

People's Republic of Bangladesh
Small and Medium Enterprise Foundation
Ministry of Industry
Annual Procurement Plan FY 2023-24

Ministry/Division : Ministry of Industry
Agency : Small and Medium Enterprise Foundation (SMEF) **Budget: Gov. (Own fund)**
Procuring Entity Name : Small and Medium Enterprise Foundation (SMEF)
Project /Programme Name & Code : Parjatan Bhaban (6th.7th Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207.

Sl no.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd. Cost (in Tk. Lakh)	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Technical Proposal Evaluation	Approval	NOA	Signing of contract	Completion of contract	Total Processing Time
1	2	3	4	5	6	7	9	10	11	12	13	14	15	16	17	18
1.	Purchasing of Stationery Items	Pcs	As per requirements	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	July 2023			As per PPR				
2.	Printing for News Letter (1 st Quarter)	Pcs	1500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2023			As per PPR				
3.	Purchasing of Training Materials Pen (with SMEF Logo)	Pcs	6000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2023			As per PPR				
	Writing Pad (with Logo)	pcs	5000													
	Certificate	pcs	5000													
4.	Purchasing of Training Materials Bag	pcs	2500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2023			As per PPR				
5.	Purchase for Zoom Packages	No.	1	Direct	HOPE	Own Fund		Planned dates	August 2023			As per PPR				
								Planned days								
								Actual Dates								



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												As per PPR				
6.	Rent for photocopier machine	Pcs	1	RFQ	HOPE	Own fund		Planned dates	August 2023							
								Planned days								
								Actual Dates								
7.	Purchasing for 05A (HP LaserJet P2055 Printer Toner)	pcs	3	RFQ	HOPE	Own Fund		Planned dates	August 2023							
								Planned days								
								Actual Dates								
8.	Purchasing for NPG 51 (Canon IR2520 Toner)	pcs	4	Direct	HOPE	Own fund		Planned dates	August 2023							
								Planned days								
								Actual Dates								
9.	Purchasing for Camera	pcs	1	RFQ	HOPE	Own fund		Planned dates	August 2023							
								Planned days								
								Actual Dates								
10.	Making for Video documentary of AV format on 300 Crore Stimulus Fund Utilization	No	1	OTM	HOPE	Own fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								
11.	Consultant/ Consulting firm hiring For "Development of (10) SME Business Profile".	No.	As per Requirement	EOI	HOPE	Own fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								
12.	Consultant/ Consulting firm hiring For Preparing Case Studies on successful SME Entrepreneurs	pcs	As per Requirement	EOI	HOPE	Own fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								
13.	Making for website for online product Display center for clusters	No.	As per Requirement	RFQ	HOPE	Own fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								
14.	Purchasing for 55A (HP LaserJet P3015 Toner)	pcs	1	Direct	HOPE	Own Fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								
15.	Purchasing for 49A (HP LaserJet 1320 Toner)	pcs	3	Direct	HOPE	Own fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								
16.	Purchasing for 79A (HP LaserJet M12A Toner)	pcs	2	Direct	HOPE	Own fund		Planned dates	September 2023							
								Planned days								
								Actual Dates								

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												As per PPR				
17.	Printing for News Letter (2 nd Quarter)	Pcs	1500	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
18.	Consultant/ Consulting firm hiring for“ Impact Assessment of SMEF intervention on Two SME Cluster”	No.	As per Requirement	EOI	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
19.	Purchasing of Software for Developing a Centralized Service Platform for SMEs (web & mobile apps)	No.	1	EOI	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
20.	Printing of SMEF Brochures	pcs	1	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
21.	Jute Folder	No.	As per Requirement	OTM (NCT)	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
22.	Purchasing of Software Promoting foundation activities on digital platform	No.	1	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
23.	Printing for SME Clusters Product Catalogue	pcs	As per requirements	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
24.	Purchasing of Training Materials Bag 2 nd time	pcs	2500	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
25.	Purchasing for 2309U (TOSHIBA e-STUDIO2309A Toner)	pcs	4	Direct	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
26.	Printing for Brochures of Youth Entrepreneurs hip & Startups for Students (YES) Program	pcs	400	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								
27.	Purchasing for Souvenir (Mug/gift items)	pcs	500	RFQ	HOPE	Own fund		Planned dates	October 2023							
								Planned days								
								Actual Dates								

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28.	Insurance for Vehicles	No.	4	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	October 2023		As per PPR					
28.	Purchasing of Training Materials Bag (3 rd time)	pcs	2500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	October 2023		As per PPR					
29.	Corporate Video (Bangla & English)	No.	3	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
30.	Printing for SME Clusters Product Catalogue	pcs	As per requirements	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
31.	Purchasing for 53A (HP LaserJet P2015d Toner)	pcs	6	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
32.	Purchasing for HP 416A(HP Pro M479fdw Toner)	set	1 set 4	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
33.	Purchasing of Toner HP 93A (HP Lasejet Pro M706n Toner)	pcs	1	Direct	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
34.	Printing for Booklet KALZEN	Pcs	500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
35.	Purchasing of Toner Canon EP-326 (Canon LBP 6230 DN) HP 93A (HP Lasejet Pro M706n)	pcs	1	Direct	HOPE	Own fund		Planned dates Planned days Actual Dates	November 2023		As per PPR					
36.	Purchasing of Training Materials Pen	pcs	6000	RFQ	HOPE	Own fund		Planned dates	November 2023		As per PPR					
	Pad		5000					Planned days								
	Certificate		5000					Actual Dates								
37.	Consultant Hiring for Preparation of SME Friendly Budget	No.	1	EOI	HOPE	Own fund		Planned dates Planned days	December 2023		As per PPR					

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	Proposals: FY 2024-25							Actual Dates								
38.	Consultant Hiring for Policy Paper on Probable GI Products	pcs	As per requirements	RFQ	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
39.	Purchasing of Sharp DX-25AT-BA Toner	pcs	6	RFQ	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
40.	Printing of SMEF yearly desk calendar-2024	pcs	2000	RFQ	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
41.	Purchasing of Furniture Executive Chair and Visitor Chair	pcs	15	RFQ	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
42.	Purchasing of Promotion (Visiting Card, ID Card, Name Plate)	pcs	As per requirements	Direct	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
43.	Purchasing for Computer (Laptop/Desktop) and Network accessories	pcs	As per Requirement	RFQ	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
44.	Purchasing for Printing Booklet FSMS	pcs	500	RFQ	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
45.	Folder (Paper)	pcs	500	Direct	HOPE	Own fund		Planned dates	December 2023							As per PPR
								Planned days								
								Actual Dates								
46.	Purchasing of HP 76A (HP Lasejet Pro M404n Toner)	pcs	1	Direct	HOPE	Own fund		Planned dates	January 2024							As per PPR
								Planned days								
								Actual Dates								
47.	Purchasing of toner Canon 737 BK (Canon Image Class MF244DW Toner)	pcs	1	Direct	HOPE	Own fund		Planned dates	January 2024							As per PPR
								Planned days								
								Actual Dates								
48.	Purchasing of Software Promoting foundation activities on digital platform	No	1	RFQ	HOPE	Own fund		Planned dates	January 2024							As per PPR
								Planned days								

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49.	Adaptation of Common Facility Technology in Cluster (Machine, equipment)	pcs	As per requirements	OTM	HOPE	Own fund			January 2024							As per PPR
50.	Purchasing of Dresses & Belt for driver, office assistant and cleaners	pcs	As per requirements	RFQ	HOPE	Own fund			January 2024							As per PPR
51.	Purchasing of shoes & socks for driver, office assistant and cleaners	pcs	As per requirements	RFQ	HOPE	Own fund			January 2024							As per PPR
52.	Printing for News Letter (3 rd Quarter)	Pcs	1500	Direct	HOPE	Own fund			January 2024							As per PPR
53.	Purchasing of Training Materials Bag (4 rd time)	pcs	2500	RFQ	HOPE	Own fund			January 2024							As per PPR
54.	Purchasing of National Financing Fair-2024 Lot-1: Printing Materials lot-2: Promotional Materials Lot-3: Event Management Lot-4: Opening Ceremony	pcs	As per requirements	OTM	HOPE	Own fund			January 2024							As per PPR
55.	Purchasing of Stall Installation for Ekushe Book Fair 2023	pcs	1	RFQ	HOPE	Own fund			January 2024							As per PPR
56.	Purchasing/ renewal of SMEF Group life Insurance	No.	1	OTM	HOPE	Own fund			January 2024							As per PPR
57.	Printing "Case Studies on Success SME Entrepreneurs".	pcs	500	RFQ	HOPE	Own fund			Feb. 2024							As per PPR
58.	Printing for SMEF Annual Report	pcs	500	RFQ	HOPE	Own fund			Feb. 2024							As per PPR

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59.	Purchasing of Printers	Pcs	4	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Feb. 2024	As per PPR						
60.	Making for website for online product Display center for clusters	No.	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	March 2024	As per PPR						
61.	Purchasing of Machine, equipment Adaptation of Common Facility Technology in Cluster	pcs	As per requirements	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	March 2024	As per PPR						
62.	Making for website for online product Display center for clusters	No.	As per Requirement	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	March 2024	As per PPR						
63.	Purchasing of Promotional Service related for international MSME Day Lot-1: Promotional Items Lot-2: Opening Ceremony	No.	As per Requirement	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	April-2024	As per PPR						
64.	Adaptation of Common Facility Technology in Cluster (Machine, equipment)	pcs	As per requirements	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	April-2024	As per PPR						
65.	Purchasing of Dresses & Belt of shoes & socks for driver, office assistant and cleaners	No.	As per requirements	RFQ	HOPE	Own		Planned dates Planned days Actual Dates	April 2024	As per PPR						
66.	Purchasing of Training Bag 5 th time	pcs	2500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	April 2023	As per PPR						
67.	Printing for News Letter (4 th Quarter)	Pcs	1500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	April 2024	As per PPR						
68.	Purchasing of printing for SME Cluster Product Catalogue	pcs	As per requirements	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	May 2024	As per PPR						

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69.	Printing for Publish International Journal of SME Development (7th Issue)	pcs	1000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	May 2024		As per PPR					
70.	Insurance for Vehicles	No	4	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	May 2024		As per PPR					


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 ব্যবস্থাপনা পরিচালক
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Dr. Md. Mafizur Rahman
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