

**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 <sup>th</sup> Floor	1	1	DPM	HOPE	Own fund		Planned dates	-	-	-	23 July 2020	23 July 2020
								Planned days					
								Actual dates					
3.	AC Repair 5 <sup>th</sup> 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 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> 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 <sup>th</sup> 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 -I	1	1500	DPM	HOPE	Own fund		Planned dates	September 2020	As per Procurement policy			
								Planned days					
								Actual dates					
13.	9 <sup>th</sup> 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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24.	Printing of Training Writing Pad, Pen and Certificate	1	20,000	RFQ./DPM	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					
25.	Participation of SME Foundation in International Fair (5) Printing Brochure	1	As per req.	RFQ	HOPE	Own fund		Planned dates	November 2020	As per Procurement policy			
								Planned days					
								Actual dates					
26.	Procurement of Trophy for Best Stall Award	1	As per req.	RFQ	HOPE	Own Fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
27.	Procurement of Trophy and dummy cheque for National SME Entrepreneurs Award-2020	1	As per req.	RFQ	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
28.	Procurement of Security service in the pavilion in Dhaka International Trade Fair (DITF)	1	7	RFQ	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
29.	Heritage Handloom Festival Printing Materials	1	40	RFQ	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
30.	Heritage Handloom Festival Design Works (Publication, Exhibition Design, Designers Fee)	1	As per req.	RFQ.	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
31.	Social Campaign to encourage buying Bangladeshi SME products (TV Scroll, Facebook boosting, Newspaper ad, Email etc.) Facebook boosting	1	As per req.	RFQ.	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
32.	Social Campaign to encourage buying Bangladeshi SME products (TV Scroll, Facebook boosting, Newspaper ad, Email etc.) TV Scrollbar	1	As per req.	RFQ.	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					

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33.	National SME Business Plan Competition souvenir	1	As per req.	RFQ.	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
34.	National SME Business Plan Competition Closing Ceremony	1	As per req.	OTM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
35.	Procurement of books and journals for SME Advisory Service Center, SMEF Archive and Library Management	As per req.	As per req.	DPM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
36.	Procurement of consultant for Preparation of SME Friendly Budget Proposals: FY 2021-22	1	1	RFQ	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
37.	Preparation of SME friendly Public Procurement Proposals	1	1	OTM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
38.	Prepare Paper for Policy Advocacy on 'Green SMEs/Practicing 3Rs for Sustainable Economic Development' Research Expert/firm hiring	1	1	OTM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
39.	Printing of News Letter Quarter -2	1	1500	DPM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
40.	Advocacy & Study on Scope and Mechanism of Factoring Financing in Bangladesh Select and procure consultant organization for conducting study	1	1	OTM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					

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41.	Developing Innovative Financing Model for Startup/MSEs Hire consultant or seek consultant advice	1	1	RFQ	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual					
42.	Facilitate Potential Small Entrepreneurs for Raising Capital form Capital Market in association with Bangladesh Securities and Exchange Commission Making for Guideline	1	1	RFQ	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
43.	Promotion of Cluster product through Cluster Product Fair Lot-1: Inaugural Ceremony Lot-2: Banners and Others Lot-3: Printing Materials	1	As Req.	OTM	HOPE	Own fund		Planned dates	December 2020	As per Procurement policy			
								Planned days					
								Actual dates					
44.	Publication of 5 <sup>th</sup> issue of International Journal of SME Development (Special Issue of-Mujib year Program).	1	1000	RFQ	HOPE	Own fund		Planned dates	February 2021	As per Procurement policy			
								Planned days					
								Actual dates					
45.	Promotion and Publicity of National and Regional SME Product Fair through Media	1	10	DPM	HOPE	Own fund		Planned dates	March 2021	As per Procurement policy			
								Planned days					
								Actual dates					
46.	Printing of News Newsletter Quarter -3	1	1500	DPM	HOPE	Own fund		Planned dates	March 2021	As per Procurement policy			
								Planned days					
								Actual dates					
47.	Bangla Version of the SME Journal (4 <sup>th</sup> Issue).	1	1000	RFQ	HOPE	Own fund		Planned dates	April 2021	As per Procurement policy			
								Planned days					
								Actual dates					
48.	Printing of Report of the study titled 'A Comparative Study on Clusters and non-clusters Based SME Development in Bangladesh'.	1	500	RFQ	HOPE	Own fund		Planned dates	April 2021	As per Procurement policy			
								Planned days					
								Actual dates					
49.	Case Studies of Successful Entrepreneurs from the intervention of SME Foundation.	1	4	OTM	HOPE	Own fund		Planned dates	April 2021	As per Procurement policy			
								Planned days					
								Actual dates					

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50.	Procurement of Antivirus , Wireless mouse, Laptop Battery	1	7	DPM	HOPE	Own fund		Planned dates	April 2021	As per Procurement policy			
								Planned days					
								Actual dates					
51.	Printing of News Newsletter Quarter -4	1	1500	DPM	HOPE	Own fund		Planned dates	June 2021	As per Procurement policy			
								Planned days					
								Actual dates					
52.	Procurement of Stationeries	1	As per Req.	RFQ./DPM	HOPE	Own fund		Planned dates	June 2021	As per Procurement Policy			
								Planned days					
								Actual dates					
53.	Procuring insurance services for SMEF Vehicles	1	1	RFQ / DPM	HOPE	Own fund		Planned dates	June 2021	As per Procurement Policy			
								Planned days					
								Actual dates					
54.	Repairing Printers and photocopiers	1	3	RFQ/DPM	HOPE	Own fund		Planned dates	June 2021	As per Procurement Policy			
								Planned days					
								Actual dates					



ব্যবস্থাপনা পরিচালক  
এসএমই ফাউন্ডেশন

**Md. Safiqul Islam**  
Managing Director  
SME Foundation