

People's Republic of Bangladesh
Small and Medium Enterprise Foundation
Ministry of Industry
Annual Procurement Plan FY 2022-23

Ministry/Division : Ministry of Industry
Agency : Small and Medium Enterprise Foundation (SMEF)
Procuring Entity Name & Code : Small and Medium Enterprise Foundation
Parjatan Bhaban (6th-7th 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 Tende	Tender Opening	Technical Proposal Evaluation	Approval	NOA	Signing of contract	Completion of contract	Total Processing Time
1	2	3	4	5	6	7	9	10	11	12	13	14	15	16	17	18
1	Purchasing of Zoom Packages	No.	3	RFQ (NCT)	HOPE	Own fund		Planned Dates Planned days Actual Dates	July 2022					As per PPR		
2.	Purchasing Training Pad Pen Certificate	pcs	As per requirements	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	July 2022					As per PPR		
3	Purchasing of Toner 05A (HP LaserJet P2055 Printer)	Pcs	As per requirements	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	July 2022					As per PPR		
4.	Printing for News Letter (1 st Quarter)	Pcs	1500	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022					As per PPR		
5.	Purchasing of Gift Item for Workshop/Seminar wit ERF	Pcs	100	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022					As per PPR		
6.	Purchasing of Zoom Packages	-	3	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022					As per PPR		
7.	Purchasing of toner (05A) HP LaserJet P2055 Printer	pcs	3	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022					As per PPR		

SI 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 Tende	Tender Opening	Technical Proposal Evaluation	Approval	NOA	Signing of contract	Completion of contract	Total Processing Time
8	Purchasing of official Furniture Executive Chair, Visitor Chair, Drawer Unit	pcs	35	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
9.	Purchasing of Training Materials Pen (with SMEF Logo) Writing Pad (with Logo) Folder (with SMEF Logo)	pcs	1500	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
10.	Visiting Card, ID Card, Name Plate)	pcs	As per requirements	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
11.	Purchasing of vehicle (Microbus)	No.	1	OTM (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
12.	Purchasing of Telephone Set	pcs	10	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
13.	Purchasing of Safety and Hygienic items (Masks, Sanitizer)	No.	As per Requirement	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
14.	Purchasing of multiplug and Projector Screen	pcs	17	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
15.	Purchasing of toner NPG 51 (Canon IR2520)	pcs	4	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
16.	Purchasing of Rack s	pcs	3	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
17.	Purchasing of toner 79A (HP LaserJet M12A printer)	pcs	2	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	August 2022	As per PPR						
18.	Purchasing of toner 55A (HP LaserJet P3015 printer)	pcs	1	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September 2022	As per PPR						

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19.	Printing of Booklets Brochures Poster	pcs	As per Requirement	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September 2022	As per PPR						
20.	Purchasing of Event Management, Printing Materials, Opening Ceremony, Promotional Materials 10th National SME Products Fair-2022	No.	As per Requirement	OTM (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September 2022	As per PPR						
21.	Purchasing of Video Documentary for National SME Award-2022	pcs	6	OTM (NCT)	HOPE	Own Fund		Planned dates Planned days Actual Dates	September 2022	As per PPR						
22.	Purchasing Trophy & Dummy Cheque National SME Award-2022	pcs	6	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September-2022	As per PPR						
23.	Purchasing of Mouse, Wireless Mouse & Pad, Keyboard,	pcs	As per Requirement	Direct (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September-2022	As per PPR						
24.	Purchasing SMEF Corporate video	No.	5/6 minute	OTM (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September 2022	As per PPR						
25.	Printing for News Letter (2 nd Quarter)	Pcs	1500	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	September 2022	As per PPR						
26.	Purchasing of toner 79A (HP LaserJet M12A) , 2309U (TOSHIBA e-STUDIO2309A) and Sharp DX-25AT-BA Toner	pcs	12	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	October 2022	As per PPR						
27.	Consultant Hiring Study on Developing a Reference Book for Higher Education titled 'MSME Development: Key to Inclusive Growth of Bangladesh'	No.	1	QCBS (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	October 2022	As per PPR						
28.	Printing of SMEF Brochures	pcs	As per requirements	RFQ (NCT)	HOPE	Own fund		Planned dates Planned days Actual Dates	October 2022	As per PPR						

