

Detailed Annual Procurement Plan for the Year 2026

Name of the Procuring Entity : Ministry of Labour

S. No.	Description	Estimated cost (Rs.)	Procurement Method	Status	Appointment of PC/ BEC	Prep. Bidding Documents/ PQ	Approval of Bidding Documents/ PQ by PC/ BEC	Concurrence of Funding Agency	Invitation for Bid/ Proposal/ PQ	Clarification/ Pre-Bid Meeting	Bid/ Proposal Opening	Bid/ Proposal Evaluation	Determination of Contract Award	Approval for Contract Award	Contract Awarding	Signing of Contract	Completion of Contract	Contract Number, Amount and Name of the Contract	Remarks /Request by	
<b>Recurrent Expenditure</b>																				
<b>1. Goods</b>																				
1	Stationery and office requisites Items - Set 1	780,000	Shopping	Schedule	14-Jan	3-Feb	11-Feb	N/A	13-Feb	N/A	24-Feb	3-Mar	6-Mar	9-Mar	10-Mar	N/A	24-Mar		Accnts /Admin	
2	Stationery and office requisites Items - Set 2	760,000	Shopping	Schedule	14-Jan	4-Jun	11-Jun	N/A	16-Jun	N/A	25-Jun	3-Jul	8-Jul	13-Jul	15-Jul	N/A	30-Jul		Accnts /Admin	
3	Stationery and office requisites Items - Set 3	760,000	Shopping	Schedule	14-Jan	7-Sep	11-Sep	N/A	15-Sep	N/A	29-Sep	8-Oct	13-Oct	15-Oct	19-Oct	N/A	2-Nov		Accnts /Admin	
4	Supply of Toner cartridges - Set 1	700,000	Direct Purchasing	Schedule	14-Jan	3-Feb	N/A	N/A	13-Feb	N/A	N/A	N/A	19-Feb	23-Feb	25-Feb	N/A	9-Mar		Accnts /Admin	
5	Supply of Toner cartridges - Set 2	500,000	Direct Purchasing	Schedule	14-Jan	4-Jun	N/A	N/A	16-Jun	N/A	N/A	N/A	23-Jun	25-Jun	30-Jun	N/A	7-Jul		Accnts /Admin	
6	Supply of Toner cartridges - Set 3	500,000	Direct Purchasing	Schedule	14-Jan	7-Sep	N/A	N/A	17-Sep	N/A	N/A	N/A	24-Sep	25-Sep	29-Sep	N/A	7-Oct			
7	Printing of visiting cards and file covers and certificates	300,000	Shopping	Schedule	14-Jan	8-Jan	21-Jan	N/A	23-Jan	N/A	2-Feb	6-Feb	11-Feb	12-Feb	13-Feb	19-Feb	18.2.2027		Admin/FR	
8	Selection of supplier to supply of Water Bottles- 19 L	300,000	Shopping	Schedule	14-Jan	3-Feb	11-Feb	N/A	13-Feb	N/A	24-Feb	27-Feb	5-Mar	9-Mar	10-Mar	17-Mar	17.3.2027		Admin	
<b>2. Services and Works</b>																				
9	Vehicle Insurance	1,500,000	Shopping	Schedule	14-Jan	9-Jan	26-Jan	N/A	27-Jan	N/A	11-Feb	23-Feb	4-Mar	5-Mar	10-Mar	N/A	9.4.2027		Admin	
10	Vehicle repairs, replacements & services	15,500,000	Shopping / Direct Award	Schedule	14-Jan	Over the year when required														Admin
11	Air tickets for participants of ILC 2026	9,000,000	Upon the request made from FR Division																FR	
12	Service agreements – Printer, Multifunctional photocopier machines by directly awarding to the local authorised dealers of the respected brand of the machine	400,000	Direct Award to the Agent	Schedule	14-Jan	N/A	N/A	N/A	20-Jan	N/A	26-Jan	N/A	N/A	29-Jan	30-Jan	N/A	30.01.2028		Admin	
13	A/C Machine Service Agreements (on request) either by directly awarding to the local authorised dealer	200,000	Direct Award to the Agent	Schedule	Direct Award to agent															Admin
14	Service agreement for office equipment (desktops, laptops, and other devices not serviced by an agent)	500,000	Shopping	Schedule	14-Jan	30-Jan	11-Feb	N/A	13-Feb	N/A	24-Feb	27-Feb	5-Mar	9-Mar	10-Mar	N/A	10.03.2027		Admin	
15	Ministry official website maintenance agreement (Extend further 2 months)	300,000	Direct Awarding	Schedule	14-Jan	N/A	N/A	N/A	13-Feb	N/A	24-Feb	N/A	5-Mar	9-Mar	10-Mar	10-Mar	1-Jun		Admin	
16	Repair and maintenance on plant and machinery (On Request)	1,600,000	Shopping / Direct Awarding	Schedule	14-Jan	On request													Admin	
17	Building maintenance - When required	400,000	Shopping / Direct Awarding	Schedule	14-Jan	On request													Admin	
18	Cleaning service of 6th and 7th floor of Mehwera Piyasa building	360,000	Shopping	Schedule	14-Jan	30-Jan	11-Feb	N/A	13-Feb	N/A	24-Feb	27-Feb	5-Mar	9-Mar	10-Mar	N/A	24-Mar	23.03.2027	Admin	
19	Software Maintenance (On Request)	200,000	Shopping / Direct Awarding	Schedule	14-Jan	On request													Admin	
<b>Capital Expenditure</b>																				

Goods																			
19	Water Dispenser	300,000	Shopping	Schedule	14-Jan	3-Feb	11-Feb	N/A	13-Feb	N/A	24-Feb	27-Feb	5-Mar	9-Mar	10-Mar	N/A	24-Mar		Admin
20	Computer peripheral devices	300,000	Shopping	Schedule	14-Jan	10-Feb	20-Feb	N/A	24-Feb	N/A	10-Mar	19-Mar	23-Mar	25-Mar	27-Mar	N/A	10-Apr		Admin
21	Portable projector and screen	1,200,000	Shopping	Schedule	14-Jan	10-Feb	20-Feb	N/A	24-Feb	N/A	10-Mar	19-Mar	23-Mar	25-Mar	27-Mar	N/A	10-Apr		Admin/Dev/Deputy Minister Office
22	File Cupboard	150,000	Shopping	Schedule	14-Jan	10-Feb	20-Feb	N/A	24-Feb	N/A	10-Mar	19-Mar	23-Mar	25-Mar	27-Mar	N/A	10-Apr		Admin/Legal/Accts
23	Tablet Computer	100,000	Shopping	Schedule	14-Jan	10-Feb	20-Feb	N/A	24-Feb	N/A	10-Mar	19-Mar	23-Mar	25-Mar	27-Mar	N/A	10-Apr		Deputy Min Office
24	Printing of Annual Performance Report	600,000	Shopping	Schedule	14-Jan	3-Mar	9-Mar	N/A	11-Mar	N/A	20-Mar	27-Mar	7-Apr	8-Apr	10-Apr	N/A	23-Apr		Planning
25	Printing of Progress Report	250,000	Shopping	Schedule	14-Jan	2-Oct	7-Oct	N/A	9-Oct	N/A	16-Oct	21-Oct	23-Oct	26-Oct	27-Oct	N/A	2-Nov		Planning
26	Repartition/ expand the Director's room	1,000,000	Shopping / Direct	Schedule	14-Jan	27-Mar	27-Apr	N/A	29-Apr	N/A	13-May	19-May	25-May	27-May	1-Jun	8-Jun	8-Jul		Admin
27	Multi functional heavy duty Photocopy Machine	1,800,000	Shopping	Schedule	14-Jan	27-Feb	10-Apr	N/A	16-Apr	N/A	28-Apr	12-May	25-May	29-May	1-Jun	N/A	15-Jun		Dev/FR/Planning
28	Indoor bluetooth speaker with FM mike	400,000	Shopping	Schedule	14-Jan	27-Feb	10-Apr	N/A	16-Apr	N/A	28-Apr	12-May	25-May	29-May	1-Jun	N/A	15-Jun		Admin
29	Desktop Computer	390,000	Shopping	Schedule	14-Jan	27-Feb	10-Apr	N/A	16-Apr	N/A	28-Apr	12-May	25-May	29-May	1-Jun	N/A	15-Jun		Planning
30	Laptops	2,000,000	Shopping	Schedule	14-Jan	27-Feb	10-Apr	N/A	16-Apr	N/A	28-Apr	12-May	25-May	29-May	1-Jun	N/A	15-Jun		Accts
31	Cheque Written Machine	130,000	Shopping	Schedule	14-Jan	27-Feb	10-Apr	N/A	16-Apr	N/A	28-Apr	12-May	25-May	29-May	1-Jun	N/A	15-Jun		Accts
32	Adding Machine	40,000	Shopping	Schedule	14-Jan	27-Feb	10-Apr	N/A	16-Apr	N/A	28-Apr	12-May	25-May	29-May	1-Jun	N/A	15-Jun		Accts
33	Acquisition of Furniture and Office Equipment (on request)	360,000	Shopping	Schedule	14-Jan	On request													Admin Division
34	Acquisition of Plant, Machinery and Equipment (on request)	230,000	Shopping	Schedule	14-Jan	On request													Admin Division
Services																			
35	Development of Official Website	2,000,000	Shopping	Schedule	14-Jan	26-Jan	12-Feb	N/A	16-Feb	23-Feb	3-Mar	10-Mar	13-Mar	16-Mar	17-Mar	23-Mar	23-May		Admin
36	Forced Labour 3 day residential training program	6,000,000	Shopping	Schedule	14-Jan	12-Jan	21-Jan	N/A	22-Jan	N/A	30-Jan	3-Feb	6-Feb	7-Feb	7-Feb	9-Feb	25-Jun		FR
37	Rehabilitation and Improvement of plants, Machinery and Equipment (on request)	1,100,000	Direct Award to the Agent/ Shopping	Schedule	14-Jan	On request													Admin Division
38	Rehabilitation and Improvement of Vehicles (on request)	4,000,000	Direct Award to the Agent / Shopping	Schedule	14-Jan	On request													Admin Division

Prepared by  
 Assistant Secretary (Administration)  
 Ministry of Labour  
 6th Floor, "Mehewara Piyesa"  
 Narahenpita, Colombo 05.

Recommended by the Addl. Secretary  
 to the Ministry  
**T.P. Muditha Pathmajay**  
 Additional Secretary (Administration)  
 Ministry of Labour  
 6th Floor, "Mehewara Piyesa"  
 Narahenpita, Colombo 05,  
 Sri Lanka

Approved by the Secretary  
 to the Ministry  
**S.M. Piyatissa**  
 Secretary  
 Ministry of Labour  
 7th Floor, "Mehewara Piyesa"  
 Narahenpita, Colombo 05.

22/01/2026  
 Date