

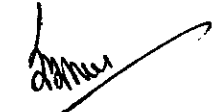



Annual Procurement Plan-2024-2025

Ministry/Division	Ministry of Public Administration (MoPA)	Projected Cost (Tk in Lakh)
Agency	N/A	1596.50
Procuring Entity Name and Code	Ministry of Public Administration	1070101

Pkg No.	Description of procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fnds	Estd. Cost in Tk. (lac)	Time Code for Process	Not used in Goods	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total Time to Contract Signature	Time For Completion of Contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Cleaning and Washing Items Code:3211102	NDS	List Enclosed-1	DTM e-GP (Framework)	Subject to the Authority delegated in the Delegation of Financial Power of this Ministry	GOB	6.00	Planned dates		Before 20 Aug 2024	04 Sep 2024	18 Sep 2024	25 Sept 2024	02 Oct 2024	30 Oct 2024		28 Nov 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
2	Entertainment Expenses CDDE: 3211106	NOS	List Enclosed-2	DPM/LTM /OTM/RFQ	-Do-	GOB	150.00	Planned dates		Direct Purchase from Bangladesh Porjaton Corporation/ Intercontinental/Officers Club and other Organizations following PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									
3	Cnsolidated pay to the non-government employees CDDE: 3211109	NOS	List Enclosed-3	DPM	-Do-	GOB	36.75	Planned dates		Direct Purchase As per PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									
4	Internet Fax Telex CDDE: 3211117	NDS	List Enclosed-4	DPM	-Do-	GOB	31.50	Planned dates		Direct Purchase As per PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									
5	Postage CODE: 3211119	NDS	List Enclosed-4	DPM	-Do-	GOB	4.00	Planned dates		Direct Purchase As per PPA-2006 & PPR-2008 From Directorate of Posts							
								Planned days									
								Actual dates									
6	Telephone /Mobile CDDE: 3211120	NDS	List Enclosed-6	DPM	-Do-	GOB	25.00	Planned dates		Direct Purchase As per PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									
7	Advertising Expenses CDDE: 3211125	NDS	List Enclosed-5	DPM	-Do-	GOB	40.00	Planned dates		Direct Purchase As per PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									
8	Books and Periodicals CODE: 3211127	NDS	List Enclosed-6	OTM/DPM/ RFQ	-Do-	GOB	27.00	Planned dates		As per PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									
9	Petrol, Diesel DII & Lubricants CDDE: 3243101	NDS	List Enclosed-7	DPM	-Do-	GOB	144.00	Planned dates		Direct Purchase following PPA-2006 & PPR-2008							
								Planned days									
								Actual dates									

Pkag No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lac)	Time Code for Process	Not Used in GOODS	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification Of Award	Signing of Contract	Total Time To Contract Signature	Time For Completion of Contract
10	Computer Consumables CODE: 3255101	NOS	List Enclosed-8	OTM e-GP (Framework)	Subject to the Authority delegated in the Delegation of Financial Power of this Ministry	GOB	94.50	Planned dates		Before 30 July 2024	14 Aug 2024	28 Aug 2024	05 Oct 2024	14 Oct 2024	12 Nov 2024		12 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
11	Printing & Binding CODE: 3255102	NOS	List Enclosed-9	DPM /OTM/RFQ	-Do-	GOB	5.00	Planned dates		Before 10 Sep 2024	24 Sep 2024	09 Oct 2024	16 Oct 2024	23 Oct 2024	21 Nov 2024		19 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
12(a)	Other Stationery (Stationery Goods) CODE: 3255105	NOS	List Enclosed-12a	OTM e-GP (Framework)	-Do-	GOB	59.25	Planned dates		Before 30 July 2024	14 Aug 2024	28 Aug 2024	05 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
12(b)	Other Stationery (Seal, Name Plate, Location Board, Honor Board) CODE: 3255105	NOS	List Enclosed-12b	OTM (Framework)	-Do-	GOB	18.00	Planned dates		Before 30 July 2024	14 Aug 2024	28 Aug 2024	05 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
12(c)	Other Stationery (Satellite) CODE: 3255105	NOS	List Enclosed-12c	DPM/OTM	-Do-	GOB	3.40	Planned dates		Direct Purchase As per PPR-2008 & RFQ							
								Planned days									
								Actual dates									
12(d)	Other Stationery (Flower) CODE: 3255105	NOS	List Enclosed-12d	DPM/RFQ	-Do-	GOB	3.00	Planned dates		Direct Purchase As per PPR-2008							
								Planned days									
								Actual dates									
12(e)	Other Stationery (Laundry, Rodent Control & Others) CODE: 3255105	NOS	List Enclosed-12e	DPM/RFQ	-Do-	GOB	5.60	Planned dates		Direct Purchase As per PPR-2008 & RFQ (Article 69)							
								Planned days									
								Actual dates									
13	Consumable Goods CODE: 3256103	NOS	List Enclosed-13	OTM e-GP (Framework)	-Do-	GOB	63.00	Planned dates		Before 30 July 2024	14 Aug 2024	28 Aug 2024	05 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
14	Uniforms Clothing and Accessories CODE: 3256106	NOS	List Enclosed-14	OTM e-GP (Framework)	Subject to the Authority delegated in the Delegation of Financial Power of this Ministry	GOB	13.00	Planned dates		Before 30 Sep 2024	14 Oct 2024	28 Oct 2024	05 Nov 2024	12 Nov 2024	10 Dec 2024		10 Janu 2025
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									

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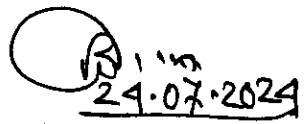
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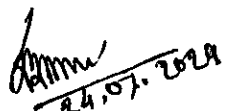
Pkag No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lac)	Time Code for Process	Not Used in GOODS	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification Of Award	Signing of Contract	Total Time To Contract Signature	Time For Completion of Contract
15	Ceremonies /festivities CODE: 3257301	NOS	List Enclosed-15	OTM/LTM/D PM /RFQ	-Do-	GOB	325.00	Planned dates for OTM		Before 30 May 2024	14 June 2024	28 June 2024	05 July 2024	12 July 2024	08 August 2024		04 Sept 2024
								Planned days for OTM		0	14	14	7	7	28	70	28
								Actual dates for OTM									
16	Motor Vehicle Repair CODE: 3258101	NOS	List Enclosed-16	OTM/DPM	-Do-	GOB	30.00	Planned dates for OTM		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days for OTM		0	14	14	7	7	28	70	28
								Actual dates for OTM									
Direct Purchase As per PPR-2008																	
17	Furniture Repair CODE: 3258102	NOS	List Enclosed-17	OTM/LTM/R FQ	-Do-	GOB	4.00	Planned dates		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
18	Computer Repair CODE: 3258103	NOS	List Enclosed-18	OTM/LTM/R FQ	-Do-	GOB	10.00	Planned dates		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
19	Office Equipment Repair CODE: 3258104	NOS	List Enclosed-19	OTM/LTM/R FQ	Do	GOB	3.50	Planned dates		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
20	Other Machineries & Equipment Repair CODE: 3258105	NOS	List Enclosed-20	OTM/LTM/R FQ	Do	GOB	11.00	Planned dates		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
21	Telecommunication s Equipment Repair CODE:3258126	NOS	List Enclosed-21	DPM/OTM/L TM/RFQ	Do	GOB	8.00	Planned dates		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									
22	Computer and Accessories Equipmeot CODE:4112202	NOS	List Enclosed-23	OTM e-GP (Framework)	Do	GOB	200.00	Planned dates		Before 30 Aug 2024	14 Sep 2024	28 Sep 2024	07 Oct 2024	14 Oct 2024	12 Nov 2024		10 Dec 2024
								Planned days		0	14	14	7	7	28	70	28
								Actual dates									

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Pkag No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lac)	Time Code for Process	Not Used in GOODS	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification Of Award	Signing of Contract	Total Time To Contract Signature	Time For Completion of Contract					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					
23	Telecommunications Equipments CODE:4112204	NOS	List Enclosed-24	OTM e-GP (Framework)	Do	GOB	20.00	Planned dates		Before 30 July 2024	14 Aug 2024	28 Aug 2024	05 Oct 2024	14 Oct 2024	12 Nov 2024		12 Nov 2024					
								Planned days		0	14	14	7	7	28	70	28					
								Actual dates														
24	Electrical Equipment CODE:4112303	NDS	List Enclosed-25	OTM e-GP (Framework)	Subject to the Authority delegated in the Delegation of Financial Power of this Ministry	GOB	100.00	Planned dates		Before 30 Sep 2024	14 Oct 2024	28 Oct 2024	05 Nov 2024	12 Nov 24	10 Dec 2024		10 Janu 2025					
								Planned days		0	14	14	7	7	28	70	30					
								Actual dates														
								Planned dates		Before 30 Sep 2024	14 Oct 2024	28 Oct 2024	05 Nov 2024	12 Nov 24	10 Dec 2024		10 Janu 2025					
								Planned days		0	14	14	7	7	28	70	30					
								Actual dates														
25	Office Equipment CODE: 4112310	NOS	List Enclosed-26	OTM e-GP (Framework)	-Do-	GOB	6.00	Planned dates		Before 30 Dec 2024	13 January 2025	27 January 2025	09 Feb 2025	10 Feb 2025	09 March 2025		09 April 2025					
								Planned days		0	14	14	7	7	28	70	30					
								Actual dates														
26	Furniture CODE: 4112314	NOS	List Enclosed-27	OTM e-GP (Framework)	-Do-	GOB	150.00	Planned dates		Before 30 Sep 2024	14 Oct 2024	28 Oct 2024	05 Nov 2024	12 Nov 24	10 Dec 2024		10 Janu 2025					
								Planned days		0	14	14	7	7	28	70	30					
								Actual dates														
Total Value of Goods in the Procurement Plan							1596.50															
For sudden demand of office, procurement under appropriate method like Request For Quotation (RFQ), Direct Purchase etc under the Public Procurement Act, 2006 and PPR, 2008 may be applied with prior approval of HOPE.																						


24.07.2024
(Dr. Md. Faridur Rahman)
Deputy Secretary (Administration-4 Section)


24.07.2024
(Ripan Chakma)
Joint Secretary (Administration Branch)


24.07.2024
(Md. Masudul Hasan)
Additional Secretary (Administration Wing)


24.07.2024
(Mohammed Mezbah Uddin Chowdhury)
Senior Secretary