

People's Republic of Bangladesh
Small and Medium Enterprise Foundation
Ministry of Industry
Annual Procurement Plan FY 2021-22

Sl no.	Description of Procurement Package GOODS	Unit	Qua.	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd. Cost (in Tk. Lakh)	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award
1	2	3	4	5	6	7	9	10	11	12	13	14	15
1	SMEF Big Envelope 3000, Small Envelope-5000, Letter Head Pad-5000, Visiting Card 24,000 and ID Card-70	No.	--	RFQ	HOPE	Own fund		Planned dates for RFQ	01 July 2021	05 July 2021	11 July 2021	20 July 2021	20 July 2021
								Planned days RFQ					
								Actual for RFQ					
2.	Purchase of SMEF Officers Room Name Plate-23, Workstation -27 and Indicator-14	No.	--	RFQ	HOPE	Own fund		Planned dates for RFQ	July 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
3.	Purchase of Roller Blind	sft	1100 sft	RFQ	HOPE	Own fund		Planned dates for RFQ	July 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
4.	Agreement Signing with Partner Banks and FIs under the Stimulus Package (Stamp Paper 150 and Cartridge Paper 400)	No.	As per requirement	RFQ	HOPE	Own fund		Planned dates for RFQ	August 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
5.	Printing Booklets and Brochures on Stimulus Package & CWS Program.	No.	As per requirement	RFQ	HOPE	Own fund		Planned dates for RFQ	August 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
6.	Develop Corporate Video.		1	RFQ	HOPE	Own fund		Planned dates for RFQ	Aug-Sept. 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
7.	Procuring insurance services for SMEF Vehicles (Dhaka metro gha 13-3619)	No.	1	RFQ	HOPE	Own fund		Planned dates for RFQ	August 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
8.	CFC in Kaluhati (Establishment and operation opening) CFC Machineries Office Equipment, Office Machinery (Goods)	No	As per Req.	OTM	HOPE	Own fund		Planned dates for OTM	September 2021	As per PPR			
								Planned days OTM					
								Actual for OTM					
								Actual for OTM					
9.	CFC in Kaluhati (Establishment and operation opening) Wiring and Installation (Service)	No	As per Req.	RFQ	HOPE	Own fund		Planned dates for RFQ	September 2021	As per PPR			
								Planned days RFQ					
								Actual for RFQ					
10	Printing of Journal Special Issue	No	2000	RFQ	HOPE	Own fund		Planned dates for RFQ	September-October	As per PPR			
								Planned days RFQ					

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								Actual for RFQ	2021				
11.	Develop E-database of SMEs (with support of a2i)	No	1	RFP	HOPE	Own fund		Planned dates for RFP Planned days RFP Actual for RFP	September-December 2021			As per PPR	
12	Case Studies of Successful Entrepreneurs.	No	1	RFQ	HOPE	Own fund		Planned dates for RF Planned days RFQ Actual for RFQ	September-December 2021			As per PPR	
13	Promoting SME Foundation by digital activities on the digital platform.	No	1	RFP	HOPE	Own fund		Planned dates for RFP Planned days RFP Actual for RFP	September-December 2021			As per PPR	
14.	Procure of Pad, Pen, Folder and Bag for Dissemination, Matchmaking, Financial Literacy and Facilitation of the Stimulus Package.	No	As per req.	RFQ	HOPE	Own fund		Planned dates for RFQ	September 2021			As per PPR (These items will not be necessary in case of virtual meeting)	
15.	Printing of the Study report 'Furniture Sector Study in Bangladesh'	No	500	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	September-October 2021			As per PPR	
16.	Virtual Platform Development (with a2i)	No	1	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	September 2021			As per PPR	
17	Short Video on Benefits for Promoting Formalization of informal business through advocacy program. (Non-Consultancy Service)	No.	1	OTM	HOPE	Own fund		Planned dates for OTM Planned days OTM Actual for OTM	September 2021			As per PPR	
18.	Product Catalogue Development and Printing	No	As per requirement	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	September 2021			As per PPR	
19.	Impact Assessment of ISO 22000 Implementation in SMEs (1 report) (Non-Consultancy Service)	No.	1	RFP	HOPE	Own fund		Planned dates for RFP Planned days RFP Actual for RFP	September 2021			As per PPR	
20.	Printing of Newsletter (Quarter -1)	1	1500	direct	HOPE	Own fund		Planned dates for Direct Planned days Direct Actual for Direct	September 2021			As per PPR	
21.	Video Clippings of National SME Award	No	6	OTM	HOPE	Own fund		Planned dates for OTM Planned days OTM Actual for OTM	October 2021			As per PPR	
22.	Procuring Laptops Other Necessary Electronic Device (For New Recruitment)	No	10 10	OTM	HOPE	Own fund		Planned dates for OTM Planned days OTM Actual for OTM	October 2021			As per PPR	

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23.	Procuring of Trophy for Best Stall Award	No	As per req.	RFQ	HOPE	Own Fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
24.	Procuring Chair & Table Work Station Drawer Unit (For New recruitment)		10 10 10	RFQ	HOPE	Own Fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
25.	Almirah File Cabinet		02 02	RFQ	HOPE	Own Fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
26.	Regional SME Fair related printing items	No	As per req.	RFQ	HOPE	Own Fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
27.	Procurement of Dresses & Belt for Drivers, Office Assistants and Cleaners	1	As per req.	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
28.	Procurement of Shoes & Socks for Drivers, Office Assistants and Cleaners		Shoes 19 Socks 38	Direct	HOPE	Own fund		Planned dates for Direct Planned days Direct Actual for Direct	October 2021		As per PPR		
29	Printing of SMEF Brochures	No.	As per Req.	Direct	HOPE	Own fund		Planned dates for Direct Planned days Direct Actual for Direct	October 2021		As per PPR		
30.	Consultant recruited for SME Friendly Budget Proposal 2022-23. (Consultancy Service)	No.	1	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
31.	Consultant recruited for developing Five Year Strategic Plan of SMEF. (Consultancy Service)	No.	1	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ Actual for RFQ	October 2021		As per PPR		
32.	Procuring Insurance Services for SMEF Vehicles (Dhaka Metro Gha-18-0916, DM Ha-28-3347, DM-Cha-56-1438 and DM Kha-12-6092)	No.	4	Direct	HOPE	Own fund		Planned dates for Direct Planned days Direct Actual for Direct	October 2021		As per PPR		
33.	Publication of Brochure for WED wing	No	500	Direct	HOPE	Own fund		Planned dates for Direct Planned days Direct Actual for Direct	October 2021		As per PPR		
34.	Procuring Stationeries	No.	As per req.	RFQ	HOPE	Own fund		Planned dates for RFQ Planned days RFQ	October 2021		As per PPR		

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35.	Printing of the study report on 'A Comparative Study on Clusters and Non-Clusters Based SME Development in Bangladesh'.	No	500	RFQ	HOPE	Own fund		Actual for RFQ	October- November 2021		As per PPR		
								Planned dates for RFQ					
								Planned days RFQ					
36.	Promotion & Publicity of National & regional SME Product Fair Through different media		1	OTM	HOPE	Own fund		Planned dates for OTM	Nov '21- Dec'22		As per PPR		
37.	National SME Product Fair 2021 Lot-1 Printing Materials Lot-2 Promotional Materials Lot-3 Digital Promotion Lot-4 Opening Ceremony Lot-5 Tent & Stall Management Lot-6 Product Display (PM)	No	1	OTM	HOPE	Own fund		Planned dates for OTM	November 2021		As per PPR		
								Planned days OTM					
								Actual for OTM					
38.	Procurement of Training Jute Bags	No	As per req.	RFQ.	HOPE	Own fund		Planned dates for RFQ	November 2021		As per PPR		
								Planned days RFQ					
								Actual RFQ					
39.	Printing of Training Writing Pad, Pen and Certificate	No	As per req.	RFQ.	HOPE	Own fund		Planned dates for RFQ	November 2021		As per PPR		
								Planned days RFQ					
								Actual RFQ					
40.	Development of Interventions Plan and Feasibility Study to Establish CFC in Potential Clusters.	No	1	RFP	HOPE	Own fund		Planned dates for RFP	November 2021		As per PPR		
								Planned days RFP					
								Actual for RFP					
41.	Exhibition of Cluster Products (Opening Ceremony and 4 days long Exhibition) Lot: Printing Material Lot:2 Stall Arrangement Lot:3 Design and Decoration Lot:4 Inaugural Program	No	As per Req.	OTM	HOPE	Own fund		Planned dates for OTM	November 2021		As per PPR		
								Planned days OTM					
								Actual for OTM					
42.	Participate in Ekushey Book (Stall decoration)	1	1	RFQ	HOPE	Own fund		Planned dates for RFQ	November 2021		As per PPR		
								Planned days RFQ					
								Actual RFQ					
43.	Printing of SMEF Yearly Desk Calendar	1	As per req.	RFQ	HOPE	Own fund		Planned dates for RFQ	November 2021		As per PPR		
								Planned days RFQ					
								Actual RFQ					
44.	Printing Booklets, Brochure etc.	No	As per req.	RFQ	HOPE	Own Fund		Planned dates for RFQ	December 2021		As per PPR		
								Planned days RFQ					
								Actual for RFQ					
								Planned days RFQ					

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45.	Procuring Group Insurance for SMEF Employees.	1	1	OTM	HOPE	Own fund		Actual for RFQ	December 2021				As per PPR
								Planned dates for OTM					
								Planned days OTM					
46.	Printing SMEF Annual Report.	No	As per Req.	RFQ	HOPE	Own fund		Actual for OTM	December 2021				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					
47.	Printing of News Letter. (Quarter -2)	1	1500	direct	HOPE	Own fund		Actual for RFQ	December 2021				As per PPR
								Planned dates for direct					
								Planned days direct					
48.	Promotional activities of Digital Platform for SME Export Product Marketing and Promotion	No	1	RFQ	HOPE	Own fund		Actual for direct	December 2021				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					
49.	Conduct study on 'Scope and Mechanism of Factoring Financing in Bangladesh'.	No	1	RFP	HOPE	Own fund		Actual for RFQ	December 2021				As per PPR
								Planned dates for RFP					
								Planned days RFP					
50.	Software Purchase of Credit Wholesaling Operation and Management System	No	1	RFP	HOPE	Own fund		Actual for RFP	December 2021				As per PPR
								Planned dates for RFP					
								Planned days RFP					
51.	Heritage Handloom Festival Lot-1 Printing Materials Lot-2 Design Works Lot-3 Stall Lot-4 Inaugural Ceremony	No	As per req.	OTM	HOPE	Own Fund		Actual for RFP	January 2022				As per PPR
								Planned dates for OTM					
								Planned days OTM					
52.	Capacity Building of the Existing Associations in Clusters (procuring Computer, Printer, Furniture)	No	5	RFQ	HOPE	Own fund		Actual for OTM	January 2022				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					
53.	Promotional Activities for Virtual Platform	No	1	RFQ	HOPE	Own fund		Actual for RFQ	January 2022				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					
54.	Vehicles Maintenance.	No	As per req.	RFQ	HOPE	Own fund		Actual for RFQ	As Per Demand				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					
55.	Printing on 'Scope and Mechanism of Factoring Financing in Bangladesh' report.	No	1	RFQ	HOPE	Own fund		Actual for RFQ	February 2022				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					
56.	Printing of Product Development.	No	As per req.	RFQ	HOPE	Own fund		Actual for OTM	March 2022				As per PPR
								Planned dates for RFQ					
								Planned days RFQ					

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								Actual for RFQ					
57.	Printing of News Newsletter (Quarter -3)	1	1500	direct	HOPE	Own fund		Planned dates for Direct	March 2022		As per PPR		
								Planned days Direct					
								Actual Direct					
								Planned days RFQ					
								Actual for RFQ					
								Planned days RFQ					
								Actual for RFQ					
58.	Printing of Journal (5th Issue)	No	1000	RFQ	HOPE	Own Fund		Planned dates for RFQ	Apr-May 2022		As per PPR		
								Planned days RFQ					
								Actual for RFQ					
59.	Printing of News Newsletter (Quarter -4)	1	1500	direct	HOPE	Own fund		Planned dates for	June-2022		As per PPR		
								Planned days					
								Actual					
60.	Procuring insurance services for SMEF Vehicles (DM Gha-18-2223, DM-GA-31-4987, DM Kha-13_0971, DM-Kha-12-7065)	1	1	RFQ / Direct	HOPE	Own fund		Planned dates for RFQ	June-2022		As per PPR		
								Planned days RFQ					
								Actual RFQ					


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Dr. Md. Mafizur Rahman
 Managing Director
 SME Foundation