

People's Republic of Bangladesh  
Small and Medium Enterprise Foundation  
Ministry of Industry  
Annual Procurement Plan FY 2019-2020

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.	Preparing Video clippings for National SME Entrepreneurs Award-2020	1	6	OTM	HOPE	Own fund		Planned dates for OTM	10 October 2019	28 October 2019	28 October 2019	07 November 2019	07 November 2019
								Planned days OTM		18 days	00 days	9 days	9 days
								Actual for OTM					
2.	Arranging 8 <sup>th</sup> National SME Product Fair-2020	As per req.	As per req.	OTM	HOPE	Own fund		Planned dates for OTM	13 October 2019	11. November 2019	11 November 2019	19 November 2019	19 November 2019
								Planned days OTM		30 days	00 days	08 days	08 days
								Actual for OTM					
3.	Procurement of Trophy for Best Stall Award	As per req.	As per req.	Direct	HOPE	Own Fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
4.	Procurement of Trophy and dummy cheque for National SME Entrepreneurs Award-2020	As per req.	As per req.	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
5.	Procurement of Security service in the pavilion in Dhaka International Trade Fair (DITF)	1	-	Direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
6.	Arranging Heritage Handloom and Handicrafts Festival	1	40	OTM	HOPE	Own fund		Planned dates for OTM	As per Procurement policy				
								Planned days OTM					
								Actual for OTM					
7.	Printing of Materials for Heritage Handloom and Handicrafts Festival	1	As per req.	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					

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8.	Stall Decoration in Ekushey Book Fair-2020	1	1	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
9.	Procurement of books and journals for SME Advisory Service Center, SMEF Archive and Library Management	As per req.	As per req.	Direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
10.	Procurement of DVD, hard drive, stationeries etc. for archive	As per req.	As per req.	Direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
11.	Procurement of A server, An hi-capacity computer and Three external hard disk for SMEF Archive.	1	As per req.	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy (e-GP)				
								Planned days RFQ					
								Actual for RFQ					
12.	Printing of Cluster Mapping Study for SME Clusters in Bangladesh-2019.	1	-	OTM	HOPE	Own fund		Planned dates for OTM	As per Procurement policy				
								Planned days OTM					
								Actual for OTM					
13.	Printing of Souvenir, card etc. for SME Financing Fair.	1	1	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
14.	Printing of Card, Souvenir for Seminar on SME Financing Issues	1	1	Direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
15.	Printing of Leaflet, Pad, Folder, Pen, Bag, Invitation card etc. For Conference on New Entrepreneurship Creation and Financing	1	400	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
16.	Procurement of consultant for Preparation of SME Friendly Budget Proposals: FY 2020-21	1	1	Quo.	HOPE	Own fund		Planned dates for				18 September 2019	18 September 2019
								Planned days					
								Actual					

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17.	Conducting Study for Preparing SME Friendly Budget Proposal: Focus on Light Engineering Sector.	1	1	OTM	HOPE	Own fund		Planned dates for OTM	As per Procurement policy				
								Planned days OTM					
								Actual for OTM					
18.	Printing of newsletter Quarter -1	1	1500	direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
19.	Printing of News Letter Quarter -2	1	1500	direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
20.	Printing of News Newsletter Quarter -3	1	1500	direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
21.	Printing of News Newsletter Quarter -4	1	1500	direct	HOPE	Own fund		Planned dates for	As per Procurement policy				
								Planned days					
								Actual					
22.	Procurement of Laptop 08 pcs, Desktop 02 pcs, Scanner 01 pcs, Printer 02 pcs and Hard disk 02 pcs	1	15	OTM	HOPE	Own fund		Planned dates for OTM	As per Procurement policy ( e-GP)				
								Planned days OTM					
								Actual for OTM					
23.	Preparing Training Manuals.	1	5	EOI	HOPE	Own fund		Planned dates for EOI	07 October 2019	22 October 2019	02 December 2019	12 December 2019	12 December 2019
								Planned days EOI					
								Planned dates for EOI					
24.	Preparing Training Manuals.	1	2	EOI	HOPE	Own fund		Planned dates for EOI	As per Procurement policy				
								Planned days EOI					
								Actual for EOI					
25.	Procurement of Enterprise Resource Planning Software for Adoption among SMEs' Trade Bodies	1	1	OTM	HOPE	Own fund		Planned dates for OTM	As per Procurement policy				
								Planned days OTM					
								Actual for OTM					

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26.	Printing of International Journal of SME Development (4th issue).	1	1000	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
27.	Conducting Study on Industrial Subcontracting and Value Chain System in Bangladesh.	1	1	EOI	HOPE	Own fund		Planned dates for EOI	As per Procurement policy				
								Planned days EOI					
								Actual for EOI					
28.	Conducting study for 'SME Clusters in Bangladesh-2019'.	1	1	EOI	HOPE	Own fund		Planned dates for EOI	As per Procurement policy				
								Planned days EOI					
								Actual for EOI					
29.	Printing of Report of the study titled 'A Comparative Study on Clusters and non-clusters based SME Development in Bangladesh'.	1	500	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual RFQ					
30.	Printing of Report of the study titled 'Sector Study on the Furniture Sector in Bangladesh'.	1	500	Quo.	HOPE	Own fund		Planned dates for RFQ	As per Procurement policy				
								Planned days RFQ					
								Actual for RFQ					
31.	Printing of Report for Women Entrepreneurs in SMEs: Bangladesh Perspective	1	500	Direct	HOPE	Own fund		Planned dates for Direct	As per Procurement policy				
								Planned days Direct					
								Actual for Direct					
32.	Procurement of Antivirus , Wireless mouse, Laptop Battery	1	7	Direct	HOPE	Own fund		Planned dates for Direct	As per Procurement policy				
								Planned days Direct					
								Actual for Direct					
33.	Conducting Case Studies of Successful Entrepreneurs from the intervention of SME Foundation	1	4	Direct	HOPE	Own fund		Planned dates for Direct				27 June 2019	27 June 2019
								Planned days Direct					
								Actual for Direct					

*[Handwritten signatures and initials]*

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34.	Conducting study on Business Opportunities of Plastics Recycling Industries in Bangladesh	1	1	Direct	HOPE	Own fund		Planned dates for Direct	-	-	-	10 July 2019	10 July 2019
								Planned days Direct					
								Actual for Direct					
35.	Conducting study on Prospects of Garments/ Textile Waste Industry Development to Create Innovative Entrepreneurs	1	1	Direct	HOPE	Own fund		Planned dates for Direct				10 July 2019	10 July 2019
								Planned days Direct					
								Actual for Direct					
36.	Procurement of Stationeries for (SMEF Small Envelope, SMEF Big Envelope SMEF File Cover SMEF Folder)	1	13500	Direct	HOPE	Own fund		Planned dates for Direct				22 July 2019	22 July 2019
								Planned days Direct					
								Actual for Direct					
37.	Procurement of Dresses for drivers, office assistants and cleaners	1	As per Req.	Direct	HOPE	Own fund		Planned dates for Direct				22 July 2019	22 July 2019
								Planned days Direct					
								Actual for Direct					
38.	Procurement of Belt and Shoes for drivers, office assistants and cleaners	1	As per Req.	Direct	HOPE	Own fund		Planned dates for Direct				22 July 2019	22 July 2019
								Planned days Direct					
								Actual for Direct					
39.	Preparing Services for Filing and Writ petition before the High court division.	1	1	Direct	HOPE	Own fund		Planned dates for Direct				24 July 2019	24 July 2019
								Planned days Direct					
								Actual for Direct					
40.	Procurement of water purifier Systems	1	2	Direct	HOPE	Own fund		Planned dates for Direct				26 August 2019	26 August 2019
								Planned days Direct					
								Actual for Direct					
41.	Conducting Study on Exploring Capability and Identifying skill & Technology Gap of Joshore Light Engineering SME's	1	1	Direct	HOPE	Own fund		Planned dates for Direct				21 August 2019	21 August 2019
								Planned days Direct					
								Actual for Direct					