

People's Republic of Bangladesh
Small and Medium Enterprise Foundation
Ministry of Industry
Annual Procurement Plan FY 2020-21

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.	Publication of International Journal of SME Development (4th issue).	1	1000	RFQ	HOPE	Own fund		Planned dates	05 July 2020	09 July 2020	12 July 2020	16 July 2020	16 July 2020
								Planned days					
								Actual dates					
2.	AC Repair 7 th Floor	1	1	DPM	HOPE	Own fund		Planned dates	-	-	-	23 July 2020	23 July 2020
								Planned days					
								Actual dates					
3.	AC Repair 5 th Floor	1	3	RFQ	HOPE	Own fund		Planned dates	07 July 2020	13 July 2020	13 July 2020	27 July 2020	27 July 2020
								Planned days		5 days	00day		
								Actual dates					
4.	Procuring insurance services for SMEF Vehicles (Dhaka metro gha 13-3619)	1	1	RFQ	HOPE	Own fund		Planned dates	10 August 2020	18 August 2020	18 August 2020	24 August 2020	24 August 2020
								Planned days					
								Actual dates					
5.	Procuring laptop battery and laptop keyboard	1	1	DPM	HOPE	Own fund		Planned dates				24 August 2020	24 August 2020
								Planned days					
								Actual dates					
6.	Photocopier Repairs (Canon IR 252 5 th , 7 th & 8 th floor)	1	3	RFQ	HOPE	Own fund		Planned dates	13 August 2020	19 August 2020	19 August 2020	31 August 2020	31 August 2020
								Planned days					
								Actual dates					

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7.	Photocopier Repairs (TOSHIBA e-STUDIO2309A 6 th Floor)	1	1	Direct	HOPE	Own fund		Planned dates for	01 September 2020	As per Procurement policy			
								Planned days					
								Actual dates					
8.	Procuring antivirus, headphone, web camera and microphone	1	6	DPM	HOPE	Own fund		Planned dates	01 September 2020	As per Procurement policy			
								Planned days					
								Actual dates					
9.	Procuring Toner (HP LaserJet Pro M12a, HP LaserJet 2015d, HP Color LaserJet CP 2025 79A, 53A CC530A,531A,532A,533A)	1	5	RFQ	HOPE	Own fund		Planned dates	06 September 2020	10 September 2020	10 September 2020	15 September 2020	15 September 2020
								Planned days					
								Actual dates					
10.	Procurement of Dresses & Belt for drivers, office assistants and cleaners	1	Pant 38 Shirts 38 belt-19	RFQ	HOPE	Own fund		Planned dates	01 September 2020	As per Procurement policy			
								Planned days					
								Actual dates					
11.	Procurement of Shoes & socks for drivers, office assistants and cleaners		Shoes 19 Socks 38	DPM	HOPE	Own fund		Planned dates	01 September 2020	As per Procurement policy			
								Planned days					
								Actual dates					
12.	Printing of newsletter Quarter -1	1	1500	DPM	HOPE	Own fund		Planned dates	September 2020	As per Procurement policy			
								Planned days					
								Actual dates					
13.	9 th National SME Product Fair-2020 Lot-1:Printing materials Lot-2: Promotional Materials Lot-3: Opening Ceremony Lot-4:Tent and Stall Arrangement	1	As per req.	OTM	HOPE	Own fund		Planned dates	October 2020	As per Procurement policy			
								Planned days					
								Actual dates					
14.	National SME Entrepreneurs Award-2021	1	6	OTM	HOPE	Own fund		Planned dates	October 2020	As per Procurement policy			
								Planned days					
								Actual dates					

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15.	Procuring group insurance for employees	1	1	OTM	HOPE	Own fund		Planned dates	October 2020	As per Procurement policy			
								Planned days					
								Actual dates					
16.	Study on Industrial Subcontracting in Bangladesh.	1	1	EOI	HOPE	Own fund		Planned dates	October 2020	As per Procurement policy			
								Planned days					
								Actual dates					
17.	SME Clusters in Bangladesh-2020. (An Updated Cluster Mapping)	1	1	EOI	HOPE	Own fund		Planned dates	October 2020	As per Procurement policy			
								Planned days					
								Actual dates					
18.	Procuring internet services	1	As per req.	Renewal	HOPE	Own fund		Planned dates	October 2020	Renewal			
								Planned days					
								Actual dates					
19.	Publication and distribution of calendar for the year 2021.	1	1000	RFQ	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					
20.	Updating of brochures on generic activities of SMEF (Bangla and English) and two other wings	1	25000	RFQ	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					
21.	Participate in Ekushey Book Fair with SMEF Publications Stall decoration	1	1	RFQ	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					
22.	Adoption of Enterprise Resource Planning System for SME Associations ERP Development software	1	1	EOI	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					
23.	Procurement of Training Jute Bags	1	1100	RFQ.	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					

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