

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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