events	3,000,000	Open Competitive Bidding	*ASAWR	*ASAWR	*ASAWR	
45	USF Website SLA / Complete Revamp	5,000,000	Competative Bidding	Dec-26	Feb-26	Feb-27	
46	Oracle ERP SLA 2025-26	6,000,000	Request for Quotations	Jul-26	Jul-26	Dec-26	
47	ERP Implementation Cost	12,916,800	Request for Quotations	Jul-26			
48	ERP Cloud Hosting	2,152,800	Request for Quotations	Jul-26			
49	ERP SLA	4,036,500	Request for Quotations	Jul-26			
50	Power BI Pro	600,000	Request for Quotations	Jul-26			
51	Map info Pro Perpetual License	2,000,000	Competative Bidding	Jul-26			
52	Semi Rugged laptops	10,200,000	Competative Bidding	Jul-26			

***ANNUAL PROCUREMENT PLAN FOR 2026-27**

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

Name of the Procuring Agency		Universal Services Fund Co. (USF)					
1	2	4	5	6	7	8	9
53	Standard Laptops for employee	17,000,000	Competative Bidding	Jul-26			
54	Executive laptop	1,000,000	Competative Bidding	Jul-26			
55	New QAM Server requirement	16,000,000	Competative Bidding	Jul-26			
56	GIS Laptops SSD Upgradaton	480,000	Request for Quotations	Nov-26			
57	APC SLA	250,000	Request for Quotations	Aug-26	Nov-25	Oct-26	
58	Telephone Exchange PABX Annual Maintenance SLA	200,000	Request for Quotations	Jul-26	Aug-25	Aug-26	
59	Maintenance SLA for Server Room Hardware & Firewall License renewal for 3 Years	2,500,000	Competative Bidding	Oct-26	Nov-25	Nov-26	
60	Wireless Keyboard & Mouse Combo	120,000	Request for Quotations	Nov-26			
61	2 TB portable Drive for Admin	50,000	Request for Quotations	Nov-26			
62	4TB Portable SSD	170,000	Request for Quotations	Nov-26			
63	LCD Display 24"	2,040,000	Competative Bidding	Jul-26			
64	Sheetfed scanner with ADF	800,000	Competative Bidding	Jul-26			
65	MFP Printer	200,000	Competative Bidding	Jul-26			
66	Server Room AC Power Timer Shifter	150,000	Request for Quotations	Nov-26			
67	Attendance Biometric Machine	300,000	Request for Quotations	Jul-26			
68	Zoom License Annual renewal	70,000	Online Purchase	Nov-26	Nov-25	Nov-26	
69	APC UPS Batteries replacement	1,540,000	direct procurement RFQ	Dec-26			
70	VERITAS Backup Executive License Renewal for 2 TB	700,000	Request for Quotations	Dec-26	Jan-26	Jan-27	
71	Canannon Photocopier SLA	40,000	Request for Quotations	Dec-26	Feb-26	Feb-27	
72	Antivirus Endpoint Security Renewal / Addition (Licenses) 80 + 12 New	2,024,000	Competative Bidding	May-27	Jun-26	Jun-27	
73	MS Office 365 Renewal Licenses + Addition (70 + 35 + 12 New)	7,020,000	Competative Bidding	Apr-27		May-27	
74	Adobe Acrobat Writer Cloud base Subscription	350,000	RFQ	May-27	May-26		
75	website hosting www.usf.org.pk	250,000	RFQ	Apr-27	Apr-26	Apr-27	
76	website hosting LMS	42,000	Petty Purchase		Apr-26	Apr-27	
77	Engagement of Lawyer on Retainership	1,500,000	Competative Bidding	Oct-26	02-Dec-25	01-Dec-26	
78	Pre-qualification- Panel of Lawyers		Pre-qualification	Aug-26			
79	Audit Consultant	5 Million					