

**REPUBLIC OF MAURITIUS**  
**(OFFICE OF THE OMBUDSMAN)**  
**Indicative Annual Procurement Plan**  
**(FINANCIAL YEAR 2017/18)**

Last Updated: Financial Year 2016/17		<i>To be updated at least every six months</i>			
S.No.	Type/Nature of Procurement	Procurement Details	Cost Estimate (Rs)	Procurement Method to be used	Expected Date of launching of Bid
1.	Goods	<b>Office Equipment:</b>		<i>Direct Purchase – Informal</i>	
		<i>Notebook</i>	<i>46,500</i>	<i>Quotation</i>	<i>July 2017</i>
		<i>Personal Computer x 2</i>	<i>97,000</i>		<i>July 2017</i>
		<i>Printer</i>	<i>6,500</i>		<i>Sept 2017</i>
		<i>Fax Machine</i>	<i>10,000</i>		<i>Dec 2017</i>
		<i>Printer with Scanner</i>	<i>20,000</i>		<i>April 2018</i>
		<i>Hard Disk for Back Up</i>	<i>8,000</i>		<i>April 2018</i>
		<i>Personal Computer</i>	<i>50,000</i>		<i>May 2018</i>
		<i>Printer</i>	<i>10,000</i>		<i>May 2018</i>
		<i>Paper Shredder</i>	<i>10,000</i>		<i>May 2018</i>
		<i>Laminating Machine</i>	<i>11,000</i>		<i>May 2018</i>

		<i>Binding Machine</i>	<i>8,000</i>		<i>May 2018</i>
		<i>Scanner</i>	<i>20,000</i>		<i>May 2018</i>
<i>2.</i>	<i>Goods</i>	<b><i>Printing &amp; Stationery:</i></b>		<i>Direct Purchase – Informal</i>	
		<i>Toner</i>	<i>22,000</i>	<i>Quotation</i>	<i>July 2017</i>
		<i>Toner</i>	<i>13,000</i>		<i>August 2017</i>
		<i>Toner</i>	<i>5,000</i>		<i>Sept 2017</i>
		<i>Toner/Diaries</i>	<i>7,000</i>		<i>Dec 2017</i>
<i>3.</i>	<i>Goods</i>	<b><i>Books &amp; Periodicals:</i></b>		<i>Direct Purchase – Informal</i>	
		<i>Constitutional Law of Mauritius</i>	<i>1,200</i>	<i>Quotation</i>	<i>Aug 2017</i>
		<i>Mauritius Criminal Law Review 2018</i>	<i>600</i>		<i>March 2018</i>
<i>4.</i>	<i>Goods</i>	<b><i>Publications:</i></b>		<i>Direct Purchase – Informal</i>	
		<i>La Sentinelle LTD</i>	<i>9,200</i>	<i>Quotation</i>	<i>Annually</i>
		<i>Newspapers during W/End</i>	<i>2,600</i>		<i>Annually</i>
		<i>Mauritius Times</i>	<i>780</i>		<i>Annually</i>

		<i>La Presse Liberee (Le Socialiste)</i>	<i>1,880</i>		<i>Annually</i>
<i>5.</i>	<i>Goods</i>	<b><i>Office Furniture:</i></b>		<i>Direct Purchase – Informal</i>	
		<i>Wooden Coat Hanger</i>	<i>4,600</i>	<i>Quotation</i>	<i>Dec 2017</i>
		<i>Wooden Filing Cabinet/Office Table</i>	<i>20,500</i>		<i>Feb 2018</i>
		<i>Mobile Compactor – 3 Bays</i>	<i>42,100</i>		<i>Feb 2018</i>
		<i>Reception Counter</i>	<i>19,800</i>		<i>Feb 2018</i>
		<i>Metal Link Chair</i>	<i>19,600</i>		<i>Feb 2018</i>
		<i>Mobile Drawer</i>	<i>5,000</i>		<i>March 2018</i>
		<i>Sofa Set</i>	<i>43,000</i>		<i>March 2018</i>
		<i>Oval Shape Conference Table</i>	<i>75,000</i>		<i>March 2018</i>
		<i>Office Table for F.O/S.F.O &amp; I.O</i>	<i>24,000</i>		<i>March 2018</i>
		<i>Conference Table's Chairs</i>	<i>72,000</i>		<i>April 2018</i>
		<i>Typist Chair</i>	<i>10,000</i>		<i>April 2018</i>
		<i>Feedback Box</i>	<i>1,000</i>		<i>April 2018</i>

6.	Goods	<b>Paper &amp; Materials:</b>		<b>Direct Purchase – Informal</b>	
		Continuous Paper	2,100	Quotation	Aug 2017
		Photocopy Paper A4	3,500		Dec 2017
		Govt. Printing - Books	200		Feb 2018
		Envelope	700		Mar 2018
		Envelope	2,000		April 2018
		Envelope	2,500		May 2018
		Envelope	2,100		May 2018
		Photocopy Paper A4 & A5	12,000		May 2018
		Envelopes	9,000		May 2018
		Office Files / Govt. Printer	7,000		May 2018
7.	Goods	<b>Cleaning Materials:</b>		<b>Direct Purchase – Informal</b>	
		Garbage Bags, Air	3,200	Quotation	Aug 2017
		Freshener Etc...			
		Window & Furniture	3,500		Nov 2017
		Cleaner			
		Garbage Bags Etc...	3,000		April 2018

8.	Goods	<i>Office Sundries:</i>		<i>Direct Purchase – Informal</i>	
		<i>Milk, Sugar Etc....</i>	<i>1,000</i>	<i>Quotation</i>	<i>Aug 2017</i>
		<i>Juice, Water, Biscuits Etc...</i>	<i>2,500</i>		<i>Nov 2017</i>
		<i>Milk, Tea, Sugar Etc...</i>	<i>2,000</i>		<i>April 2018</i>
		<i>Refreshments – Nescafe</i>	<i>3,000</i>		<i>May 2018</i>
		<i>Etc...</i>			

**Date: 06 April 2018**

**Note:** *The information given is for planning purposes and is subject to revision or cancellation. It does not constitute a final commitment to buy the goods and services until the procurement process is initiated.*