

Annual Procurement Plan: 2024-25

Ministry:	Ministry of Public Administration	Program Cost
Agency:	Ministry of Public Administration	Total: 13,62,80,000.00
Procuring Entity:	Program Director	GoB: 13,62,80,000.00
Program (Activity) Name and Code:	সরকারি কর্মচারী ব্যবস্থাপনা পদ্ধতি; Code-120014101	PA: N/A

Financial Year: 2024-25

Package No.	Description of Goods for Procurement	Unit	Qty.	Procurement method	Contract Approving Authority	Source of Fund	Estid Cost (Lakh)	Time Code for Process	Indicative Date									
									Advertise Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of award	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
MOPA/GEMS-GD-001	Electric Accessories Materials CODE:4112303	List Attached	List No.-1	OTM	Sr. Secretary	GOB	20.00	Planned Dates 14/07/24	0	21	42	14	7	28	112	60		
MOPA/GEMS-GD-002	Computer and Accessories CODE:4112202	List Attached	List No.-2	OTM	Sr. Secretary	GOB	25.00	Planned Dates 12/08/24	0	21	42	14	7	28	112	60		
MOPA/GEMS-GD-003	Audio-Video (OMS) CODE:3211126	As per requirement		RFQ	Sr. Secretary	GOB	3.00	Planned Dates 27/08/24	0	10	7	7	7	7	38	60		

K. B. M.

S. B.

G.

Package No	Description of Goods for Procurement	Unit	Qty.	Procurement method	Contract Approving Authority	Source of Fund	Estid Cost (Lakh)	Time Code for Process	Indicative Date								
									Advertise Tender	Tender Opening	Tender Evaluation	Approval of Award	Notification of award	Signing of Contract	Total time to Contract Signature	Time for Complete on of Contract	Remarks
1								Planned Dates	10	11	12	13	14	15	16	17	18
									05/09/24	15/09/24	22/09/24	29/09/24	06/10/24	13/10/24		27/10/24	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-004	Computer Consumables CODE:3255101	List Attached	List No. -3	RFQ/ DPM	Sr. Secretary	GOB	6.00	Planned Dates	10	10	7	7	7	7	7	38	14
									09/09/24	18/09/24	25/09/24	02/10/24	09/10/24	16/10/24		15/11/24	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-005	Office Equipment's CODE:4112310	List Attached	List No. -4	RFQ	Sr. Secretary	GOB	3.00	Planned Dates	10	10	7	7	7	7	7	38	30
									23/09/24	14/10/24	04/11/24	18/11/24	25/11/24	23/12/24		22/12/25	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-006	Outsourcing Staff Recruitment CODE:3211131	Person	5	OTM	Sr. Secretary	GOB	14.20	Planned Dates	10	21	21	14	7	28	91	365	
									10/10/24	31/10/24	21/11/24	05/12/24	12/12/24	09/01/25		08/02/25	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-007	Furniture for Office Room CODE:4112314	As per Requirement	.	OTM	Sr. Secretary	GOB	20.00	Planned Dates	10	21	21	14	7	28	91	30	
									10/10/24	31/10/24	21/11/24	05/12/24	12/12/24	09/01/25		08/02/25	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-008	Office Equipment's CODE:4112310	As per Requirement	.	RFQ/ DPM	Sr. Secretary	GOB	4.00	Planned Dates	10	10	7	7	7	7	38	30	
									25/11/24	05/12/24	12/12/24	19/12/24	26/12/24	02/01/25		01/02/25	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-009	ICT Equipment's Code: 4112201	As per Requirement	.	OTM/ DPM	Sr. Secretary	GOB	297.00	Planned Dates	10	28	42	14	7	28	119	60	
									01/12/24	29/12/24	09/02/25	23/02/25	02/03/25	30/03/25		29/05/25	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates
MoPA/GEMS-GD-010	ICT Equipment's Code: 4112201	List Attached	List No. -5	RFQ	Sr. Secretary	GOB	3.00	Planned Dates	10	10	7	7	7	7	38	30	
									22/12/24	01/01/25	08/01/25	15/01/25	22/01/25	29/01/25		28/02/25	
									Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates	Planned Dates	Planned Days	Actual Dates

K. B. S.

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Indicative Date

Package No.	Description of Goods for Procurement	Unit	Qty.	Procurement method	Contract Approving Authority	Source of Fund	Estid. Cost (Lakh)	Time Code for Process	Indicative Date								
									10	11	12	13	14	15	16	17	18
1	2	3	4	5	6	7	8	9	02/01/25	12/01/25	19/01/25	26/01/25	02/02/25	09/02/25	16	17	18
MoPA/GEMS-GD-011	Audio-Video (EMS) CODE-3211126	As per requirement	.	RFQ	Sr. Secretary	GOB	3.00	Planned Dates	0	10	7	7	7	7	38		30
								Planned Dates	02/03/25	12/03/25	16/03/25	23/03/25	30/03/25	06/04/25			05/05/25
MoPA/GEMS-GD-012	Audio-Video (Others Module) CODE-3211126	As per requirement	-	RFQ	Sr. Secretary	GOB	2.00	Planned Dates	0	10	4	7	7	7	35		30
								Actual Dates									

[Signature]
29/07/24

(Mohammad Monoar Hossain)
Deputy Secretary and
DPD (Admin & Finance)

[Signature]
29/07/24

(Md. Doulatzaman Khan)
Joint Secretary (PACC) and
Program Director

[Signature]
29.07.24

(Mohammed Mezbah Uddin Chowdhury)
Senior Secretary
Ministry of Public Administration (MoPA)

IT Consultant

Package No.	Description of Procurement Package SERVICES	Unit	Qty.	Procurement method	Contracting Authority	Source of Fund	Estd. Cost (Lakh)	Time Code for Process	Indicative Date									
									Advertise EoI	Proposal Opening	Proposal Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
								Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24				
Team Leader (IT) Mo/PA/GEMS-SR-013	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr. Secretary	GOB	4.00	Actual Dates										
								Planned Dates	01/08/24	22/08/24	05/09/24	12/09/24	26/09/24	24/10/24				
Senior Consultant (Software Developer) Mo/PA/GEMS-SR-014	IT Consultant Code:3257101	Person	3	QCBS / SSSP	Sr. Secretary	GOB	3.50	Actual Dates										
								Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24				
Senior Consultant (Analysis) Mo/PA/GEMS-SR-015	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr. Secretary	GOB	3.50	Actual Dates										
								Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24				
Senior Consultant (Database Designing) Mo/PA/GEMS-SR-016	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr. Secretary	GOB	3.50	Actual Dates										
								Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24				
Senior Consultant (Front end) Mo/PA/GEMS-SR-017	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr. Secretary	GOB	3.50	Actual Dates										
								Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25				
Consultant (ICT & Networking Specialist) Mo/PA/GEMS-SR-018	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr. Secretary	GOB	2.00	Actual Dates										
								Planned Dates	08/01/25	29/01/25	12/02/25	19/02/25	05/03/25	02/04/25				

Package No.	Description of Package SERVICES	Unit	Qty.	Procurement method	Contract Approving Authority	Source of Fund	Estid Cost (Lakh)	Time Code for Process	Indicative Date								
									10	11	12	13	14	15	16	17	18
1								Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									
Consultant (Soft Dev) MOP/AGEMS-SR-019	IT Consultant Code:3257101	Person	3	QCBS / SSSP	Sr Secretary	GOB	2.00	Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									
Consultant (Testing) MOP/AGEMS-SR-020	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr Secretary	GOB	2.00	Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									
Consultant (Security/Expert) MOP/AGEMS-SR-021	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr Secretary	GOB	2.00	Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24			
								Actual Dates									
Consultant (Documentation) MOP/AGEMS-SR-022	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr Secretary	GOB	2.00	Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									
Junior Consultant (Soft/App Developer) MOP/AGEMS-SR-023	IT Consultant Code:3257101	Person	6/4	QCBS / SSSP	Sr Secretary	GOB	1.25	Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24			
								Actual Dates									
Junior Consultant (UI/UX) MOP/AGEMS-SR-024	IT Consultant Code:3257101	Person	1	QCBS / SSSP	Sr Secretary	GOB	1.25	Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24			
								Actual Dates									

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Package No.	Description of Procurement Package SERVICES	Unit	Qty.	Procurement method	Contract Approval Authority	Source of Fund	Estid Cost (Lakh)	Time Code for Process	Indicative Date									
									Advertise Eol	Proposal Opening	Proposal Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	Remarks	
1	Junior Consultant (Front end) MoPA/GEMS- SR-025	Person	4	QCBS / SSSP	Sr. Secretary	GOB	1.25	Planned Dates	10	11	12	13	14	15	16	17	18	
								Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24				
								Planned Days	0	21	21	7	14	28	91	365		
Junior IT consultant (Support Engineer) MoPA/GEMS- SR-026	IT Consultant Code:3257101	Person	3/2	QCBS / SSSP	Sr. Secretary	GOB	1.00	Planned Dates	21	21	7	14	28	91	365			
								Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24				
								Planned Days	0	21	21	7	14	28	91	365		

KS/GEMS
09/07/2024

(Mohammad Monoar Hossain)
 Deputy Secretary and
 DPD (Admin & Finance)

KS
09/10/24

(Md. Dolul Hossain Khan)
 Joint Secretary (PACC) and
 Program Director

KS
09.07.24

(Mohammed Mezbah Uddin Chowdhury)
 Senior Secretary
 Ministry of Public Administration (MoPA)

Functional Consultant

Package No.	Description of Procurement Package SERVICES	Unit	Qty.	Procurement method	Contract Approving Authority	Source of Fund	Estd. Cost (Lakh)	Time Code for Process	Indicative Date								
									Advertisement	Proposal Opening	Proposal Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	Remarks
1	Senior Functional Consultant MoPA/GEMS-SR-027	Person	2	QCBS / SSSP	Sr. Secretary	GOB	4.00	Planned Dates	10	11	12	13	14	15	16	17	18
								Actual Dates									
	Functional Consultant MoPA/GEMS-SR-028	Person	2	QCBS / SSSP	Sr. Secretary	GOB	3.00	Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24			
								Actual Dates									
	Consultant (Executive) MoPA/GEMS-SR-029	Person	1	QCBS / SSSP	Sr. Secretary	GOB	1.50	Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									
	Junior Consultant (Accounts) MoPA/GEMS-SR-030	Person	1	QCBS / SSSP	Sr. Secretary	GOB	1.00	Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									
	Consultant (Training) MoPA/GEMS-SR-031	Person	1	QCBS / SSSP	Sr. Secretary	GOB	1.00	Planned Dates	01/08/24	22/08/24	12/09/24	19/09/24	03/10/24	31/10/24			
								Actual Dates									
	Junior Consultant MoPA/GEMS-SR-032	Person	2	QCBS / SSSP	Sr. Secretary	GOB	1.00	Planned Dates	08/01/25	29/01/25	19/02/25	26/02/25	12/03/25	09/04/25			
								Actual Dates									

(Mohammad Monzar Hossain)
Deputy Secretary and
DPD (Admin & Finance)

(Md. Doniluz Zaman Khan)
Joint Secretary (PACC) and
Program Director

(Mohammed Mezbah Uddin Chowdhury)
Senior Secretary
Ministry of Public Administration (MoPA)