

Procurement Plan

2021

Office of the Parliamentary Commissioner for Administration

Vision

With the view of eradicating administrative injustices caused by the officials of the State and other similar institutions, it is our vision to make every effort to ensure sound public service through vigilance and particularly by delivering just & fair decisions that are combined with impartiality and transparency.

Mission

Carrying out unbiased investigations into the complaints made in relation to human right violations committed by the officials of the State & the Local Government Institutions, Statutory Boards, Corporations and Semi-Government Institutions and thereafter to make appropriate orders, decisions, suggestions and recommendations remedying those violations. Aforesaid violations include administrative miscarriages and various other injustices including the violation of fundamental rights enshrined in the Constitution of the Republic of Sri Lanka.

Main Functions

Conducting investigations, in relation to complaints which are addressed directly to the Ombudsman by the members of the general public; with the view of eradicating violations of fundamental rights or similar injustices caused by the officers of Government Departments, Public Corporations, Provincial Councils or any such other Institutions and then to request, suggest and/or make recommendations to have erroneous administrative decisions reversed.

This institution, also investigate into the matters brought before the Public Petitions Committee in the Parliament by a Member of Parliament when those complaints reveal any violation of right referred to in the preceding paragraph and then to arrive at decisions eradicating injustices caused.

Therefore, key function of this institution is to steer the administrative mechanism of Sri Lanka towards the correct path in accordance with the Laws of the Land and the Rules & Regulations made thereunder while granting reliefs to the people whose rights have been violated.

Beneficiaries

Beneficiaries are the members of the General Public who had been the victims of injustices caused by the decisions of the officials referred to hereinbefore. Finally, our exercise would be to have the standard of the entire administrative system of the country uplifted.

Financial Resources for the Procurement Plan in the year 2021

<u>Type</u>	<u>Rs: cts.</u>
Recurrent Expenditure	1,850,000.00
Capital Expenditure	<u>1,442,000.00</u>
Total	<u>3,112,000.00</u>

Classification of Procurement Activities in the year 2021 as Goods, Services and Works

(1) **Goods**

	Description	Procurement Method	Expected Time Period	Expected Price Rs:
	(a) <u>Technical Equipment</u>			
(i)	Purchasing a photocopier machine (Duplex)	Shopping Method	Jan.-Dec. 2021	250,000.00
(ii)	Purchasing Laser printers - 03	Shopping Method	Jan.-Dec. 2021	100,000.00
(iii)	Purchasing a computer	Shopping Method	Jan.-Dec. 2021	100,000.00
(iv)	Purchasing a Multimedia Projector	Shopping Method	Jan.-Dec. 2021	80,000.00
	(b) <u>Furniture</u>	Shopping Method	Jan.-Dec. 2020	50,000.00
(i)	Purchasing dining tables (medium size)	Shopping Method	Jan.-Dec. 2021	30,000.00
(ii)	Purchasing 05 open racks	Shopping Method	Jan.-Dec. 2021	120,000.00
(iii)	Purchasing a suggestion box	Shopping Method	Jan.-Dec. 2021	12,000.00
(iv)	Water Dispenser	Shopping Method	Jan.-Dec. 2021	20,000.00

	(c) <u>Stationery</u>	Through Government Institutions (STC)	Monthly	700,000.00
	(d) <u>Vehicles</u>			
(i)	Obtaining a van on rent	Calling for quotation by appointing procurement committees (Competitive Bidding)	Jan.-Dec. 2021	1,000,000.00
	(e) <u>Services</u>			
(i)	Service Agreements of Computers/Printers	Through Agencies	Jan.-Dec. 2021	100,000.00
(ii)	Service Agreements of Photocopy Machines	Through Agencies	Jan.-Dec. 2021	27,000.00
(iii)	Service Agreements of Fax Machines	Through Agencies	Jan.-Dec. 2021	8,000.00
(iv)	Maintenance of Air Conditioning System, Elevator, Generators and Fire Extinguishers in the building annually.	Through Agencies after completion of one year warranty period	Jan.-Dec. 2021	-
(iv)	Service Agreements of Finger Print Machine	Through Agencies	Jan.-Dec. 2021	15,000.00

(2) Works

	Description	Procurement Method	Expected Time Period	
(i)	Computer Networking in the Office	Calling for quotation by appointing procurement committees (Competitive Bidding)	Jan.-Dec. 2021	Not Estimated
(ii)	Setting up Database for file management	Calling for quotation by appointing procurement committees (Competitive Bidding)	Jan.-Dec. 2021	500,000.00
(iii)	Interior Designing of Office Decoration – to create an attractive office environment for the public	Shopping Method	Jan.-May 2020	50,000.00

Currently, this Office is operating in a private building on rent basis. Being an independent institution, it has been proposed to set up this office in a building which is situated at Battaramulla. Accordingly, future action in this regard would be taken after setting up of this office in the said building.

(K.T.Chitrasiri)

Parliamentary Commissioner for Administration

(Ombudsman)