

Govt. of the People's Republic of Bangladesh  
Small and Medium Enterprise Foundation  
Ministry of Industry  
**Annual Procurement Plan for FY 2024-25**

Ministry/Division : Ministry of Industry  
Agency : Small and Medium Enterprise Foundation (SMEF) **Budget: Govt. (Own Fund)**  
Procuring Entity Name : Small and Medium Enterprise Foundation (SMEF)  
Project /Programme Name & Code : Parjatan Bhaban (6<sup>th</sup>-7<sup>th</sup> 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	8	9	10	11	12	13	14	15	16	17
1.	Purchasing of Training/Workshop Bag, Training/Workshop Writing pad, Pen	Pcs	1,500 (500 piece Per item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
2.	Purchase of Training Bag, Training Note Pad, Training Pen	Pcs	1,500 (500 piece Per item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
3.	Purchase of Training Bag, Training Note pad, Training Pen for SheProsper Project	Pcs	1,500 (500 piece Per item)	RFQ	HOPE	Donor Fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
4.	Purchase of Bag	Pcs	1,800	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
5.	Purchase of Pad, Pen and Certificate	Pcs	10,800 (3,600 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				

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